

DRAFT

MC No. _____, s. 2019

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS, BUREAUS, OFFICES, AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENTS, INCLUDING STATE UNIVERSITIES AND COLLEGES AND GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTER

SUBJECT : **MENTAL HEALTH PROGRAM IN THE PUBLIC SECTOR**

Pursuant to Republic Act No. 11036 otherwise known as the “*Mental Health Act (MHA) of 2018 and its Implementing Rules and Regulations of*”, the Civil Service Commission promulgated CSC Resolution _____ dated ____ adopting the following guidelines on the Mental Health Program in the Public Sector:

I. OBJECTIVES

The guidelines shall serve as reference for agencies in developing their Mental Health Program.

Specifically, the guidelines shall ensure that agencies shall be able to:

1. Develop a responsive, inclusive and evidenced-based Mental Health Program in the workplace;
2. Integrate Mental Health Programs to the Basic Health Services of the Agency and in its **human resource systems**;
3. Promote mental health programs in the workplaces through education which shall raise awareness on mental health issues, correct the stigma and discrimination associated with mental health conditions;
4. Capacity-building, reorientation, and training of mental health service providers **and human resource personnel** to develop the ability to deliver evidence-based, gender-sensitive, culturally-appropriate and human rights-oriented mental health services.

5. Facilitate access of government employees and officials with mental health conditions to treatment and psychological support provided by health institutions, other government agencies, and/or non-government organizations.
6. Promote over-all mental wellness and provide an inclusive, conducive and supportive work environment to ensure healthy and productive workforce; and
7. Allocate funding for the implementation of the mental health program

II. SCOPE AND COVERAGE

This guideline covers all National Government Agencies (NGAs), Government-Owned and Controlled Corporations (GOCCs) with original charters, State and Local Universities and Colleges (SLUCs) and Local Government Units (LGUs).

III. IMPLEMENTATION OF MENTAL HEALTH PROGRAM IN THE WORKPLACE

1. Agencies shall implement its Mental Health Program, including Basic Health Services and interventions for employees with mental health conditions and employees at risk.
2. Agencies shall integrate mental health in the human resource programs and system.
3. Agencies may use, apply or customize the Mental Health Program Model provided the stated components are present.

IV. COMPONENTS OF AN AGENCY MENTAL HEALTH PROGRAM

A. Mental Health Program Title

The same shall be anchored with the agency name for immediate identification.

B. Policy Statement

Review Agency Mandate, Vision, Mission, Values, Strategies and Major Final Outputs to ensure alignment of policy statement which critically needed to support its achievement.

A Mental Health Policy shall be characterized by the following:

1. Specific to the organization and should be written based on the agency mandate. It should be concise, clearly written so that employees will understand its views.
2. Indicate management commitment support and accountability.
3. The policy should bear the signature of the agency head and the date it was signed since it signifies accountability.
4. Includes principle and objectives of protecting the rights of the employees at risk and employees with mental health conditions.
5. States compliance with the Mental health laws, rules and policies
6. Highlights the role and participation of both the employees and the management so they should be solidarity responsible and accountable in the implementation of its implementation.

C. Objectives

1. Formulate objectives that are Specific, Measurable, Achievable, Relevant and Time-Oriented.
2. States objectives to promote mental health for employees and provide appropriate services for employees with mental health conditions and employees at risk.

D. Mental Health Programs

1. Identify and introduce relevant and implementable measures for early detection and prevention of mental health conditions in the workplace.
2. Identify relevant and implementable mental health programs to raise awareness on mental health issues, correct the stigma and discrimination associated with mental health conditions;
3. Introduce mental health programs that will promote mentally healthy lifestyles in the workplace with the active participation amongst government officials and employees;
4. Develop MHP that will create linkage to other government agencies, and/or non-government organizations that provide treatment and psychological and medical support;
5. Develop MHP to promote over-all mental wellness and provide an inclusive, conducive and supportive work environment to ensure healthy and productive workforce.

E. Strategies

Develop strategies to attain the objectives of the MHP. Strategies shall include but not limited to creating a healthy working environment; effective communication, education and promotion;

work adjustments; improved performance; basic health and medical services for employees with mental health conditions and employees at risk; among others.

F. Protocols and Processes

Establish protocols and processes in the implementation of the Agency Mental Health Program.

G. Funding

Allocate and incorporate funds and resources in the Agency's annual work and financial plan and budget

H. Monitoring and Evaluation

Provide monitoring and evaluation tools to determine the success of the implementation of the MHP.

V. RESPONSIBILITIES

A. Heads of Agencies

1. Provide a statement of policy relating to mental health program.
2. Maintain overall responsibility for the mental health program.
3. Ensure that all established mental health policies are administered and enforced in all workplace areas.
4. Ensure that all personnel are aware of and participate in the mental health program.
5. Provide information and resources including funding, to effectively implement the mental health program.
6. Provide continuous education or training on mental health.
7. Monitor and report accomplishments of the mental health program.
8. Establish institutional network who can provide assistance in the implementation of the mental health program.

B. Human Resource Development Office (or its equivalent office)

The MHP and its programs and activities shall be institutionalized and managed under the Human Resource Management Office of every agency, with the following responsibilities:

1. Administer, manage and monitor implementation of the Mental Health Program.
2. Record and analyze relevant information and data to facilitate implementation and improvement of MHP.
3. Maintain contact with institutional networks (e.g., hospitals, agencies, trainers, medical professionals, etc.).

4. Shall lead workplace discussions on mental health.
5. Keep up-to-date with recommended mental health information and education materials
6. Assist in incident investigations, analysis and preparation of mental health related reports and summaries
7. Ensure mental health program is integrated in the human resource initiatives and processes

C. Employee Organization Representative

1. Assist the head of the agency and the human resource development office in the implementation of the MHP.
2. Support all mental health related initiatives, programs and activities.
3. Shall assist the head of the agency and the human resource development office in the conduct of consultations related to mental health, its policy and its implementation.

VI. INFORMATION DISSEMINATION

Agencies shall implement a communication plan to promote the mental health program and its various programs through the use of available media. Information and education materials shall be made available and other activities may be conducted to facilitate the information dissemination initiatives.

VII. REPORTING REQUIREMENTS & RECORD KEEPING

Records of employees at risk must at all times be managed, kept safe and confidential and must conform to the provision of the Data Privacy Act.

Agencies shall furnish CSC through the HRRO an Annual Report on their Mental Health Program for reference and records purposes.

VIII. MONITORING AND EVALUATION

Monitoring and evaluation of the MHP shall be included in the Agency's Annual Report.

IX. FUNDING SOURCE

Allocate and incorporate funds and resources in the Agency's annual work and financial plan and budget.

CSC Resolution No. _____ was published in _____ on _____.

ALICIA dela ROSA-BALA
Chairperson