



Republic of the Philippines  
OFFICE OF THE PRESIDENT  
**PHILIPPINE RECLAMATION AUTHORITY**

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**SECRETARY'S CERTIFICATE**

SO THE PUBLIC MAY KNOW:

I, **MARK ARTHUR M. CATABONA**, of legal age, Filipino, with office address at 8<sup>th</sup> Floor, Legaspi Towers 200 Building, 107 Paseo de Roxas, Legaspi Village, Makati City, after having been duly sworn to in accordance with law, do hereby certify that:

1. I am the Acting Board Secretary of the Philippine Reclamation Authority (PRA);  
and
2. At the 596<sup>th</sup> Regular Meeting of the PRA Board of Directors on 14 December 2021 via teleconference in accordance with Section 2.2.1 (a) of GCG Memorandum Circular No. 2014-06 duly called for the purpose, a quorum being present and acted throughout, the following resolution was adopted by the majority of the Board of Directors with the concurrence of the Chairman, and is now in full force and effect, to wit:

**RESOLUTION NO. 5438**  
*Series of 2021*


**APPROVAL OF THE PRA MENTAL HEALTH PROGRAM PURSUANT TO  
CIVIL SERVICE COMMISSION RESOLUTION NO. 1901265**

***RESOLVED**, That upon the recommendation by the Management in its Memorandum for the Board of Directors dated 06 August 2021, in view of the Civil Service Commission Resolution No. 1901265, the PRA Mental Health Program, copy of which is attached as Annex "A" and made an integral part hereof, is hereby APPROVED;*

3. The foregoing resolution has not been repealed, amended nor modified, and remains to be valid and subsisting as of date hereof.

Signed on 14 December 2021 at Makati City, Metro Manila.

  
**MARK ARTHUR M. CATABONA**  
*Acting Corporate Secretary*

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**PHILIPPINE RECLAMATION AUTHORITY  
MENTAL HEALTH and WELLNESS PROGRAM**

**1. RATIONALE**

In pursuit of the PRA's Mandates (1) Regulatory and Proprietary Land Reclamation, (2) Infrastructure Development and (3) Public Estates Development and Management, the Philippine Reclamation Authority (PRA) shall integrate and advocate the mental health and wellness initiatives in all human resource and organizational development policies and programs within agency and ensure that every employee is consciously aware and sensitive to mental health issues and programs that will help employees reach their full potential and live satisfying lives, to be productive and contribute in the realization of PRA strategic goals.

The PRA commits itself to promoting the well-being of people by ensuring that: mental health is valued, promoted and protected; mental health conditions are treated and prevented; timely, affordable, high quality and culturally-appropriate health care for these conditions are made available to its employees; such health services are free from coercion and accountable to the service users; and employees affected by mental health conditions are able to exercise the full range of human rights, and participate fully and productively at work, free from stigmatization and discrimination.

Mental health and wellness awareness as part of PRA culture will result to (a) being resilient and capable of dealing with adversity; (b) feeling in control; (c) being confident; (d) feeling good about oneself; (e) managing and expressing emotions; and (f) developing and maintaining good relationship and to improve and maintain healthy mental wellbeing of all employees.



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## **2. LEGAL BASES**

- 2.1** RA 11036, “Mental Health Act” and its Implementing Rules and Regulations<sup>1</sup>
- 2.2** CSC Memorandum Circular No. 38, s. 1992, “Physical and Mental Health Program for Government Personnel”<sup>2</sup>
- 2.3** CSC Memorandum Circular No. 6, s. 1995, “The Great Filipino Workout”<sup>3</sup>
- 2.4** CSC Memorandum Circular No. 4, s. 2003 “Promotion of Good Nutrition in the Bureaucracy”<sup>4</sup>
- 2.5** CSC Memorandum Circular No. 21, s. 2009 “Civil Servants Health and Wellness Month”<sup>5</sup>
- 2.6** CSC Memorandum Circular No. 8, s. 2011 “Reiteration of the Physical Fitness Program “The Great Filipino Workout”<sup>6</sup>
- 2.7** CSC Memorandum Circular No. 17, s. 2012 “Observance of the 2012 National Social Action Council (NASAC) Moral and Spiritual Guidance Week”<sup>7</sup>
- 2.8** Republic Act No. 10028, “Expanded Breastfeeding Promotion Act of 2009”<sup>8</sup>
- 2.9** CSC Memorandum Circular No. 5, s. 2015 “Dissemination and Adoption of the “10 Kumainments””<sup>9</sup>
- 2.10** CSC Memorandum Circular No. 12, s. 2015 “Exemption from the Establishment of Lactation Station in Government Agencies”<sup>10</sup>
- 2.11** CSC Memorandum Circular No. 4, s. 2020 “Mental Health Program in the Government Sector”<sup>11</sup>

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<sup>1</sup> Annex “A”

<sup>2</sup> Annex “B”

<sup>3</sup> Annex “C”

<sup>4</sup> Annex “D”

<sup>5</sup> Annex “E”

<sup>6</sup> Annex “F”

<sup>7</sup> Annex “G”

<sup>8</sup> Annex “H”

<sup>9</sup> Annex “I”

<sup>10</sup> Annex “J”

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### **3. SCOPE AND COVERAGE**

The PRA Mental Health and Wellness Program shall cover all regular and service employees of the PRA. For purposes of this Program, reference to **regular** employee shall mean officers and employees of the PRA occupying plantilla position. **Service employee** shall refer to personnel under a contract of services who is performing essential functions of PRA and detailed to a specific department or office of the PRA.

The PRA MHWP shall provide the objectives, policies, strategies, responsibilities, implementation mechanisms, reporting, and funding to promote mental health and wellness in the workplace and address stigma and discrimination suffered by people with mental health conditions.

### **4. PRA MENTAL HEALTH PROGRAM (MHP)**

#### **4.1 OBJECTIVES**

The PRA MHP seeks to achieve the following objectives:

- 4.1.1** Strengthen effective leadership and governance for mental health by, among others, formulating, developing and implementing agency policies, strategies and programs relating to mental health in the workplace;
- 4.1.2** Develop and establish a comprehensive, integrated, effective, and efficient mental health program responsive to the psychiatric, neurologic, and psychosocial needs of the employees;
- 4.1.3** Protect the rights of employees with psychiatric, neurologic, and psychosocial health needs;



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- 4.1.4** Strengthen information systems, evidence and research for mental health;
- 4.1.5** Integrate mental health care in the basic health services for PRA employees and in the human resource systems and processes;
- 4.1.6** Integrate strategies promoting mental health in the workplace;
- 4.1.7** Raise awareness to all PRA employees on mental health and other common conditions like depression, anxiety, substance abuse and alcohol and eliminate stigma and discrimination;
- 4.1.8** To promote mental well-being and prevent mental health related disorder, provide care, enhance recovery, promote human rights and reduce mortality, morbidity and disability for individuals with mental health disorders; and
- 4.1.9** Provide support to employees who are at risk and/or with mental health condition and facilitate access to medical health services.

## **4.2 BASIC POLICIES**

### **4.2.1 Non-discriminatory**

An employee at risk shall not be discriminated in any form, regardless of status, age, sex, sexual orientation and gender identity, creed or religion.

Any employee at risk or identified to have a mental health condition shall not be discriminated in terms of recruitment, promotion and termination. They shall not be discriminated nor



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prevented to receive benefits as government employee because of their condition. They shall continue to perform their duties and responsibilities provided they are issued a certification certifying that their condition does not impede their productivity and still fit to work and continued work will not aggravate mental health condition.

### **4.2.2 Reasonable Working Arrangements**

Employees identified to have mental condition and have undergone treatment and recovered as certified by an attending physician shall not be prevented from returning to work provided an accredited physician certifies that he/she is fit to work.

Adaptable and flexible work arrangements should be made available to accommodate employees at risk or identified with mental health conditions subject to the approval of the General Manager & CEO with recommendation from the PRA Mental Health and Wellness Program (MHWP) Committee.

Employees with approved special work arrangement should still perform the duties and responsibilities indicated on their position or job description.

### **4.2.3 Confidentiality**

All information and medical records, including those submitted during the recruitment process shall be protected and treated with confidentiality, as provided under applicable laws and rules, particularly the Data Privacy Act.



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Requesting and releasing of information, documents, and medical records relevant to the mental health and wellness of employees shall follow a thorough process to ensure that these are kept confidential.

Ensuring confidentiality may lower or eliminate the stigma related to mental health. An officer from the HRMD shall be designated as custodian of all the information and medical records of all employees.

### **4.2.4 Rights-based**

The right to health as enshrined under the Universal Health Rights is promoted, protected, fulfilled thru the mental health program.

Employees at risk or identified with mental condition shall not be deprived of the opportunity to work and to participate in policy-making and program implementation relating to mental health.

Employees at risk or identified with mental health shall not be prevented from exercising their inherent civil, political, economic, social, religious and cultural rights.

Employees at risk or identified with mental health shall have access to affordable evidence-based treatment and medical services and participate in mental health advocacy, policy planning, legislation, service provision, monitoring research and evaluation.



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### **4.2.5 Sustainability**

Mental health initiatives shall be integrated into the Health and Wellness program to ensure their sustainability.

### **4.2.6**

All employees are encouraged to disclose their medical or mental health condition for purposes of reasonable accommodation.

## **4.3 STRATEGIES**

### **4.3.1 PREVENTION, PROMOTION AND INFORMATION AND EDUCATION CAMPAIGN (IEC) ON MENTAL HEALTH WELL-BEING.**

4.3.1.1 Conduct of Mental Health Wellness activities such as, but not limited, to the following:

- a. Team-building activities;
- b. Organized Peer Counseling Circle;
- c. Physical fitness activities;
- d. Support group for employees with special needs (working mothers/lactating mothers, single parent) through the establishment of breastfeeding station;
- e. Interest group sharing (hobbyists, riders, theatre artists, etc.); and
- f. Implementing activities based on employee interests and activities (e.g, cooking and art/painting lessons).

4.3.1.2 Conduct of continuing mental health awareness/education activities.





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- a. Production of IEC materials on mental health (e.g., distributing leaflets challenging the misconceptions associated with mental illness)
- b. Conduct of regular seminars, symposiums, or fora on mental health for all employees;
- c. Conduct of stress debriefing to identified/selected employees who suffered tragic, traumatic and stressful life experience/event; and
- d. Automatic display of IEC video clips about mental health and wellness on computer screens during lunch break to promote the strict no-work lunch.

### **4.3.2 TREATMENT AND RECOVERY**

4.3.2.1 Provision of support to employees with mental health issues at work by providing intervention, treatment, and referral.

- a. Employees seeking for intervention, treatment, or referral can approach the Human Resource Management Division (HRMD) or any member of the PRA MHWP Committee or their direct superior.
- b. Together with the peer counseling circle, employees can be referred for professional help if the counselor believes that the situation necessitates it.



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c. The PRA MHWP Committee shall continue to monitor the progress of the employee even after their referral through the mental health assessment/reports of the employee provided by the authorized mental health professional.

4.3.2.2 Conduct of debriefing interventions in case of life-threatening situations or traumatic experience which may or may not be work related (e.g., after experiencing natural/man-made calamities)

a. The PRA MHWP Committee should conduct a pre-counseling to an employee who suffered life-threatening situations or traumatic experience and should refer the said employee to proper health professional for debriefing interventions, if necessary.

b. There shall be a regular “*kumustahan*” session with the concerned employee, their direct supervisor or an HRMD representative. A “*kumustahan*” status report should be submitted to PRA MHWP Committee through the HRMD.

4.3.2.3 Reintegration into the workplace of employees who have completed mental health treatment.

After the pre-counseling or debriefing intervention, the employee should undergo reintegration process.

a. Upon return to work make sure that the returning employee is mentally, emotionally and physically fit to



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work based on the assessment report and recommendation of medical expert.

- b. Verify/check if the returning employee have submitted all the required documents such as leave application, medical certificate, return to work memorandum approved by Assistant General Manager (AGM) concerned.
- c. Welcome program to be prepared by the department concerned in coordination with the PRA MHWP Committee.
- d. Update the employee on his/her work status.
- e. Update the employee on the new issuances (i.e. policies, guidelines, targets)

4.3.2.4 Provision of support to retiring employees for easier transition.

- a. The HRMD shall coordinate with the Government Service Insurance System (GSIS) for the schedule of Pre-Retirement Seminar.
- b. Six (6) months prior to the retirement day, the HRMD shall provide the employee a list of requirements including all the forms to be accomplished.
- c. The HRMD, thru the Liaison Officer shall request from GSIS a tentative computation of the retirement



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benefits of the retiree and provide the retiree a copy of the computation.

- d. Provide webinars on Financial Management, Investment or Business 101 and the like.

**4.3.3 INTEGRATION OF MENTAL HEALTH IN HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT POLICIES AND PROGRAMS.**

- 4.3.3.1 Ensure that mental health assessment of an employee is undertaken during recruitment and if applicable, during promotion.

In the case of promotion, the PRA may identify certain positions that may require mandatory mental health assessment (i.e., Executive/Managerial, drivers, frontline positions).

- 4.3.3.2 Integrate mental health awareness session in the new employees' orientation.

- a. A representative from PRA MHWP Committee should discuss/explain PRA Mental Health Policy/Program during the employees' orientation.
- b. Include mental health IEC materials in the Employees' Orientation Kit.



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### **4.3.4 INCLUDE MENTAL HEALTH ASSESSMENT IN THE ANNUAL PHYSICAL EXAMINATION (APE)**

### **4.3.5 PROVIDE MECHANISM TO ENSURE THE PSYCHOLOGICAL WELLNESS OF PRA'S EMPLOYEES AND AGENCY MENTAL HEALTH SERVICE PROVIDERS.**

## **4.4 Establishment of institutional networks and referral system which can provide support mechanism for employees who are with mental conditions or at risk for mental health condition.**

### **4.4.1 Institutional Networks**

- a. Inventory of Health Institutions that provide treatment and recovery program for people with mental health issues/concerns, with list of services offered and their contact numbers.
- b. Mobilization of organized support groups on mental health.
- c. Provision of Department of Health (DOH) Mental Healthline (MH) Hotline and other support mechanisms for employees at risks and with mental health conditions.

### **4.4.2 Referral system**

A protocol or referral system for employees with mental health conditions should be established.



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### **4.5 Capacity-building for MHP administrators in the PRA**

- 4.5.1 Provide basic education and trainings on mental health for all personnel of HRMD, managers, and MHWP Committee;
- 4.5.2 Provide information and training on how to handle employees at risk or those with mental health conditions.

### **4.6 Review of working conditions**

- 4.6.1 Assessment of workplace conditions/environment
- 4.6.2 All computer monitors should be provided with computer screen eye protector sheet to prevent eye strain and headache
- 4.6.3 Assessment of workload assignment vis-a-vis accomplishment
- 4.6.4 Review of job description vis-à-vis actual workload
- 4.6.5 To promote work-life balance, encouraging that work emails should be sent on weekdays from 8AM – 5PM only, unless urgent.

### **4.7 IMPLEMENTATION MECHANISM OF THE MHP**

- 4.7.1 The Mental Health Service Provider in partnership with PRA shall assess the employee at risk or identified with mental health condition, to identify the stage of mental well-being of such employee.
- 4.7.2 Appropriate action based on the initial assessment shall be undertaken by the HRMD, which may be, but not limited to:
  - a. Notification of family members on initial assessment on the condition of the employee at risk and solicit their support to the process; and



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b. Referral to accredited and licensed mental health professional and mental health institution for further assessment.

**4.7.3** Should there be a need for employees at risk or identified with mental health conditions to undergo medical check-up and assessment, the agency shall refer to relevant medical institutions to provide for such needs and treatment as necessary.

**4.7.4** Should there be a need for the employee at risk or identified with mental health condition to undergo treatment, the PRA General Manager and CEO, upon recommendation of the PRA MHWP Committee, shall allow the employee the necessary number of days leave chargeable against his/her earned leave as recommended by the attending physician.

**4.7.5** In case of consultations with mental health physicians or providers, the PRA shall shoulder the consultation fee as support mechanism to its employees. However, any medication prescribed by the attending physician/mental health professional, treatment and/or hospitalization expenses to be incurred by the employee during treatment shall be for the account of the employee concerned.

**4.7.6** Work arrangements shall be done to accommodate employees who will report to work after treatment.

**4.7.7** Monitoring of performance and health conditions shall be done to ensure sustainable productivity and wellness of the employee who had undergone treatment from mental health condition.



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**4.7.8** Each year, employees are entitled to authorized leave of one (1) day non-cumulative mental and self-care time off to help them recuperate from stress, anxiety, depression, or other mental health issues.

## **5. PRA WELLNESS PROGRAM (PRA-WP)**

### **5.1 OBJECTIVES:**

The PRA-WP seeks to achieve the following objectives:

- 5.1.1** To prevent the employees from getting sick, reduce absences, improve productivity, and boost morale by implementing positive health programs such physical, mental, psycho-social, financial, and spiritual health programs and activities to achieve organizational goals.
- 5.1.2** To promote physical fitness and inculcate the importance of a healthy lifestyle and a regimen of regular physical fitness activities as a strategy to reduce the level of risk factor of heart diseases and other diseases through the PRA Healthy Eating and Active Lifestyle (HEAL) programs and activities.
- 5.1.3** To encourage employees to eat healthy by providing a nutrition education program to increase employee awareness and consciousness on nutrition, its importance to their health and productivity.





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### **5.2 BASIC POLICY**

- 5.2.1** To ensure the health program to all PRA employees to attain office productivity and employees' welfare.
- 5.2.2** To provide necessary funds for the conduct and sustenance of the program.
- 5.2.3** To promote healthy lifestyle and good nutrition among all employees.
- 5.2.4** To ensure the confidentiality of health data or information of employees pursuant to the Data Privacy Act.

### **5.3 STRATEGIES**

#### **5.3.1 PRA Healthy Eating and Active Lifestyle (HEAL) program**

Taking regular exercise, eating balanced nutrition foods, taking preventive medical measures to curb sickness, and adequate rest all contribute to good health and improve mental wellbeing. The following activities shall be undertaken for the physical health program for all employees.

##### **5.3.1.1 Annual Physical Examination**

PRA shall provide to all employees an Annual Physical Examination (APE), which shall include mental health assessment.

The following, but not limited, shall be included in the APE:

- a) Blood Chemistry Test;
- b) Abdominal ultrasound;



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- c) Pap smear;
- d) Urine and stool specimen;
- e) Breast ultrasound (female employees 35 years old and above);
- f) Mammogram/SonoMammogram (female employees 35 years old and above)
- g) Eye check-up; and
- h) Mental Health Assessment.

### **5.3.1.2 The PRA Workout Zone**

Regular exercise program shall be provided, but not limited to the following:

- Zumba/Dancing/Yoga Sessions;
- Daily 30 Minute Screen Time Stretching or Break;
- Bowling tournament, volleyball, badminton, basketball;
- Fun Run or other sportsfest activities;
- Martial Arts;
- Indoor activities such as Chess, Billiards, Darts.

### **5.3.1.3 PRA NutriWorkForce**

The following activities or program, but not limited, may be provided to all employees:

- a. Nutrition program;
- b. Provide vitamin and mineral supplements to all employees;
- c. Weight Management program;
- d. Healthy culinary classes;



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- e. Health programs for specific health conditions (e.g., diabetes, hypertension, etc.);
- f. Ensure that refrigerator and microwave are available at the workplace so employees can bring their healthy lunch or snack; and
- g. Provide healthy lunch or snacks choices during meetings.

### **5.3.1.4 PRA Workforce Vaccination**

Annual flu vaccines shall be provided to all employees. Other vaccines such as pneumonia, cervical cancer vaccine, and such other vaccines to prevent health diseases shall be provided.

### **5.3.2 PSYCHO-SOCIAL HEALTH PROGRAM**

Psychosocial health encompasses the mental, emotional, social, and spiritual dimensions of what it means to be healthy. The following program/activities may be undertaken:

- 5.3.2.1 To provide activities or program that will help employees feel good about themselves and other people, control tension and anxiety, to meet the demands of life, curb hate and guilt, and maintain a positive outlook;
- 5.3.2.2 Webinar Session (*about topics pertaining to care of employees' wellbeing*);



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5.3.2.3 Professional consultation in partnership with agency approved service provider;

5.3.2.4 Organized Peer Counseling Circle; and

5.3.2.5 Retreat/Recollection, among others.

### **5.3.3 FINANCIAL WELLNESS PROGRAM**

The PRA Financial Wellness Program seeks to help employees effectively manage their finances, through financial education and other programs, to help lessen stress in their everyday lives.

The following activities may be undertaken:

5.3.3.1 Financial Management Webinar;

5.3.3.2 Pre-Retirement seminars;

5.3.3.3 Small Business Start-up Workshop;

5.3.3.4 Livelihood Programs;

5.3.3.5 Investment Workshop.

### **5.3.4 SPIRITUAL HEALTH**

Spiritual wellness is an important aspect of life balance. It entails discovering the meaning and purpose of one's life as understanding the values, beliefs and morals that guide one's actions. Spiritual fitness refers to our spirituality's overall health. It is a way of living that is based on what motivates and engages us in life.

The following activities may be undertaken:



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- 5.3.4.1 Devotional/Life Group Session;
- 5.3.4.2 Retreat/Recollection;
- 5.3.4.3 First Friday Mass Celebration;
- 5.3.4.4 Observance of Moral and Spiritual Guidance Week every 3<sup>rd</sup> week of October of each year.

### **5.3.5 WORK ENVIRONMENT SAFETY HEALTH**

The PRA Committees on Mental Health and Wellness and Occupational Safety shall collaborate in the implementation of this policy to ensure that a safe and healthful workplace is afforded to all employees against all hazards in their work environment.

## **6. RESPONSIBILITIES**

The ultimate test for a workplace mental health and wellness policy is how well it is implemented. In order to put a good practice policy into action, thus each individual had their substantial responsibility for its sustainability.

### **6.1 The Governing Board**

The PRA Governing Board, through the General Manager and CEO, shall ensure the institutionalization of the implementation of the PRA MHWP, with the following responsibilities;

- 6.1.1** Ensure that all established mental health and wellness policies are administered and enforced in the workplace;



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**6.1.2** Ensure mental health and wellness program is integrated in the human resource development and management policies and processes;

**6.1.3** Provide resources including funding to effectively implement the mental health and wellness program; and

**6.1.4** Establish institutional network which can provide assistance in the implementation of the mental health program.

### **6.2 Management Leaders**

**6.2.1** Ensure that all employees are consciously aware of PRA's MHWP;

**6.2.2** Actively support and contribute to the implementation of PRA's MHWP, including its goals;

**6.2.3** Manage the implementation and review of this policy;

**6.2.4** Monitor the workplace. Identify potential hazards and risks and collaborate with the Occupational Safety and Health Committee to eliminate or reduce them;

**6.2.5** Managers should also be proactive in identifying mental health issues among their employees. If they believe that an employee is experiencing emotional or psychological distress, they should reach out to them and coordinate with the HRMD or the PRA MHWP Committee for necessary actions needed;



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**6.2.6** Managers should be educated and trained on how to deal with emotionally and psychologically distressed employees;

**6.2.7** A conduct of regular performance monitoring and coaching session to reduce work related sources of employee stress, anxiety, being burnout such as: (1) level of challenge on the job (2) amount and/or difficulty of workload; (3) working beyond regular work hours (4) feeling of low level of support from the manager/s and supervisor/s.

### **6.3 PRA Mental Health and Wellness Program (MHWP) Committee**

#### **CREATION OF PRA MHWP COMMITTEE**

The PRA MHWP shall be composed of:

- Chairperson - AGM for Legal & Administrative Services
- Vice-Chairperson - Chairperson of PRA Occupational Safety & Health Committee
- Members -
  - Manager, Administrative Services Dept.
  - Manager, Human Resource Management Division
  - Two (2) HRMD officers
  - Manager, Accounting Services Dept.
  - Representative from PEA Employees Union
  - Representative, GAD Committee

The PRA MHWP and its programs and activities shall be managed by the PRA MHWP Committee with the following responsibilities:



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- 6.3.1** Ensure mental health and wellness program is integrated in the human resource development and management policies and programs;
- 6.3.2** Administer, manage and monitor implementation of the Mental Health and Wellness Program;
- 6.3.3** Provide continuous education and training and initiate workplace discussions on mental health and ensure that all human resources are aware of the mental health program. In collaboration with mental health experts, organize training and awareness courses on workplace mental wellbeing;
- 6.3.4** Provide continuous education and trainings to all employees on how to deal with emotionally and psychologically distressed employees;
- 6.3.5** Maintain contact with institutional networks (e.g., hospitals, agencies, trainers, health and other professionals, etc.) to support the implementation of MHWP;
- 6.3.6** Keep up-to-date with recommended mental health and wellness information and education materials;
- 6.3.7** Assist in incident investigations, analysis and preparation of mental health related reports and summaries, while maintaining a record of the same and maintaining its confidentiality;
- 6.3.8** Monitor and report on levels of sickness absence which relate to mental health problems including stress-related illness (in conjunction with the occupational health service and department/division managers).
- 6.3.9** Establish Mental Health Profile of employees and ensure that records of employees with mental health conditions and those at risk must at all times be managed, kept safe and treated with confidentiality conforming with the provision of the Data Privacy Act and the Mental Health Act; and
- 6.3.10** Responsible for sending out monthly surveys (i.e. employee feedback) to gather information about mental health and wellness in





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the workplace, wherein data can be used to further improve PRA MHWP.

### **6.4 PRA (PEA) Employees Union**

The officers and members of PRA (PEA) Employees Union shall be tapped to:

- 6.4.1** Collaborate with the head of the agency, HRMD, and MHWP Committee in charge in the development administration, implementation, and monitoring of the MHWP; and
- 6.4.2** Provide support and assistance in developing strategies, administration, information dissemination, implementation and monitoring of the programs and activities on mental health initiate.

### **6.5 PRA EMPLOYEES**

All employees are encouraged to:

- 6.5.1** Support and contribute to PRA MHWP's aim of providing a mentally healthy and supportive environment for all workers.
- 6.5.2** Take reasonable care of their own mental health and wellbeing, including physical health.
- 6.5.3** Take reasonable care that their actions do not affect the health and safety of other people in the workplace.

## **7. COMMUNICATION PLAN ON PRA MHWP**

The PRA shall adopt and implement a communication plan to promote the mental health and wellness program using available media. Information and education materials shall be made available, and activities may be conducted to facilitate the dissemination of relevant information on mental health.

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## **8. MONITORING AND EVALUATION**

The PRA MHWP Committee shall device a program/policy monitoring tool which will help in the evaluation of the effectiveness of the program/policy and to be able to make necessary revision if necessary.

An annual report shall be submitted to the General Manager and CEO on the implementation of the MHWP and such report shall be included in the annual accomplishment report of the agency.

## **9. FUNDING**

The PRA shall allocate and incorporate funds and resources in its annual work and financial plan and budget for the implementation of this MHWP.

## **10. PERIODIC REVIEW OF THE MHWP**

This policy shall be reviewed annually to ensure the effectivity of implementation and compliance. The PRA MHWP Committee shall submit an annual report and recommendation/s, if any, to the General Manager and CEO.

## **11. EFFECTIVITY**

The PRA MHWP shall take effect upon approval by the PRA Governing Board.<sup>1</sup>

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<sup>1</sup> ANNEX "L" Board Resolution No. \_\_\_\_\_, series of 2021



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**ATTY. JANILO E. RUBIATO**  
General Manager and CEO