



EXECUTIVE ORDER PCG NO. 11  
SERIES OF 2024

**AN ORDER PRESCRIBING THE POLICY ON MENTAL HEALTH  
PROGRAMS FOR EMPLOYEES OF THE CITY GOVERNMENT OF PASIG  
AND FOR OTHER PURPOSES**

**WHEREAS**, Republic Act No. 11036 otherwise known as the Mental Health Act of 2018 provides that the State shall commit itself in promoting the well-being of people by ensuring that mental health is valued, that mental health conditions are treated and prevented, that appropriate mental health care is made available to the public, that mental health services are free from coercion, that persons with mental health conditions are able to exercise the full range of human rights and participate fully in society free from discrimination;

**WHEREAS**, the Civil Service Commission (CSC) issued Memorandum Circular No. 4, Series of 2020 requiring all government agencies to establish a Mental Health Program nationwide to promote the mental health of their employees;

**WHEREAS**, government agencies have been directed to develop and implement a Mental Health Program integrated in their human resource development and management policies to provide public officials and employees an inclusive, conducive, and supportive work environment;

**WHEREAS**, the Mental Health Program aims to provide appropriate psychosocial support and treatment for employees with mental health issues and to extinguish the stigma arising therefrom;

**WHEREAS**, the City Government of Pasig recognizes that the quality of public services is to a large extent dependent on the physical and mental health of agency personnel;

**WHEREAS**, the City Government of Pasig is taking concrete measures to provide transformative human resource programs, organizational development programs, and policies to institute a healthy workplace;

**NOW THEREFORE, I, VICTOR MA. REGIS N. SOTTO**, City Mayor of the City Government of Pasig, by virtue of the powers vested in me by law, do hereby order the adoption of mental health programs in the City Government of Pasig:

**SECTION 1. RATIONALE.** – In pursuit of the vision “to be the exemplar of participatory good governance where communities enjoy a high quality of life in a competitive and inclusive economy, ecologically-balanced environment, innovative and resilient infrastructure guided by a responsive, transparent and accountable government” and mission to advance “balanced development that will uplift the quality of life among Pasigueños”, the City Government of Pasig shall integrate and advocate mental health in all its human resource and organizational development policies and programs.



Such will help ensure that every employee is consciously aware and sensitive to mental health issues; able to take care of his or her mental health; and support the mental wellness of others in the organization.

## SECTION 2. OBJECTIVES

1. Strengthen effective leadership and governance for mental health by, among others, formulating, developing, and implementing city government policies, strategies and programs relating to mental health;
2. Develop and establish a comprehensive, integrated, effective, and efficient mental health programs responsive to the psychiatric, neurologic, and psychosocial needs of the employees;
3. Protect the rights of the employees with psychiatric, neurologic, and psychosocial health needs;
4. Integrate mental health care in the basic health services for the employees; and in the city government's human resource systems and processes; and
5. Develop and implement strategies and programs promoting mental health in the workplace.

**SECTION 3. COVERAGE.** – This mental health program (MHP) shall cover all employees of the city government, regardless of employment status, including regular, permanent, casual, and contractual employees and those engaged through a contract of service or job order.

## SECTION 4. GUIDING PRINCIPLES AND POLICIES

1. Non-discriminatory
  - a. An applicant or employee at-risk or identified to have a mental health condition shall not be discriminated against in any form, regardless of status, age, sex, sexual orientation and gender identity, creed, religion or affiliation.
  - b. An applicant or employee at-risk or identified to have a mental health condition shall not be:
    - A. Discriminated in terms of recruitment and promotion;
    - B. Discriminated against or prevented from receiving benefits as a City Government of Pasig employee because of their condition, following the Republic Act No. 7277 Section on the Rights and Privileges of Disabled Persons.





- c. The applicant or employee at-risk or identified to have a mental health condition shall continue to perform their duties and responsibilities provided they are issued a certification by an accredited physician and a mental health professional attesting that their condition does not impede their productivity and are still fit to work and continued work will not aggravate their mental health condition.
- d. Mental health conditions (whether actual, perceived or suspected) cannot be the cause of termination unless it comes to a point where the employee may cause harm or will compromise his or her safety or that of others.

## 2. Reasonable Working Arrangements

- a. Employees with mental health conditions and undergoing treatment, have undergone treatment, or recovered shall not be prevented from returning to work as long as certified as fit to work by an accredited physician and a mental health professional. Certification on fit-to-work must come from an accredited mental health provider and be validated by the technical working group (TWG) of the City Government's Committee on Mental Health and Wellness.

The certification will be based on the standards provided by the Human Resource Development Office (HRDO) and may include among others: specific terms of diagnosis, a description of the assessment tools used, progress notes, recommended accommodations or support mechanisms; system for monitoring and measuring completion of intervention/medication.

- b. The Local Chief Executive, HRDO, or the immediate supervisor shall:
  - A. Provide necessary support similar to when the city government gives consideration to those who have physical ailments or other disabilities.
  - B. Consider the worker's mental health condition in assigning tasks (i.e. adaptable and flexible arrangements), upon the recommendation of the attending physician or psych health practitioner.
  - C. Explain to the employee, preferably in the presence of at least one (1) family member, the considerations in work arrangements such as but not limited to the return-to-work process, flexible work and leave arrangements, and/or rescheduling of work hours as necessary, based on the advice of the mental health professional and the accredited physician.



- D. Ensure that work arrangements are agreed upon by the HRDO, supervisor, and employee, based on the recommendation of the accredited physician.
  - E. Determine the process of monitoring and evaluating employee's behavior and attitudes that may affect performance.
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.

The city government shall ensure to:

- a. Respect the employee's right to privacy;
- b. Disclose information only when consent to do so is given by the employee; and
- c. Disclose without consent only when there is a grave or imminent threat to the safety of the employee or another person.

#### 4. Disclosure

- a. The HRDO may ask about the mental health condition of applicants so they can be given reasonable accommodation. Pertinent information about the applicant, including mental health conditions shall be communicated to the hiring supervisor. To avoid discrimination and uphold data privacy, mental health issues will only be shared with the hiring supervisor for shortlisted applicants.
- b. Everyone in the organization, including the employee experiencing mental health challenges may not be obliged to reveal the condition to others unless
  - A. With consent from the worker with a mental health condition;
  - B. It is required by law;
  - C. There is a life-threatening emergency; and
  - D. Required in connection to a criminal, administrative, civil case against a mental health professional or worker.





## 5. Right-based

- a. The right to health as enshrined under the Universal Health Rights is valued, promoted, protected, and fulfilled through the mental health program;
- b. Employees at-risk or identified with mental condition:
  - A. Shall not be deprived of the opportunity to work and to participate in policy-making and program implementation relating to mental health on the condition that the employee has the capacity to work and can make sound decisions and sound judgments based on the assessment and recommendations of an accredited mental health professional;
  - B. Shall not be prevented from exercising their inherent civil, political, economic, social, religious and cultural rights; and
  - C. 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.
6. Sustainability – Mental health initiatives shall be integrated into the Mental Health and Wellness Program of the city government under the City Health Department (CHD), in collaboration with the Human Resource Development Office (HRDO), to ensure sustainability. Appropriation of the budget with regular review and monitoring shall be ensured.

**SECTION 5. STRATEGIES AND PROGRAMS.** – The following strategies and programs ensure that the principles and policies on mental health shall be implemented to ensure that the principles and policies presented in the previous section are reflected in the systems and processes of the City Government and the everyday experiences of employees.

- a. **Ensure good working conditions for employees through the following:**
  - a. Semi-annual review of Individual Performance Commitment Rating through a conversation between the employee and his/her immediate supervisor.
  - b. Systematic job matching of employees in work units by the HRDO upon request and in collaboration with the unit head/supervisor.
  - c. Creating and implementing a *Buddy System* within work units.



- d. Capacity Development initiatives to enhance technical competencies.
  - e. Systematic Staffing and Succession Planning.
  - f. Recruitment of additional employees.
  - g. Implementation of the compressed/4-day work week with rotational/shifting arrangement for frontline roles/offices.
- b. **Prevention, Promotion, and Information and Education Campaigns (IEC) on Mental Health**

### 2.1 For Individuals & Teams

- A. Conduct of regular Mental Health Wellness activities:
- i. Team development intervention program
  - ii. Self-care and Stress Management Programs
  - iii. Weekly Meditation or Reflection sessions. Specific ecumenical or religious approaches and activities can be discussed and mutually-determined by the employees in their respective teams.
  - iv. Physical Health Activities that are attuned to the needs and preferences of the employees which can be in the form of the following activities for physical wellness such as sports-specific exercises, strength training, progressive resistance, cardiovascular (aerobic) exercises, smoking cessation program and diet modification program.
- B. Provision of resources, facilities, and other forms of support for employees with specific concerns to ensure the inclusion of all groups.
- i. Employees with disabilities (PWDs)
    - a. Psychological assessment with PWD - the basis of office for the mental health status of PWD employees
    - b. Provision of recreational activities or awareness efforts during the National Disability Prevention and Rehabilitation Week
    - c. Transportation services for PWDs from home to office or transport subsidy



- d. Explore the provision of housing for PWD employees under the Pasig Urban Settlement Office (PUSO).
- ii. Employees with comorbidities or chronic illnesses
    - a. Visitation or home visit for employees with physical ailments;
    - b. Continuation of funding (reimbursement) for employees with ailment (P50,000/year maximum) and encourage voluntary support in cash or in-kind; and
    - c. Availability of free medical services for employees (City-owned hospitals, health centers, CHAMP) with provision of allotted space, rooms, and queues for employees.
  - iii. Employees experiencing menopause and/or andropause
    - a. Provision of seminars for understanding and improving the lifestyle (proper exercise, well-balanced diet); and
    - b. Regular small group discussions for employees.
  - iv. Employees nearing retirement
    - a. Establishment of a partnership between the City Government of Pasig through the PESO with private institutions) to accept employment of retirees;
    - b. Enhancement of the HRDO program on Pre-Retirement Financial Literacy Seminar;
    - c. Provide and disseminate information on sources of income/livelihood and existing Volunteer Programs for retirees; and
    - d. Explore the establishment of a City Government-owned home for the aged





- v. Solo-parent employees and parents with young children
    - a. The provisions for solo-parent employees cover both single fathers and mothers;
    - b. Intensify information dissemination on the implementation of the Solo Parents Act, especially the benefits provided to solo parents;
    - c. Implementation of additional benefits for solo parents (under the Solo Parents Code) like provision of leave benefits when caring for the child or financial assistance for hospitalization or other concerns; and
    - d. Provision of a care facility for infants and young children while parents are at work.
  - vi. LGBTQIA employees – Provision of leave benefits to care for their partners and/or adopted children, such as in Solo Parent Leave and seven (7) days allotted leave benefits from maternity leave.
  - vii. Employees with geriatric parent Provision of care facilities and services for employees caring for geriatric parent/s.
  - viii. Victims of Violence
    - a. Reinforcement of the Anti-Violence Against Women and their Children Act (VAWC Law); and
    - b. Implementation of an emergency protocol for employees who report domestic violence, e.g., assistance of victims in securing a Barangay Protection Order and accessing professional Services.
- C. Provision of resources and other forms of support for employee interest or hobby groups
- i. Engaging in sports and hobbies to effect a positive impact on mental health by promoting relaxation, stress reduction, and a sense of well-being.
  - ii. Specific small group sessions or opportunities for doing the activities together
  - iii. Hobby activities which may include art, music, riders, cameras, and sports, among others.





- D. Provision of opportunities for livelihood programs like baking, dressmaking, cosmetology, massage, etc. at Livelihood Center and Pasig City Institute of Science and Technology (PCIST).
- E. Opportunities for exploring and visiting exhibits of important cultural, artistic, and historical artifacts at Pasig Museum.
- F. Conduct Leadership Training for employees in supervisory and leadership positions.

## 2.2 Organization-wide

- A. Conduct continuing mental health awareness/education activities
  - i. Production of IEC materials on mental health (e.g. distributing leaflets and learning materials that promote awareness and challenge misconceptions associated with mental illness)
  - ii. Conduct of Mental Health First Aid trainings for all employees
  - iii. Conduct of regular seminars, symposia, or forums on mental health for all employees. Topics may include: Resilience Programs, Stigma Reduction, Stress Debriefing, Personality Development, Financial Literacy Seminar
- B. Observance of World Mental Health Day through the distribution of materials, conduct of activities and talks related to Mental Health
- C. Establishment of recreational and rest spaces within the workplace such as available snacks, monthly in-office massages, ping-pong tables, etc.
- D. Conduct of activities to build on a family-employee relationship
  - i. Scheduling of annual Family Day or Sportsfest for families per department and as the whole City Government
  - ii. Extension of Mental Health services available to employees for first-degree family members



(assessments, check-ups, psychosocial support trainings).

### 3. Integration of mental health in HR policies, programs, and systems

- A. Inclusion of mental health assessment as part of the screening and recruitment process. HRDO to indicate which positions may require specific assessments which will be reviewed by the applicant's supervisor and the TWG.
- B. Establishment of a Mental Health assessment referral system for accredited institutions.
  - i. Applicable to both internal and external applicants as stated in Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) Rule II Section 6: Requirements for Regular Appointments; and
  - ii. Inclusion of Mental Health assessment as part of the medical requirements for newly hired and promoted employees.
- C. Inclusion of mental health awareness in the New Employees Orientation.
- D. Development of Benefits and Rewards and Recognition system to increase motivation and mental well-being of employees. Some Rewards and Recognition systems may include:
  - i. Employee of the Month/Year
  - ii. Top Performing Office Recognition
  - iii. Loyalty Award
  - iv. Service Award for Retirees
  - v. On-the-spot awards
  - vi. Retirement Assistance Project
- E. Implementation of Performance Management System
  - i. Development of Competency-Based Job Descriptions
  - ii. Implementation of a Coaching and Mentoring system for teams
  - iii. Development of Performance-Based Bonus or Good Governance Incentive.



- F. Inclusion of mental health-related issues or threats in the Health and Safety guidelines for employees. The guidelines need to include a process for disclosure that upholds the rights of the person with mental health issues but allows concerned offices to alert all employees of the possible threat.

#### **4. Capacity-building for MHP administrators in the Local Government**

- A. Provide basic education and training on mental health for members of the Committee on Mental Health and Wellness and other identified MHP administrators.
- B. Conduct training and/or provide information on how to handle employees at risk or those with mental health conditions to the Committee on Mental Health and Wellness and other identified administrators and/or supervisors.

#### **5. Treatment and Recovery**

- A. Provision of support to employees with mental health issues or who are experiencing recurrence of symptoms at work through intervention, treatment, and referral as well as creation of a support group, and/or implementation of a buddy system with planned activities/sessions. Provision of psychotropic medication (like antidepressants, anticonvulsants, antipsychotics) through CHD for employees diagnosed with new or recurrent mental health conditions. The medication must be as prescribed by an accredited psychiatrist.
- B. Creation of the reintegration plan for employees undergoing, have undergone treatment based on the advice of the accredited physician or mental health professional with a corresponding monitoring, and evaluation plan. The reintegration plan must be:
  - i. explained to the employee preferably in the presence of at least one family member the considerations in work arrangements; and
  - ii. agreed upon by the HRDO, supervisor, employee, and the Technical Working Group (TWG) of the City Government's Committee on Mental Health and Wellness
  - iii. See Appendix A for the outline of the Reintegration Plan

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

- A. Collaboration with a qualified facility through a Memorandum of Agreement, for the provision of mental health service.





- B. A protocol for referral of employees with mental health conditions to the City Health Department (CHD) which may include critical information that may indicate referral.
- C. Provision of a mental health practitioner on retainer and/or a list of partner mental health facilities that can be available to provide services such as counseling and hotline support will be established and strictly implemented
  - i. Possible partners for 24/7 hotline services are the Department of Health and other private entities or agencies subject to approval of the City Mayor.
  - ii. Provision of mental health resources may be made available to first-degree family members.

## SECTION 6. RESPONSIBILITIES

- 1. Local Chief Executive - The Local Chief Executive shall ensure the institutionalization and implementation of the MHP, with the following responsibilities:
  - a. Ensure that all established mental health policies are administered and enforced in the workplace;
  - b. Direct the creation and activation of the Committee on Mental Health and Wellness;
  - c. Ensure mental health programs are integrated into the human resource development, management, policies, and processes as well as improvements in physical facilities and workspaces;
  - d. Provide resources including funding to effectively implement the mental health strategies and programs; and
  - e. Establish an institutional network that can provide assistance in the implementation of the mental health program.
- 2. HRDO – The MHP and its programs and activities shall be managed by the HRDO with the help of the Committee on Mental Health and Wellness. The office shall have the following responsibilities:
  - a. Facilitate the creation and activation of the Committee on Mental Health and Wellness;
  - b. Ensure mental health program is integrated into the human resource development and management, policies, and programs;
  - c. Administer, manage, and monitor the implementation of the Mental Health Program;



- d. 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;
  - e. Maintain contact with institutional networks (e.g., hospitals, agencies, trainers, health, mental health, and other professionals, etc.) to support the implementation of MHP;
  - f. Facilitate the accreditation of mental health professionals and physicians in accordance with the City Government guidelines and standards;
  - g. Keep up-to-date with recommended mental health information and education materials;
  - h. Assist in incident investigations, analysis, and preparation of mental health-related reports and summaries, keeping a record of the same;
  - i. 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;
  - j. Submit a copy of the city government MHP within six (6) months after the effectivity of these Guidelines to the Civil Service Commission (CSC) through the CSC Human Resource Relations Office for monitoring reference and records purposes;
  - k. Submit a quarterly monitoring report to the Local Chief Executive on the implementation of the MHP and such report shall be included in the annual accomplishment report of the city government.
3. Immediate Supervisors and Department Heads – Being the ones in close contact with the employees in their respective teams, immediate supervisors and department heads shall have the following responsibilities:
- a. Identify which positions may need specific mental health assessments and inclusion of these assessments as part of the screening and recruitment process;
  - b. Inquire about the mental health condition of applicants in a non-discriminatory manner so they can be provided with reasonable accommodations;
  - c. Provide necessary support for employees with mental health conditions similar to when the city government gives consideration to those who have physical ailments and other disabilities;





- d. Consider the employee's mental health condition in allocating and assigning tasks (i.e., adaptable and flexible arrangements). This must be upon the recommendation of the attending physician or mental health practitioner;
  - e. Inform the employee, preferably in the presence of at least one (1) family member, of the considerations in work arrangements (e.g., return to work process, flexible leave arrangements, and/ or rescheduling of work hours), based on the advice of the mental health professional and the accredited physician;
  - f. Determine the process of monitoring and evaluating employee's behavior and attitudes that may affect job performance;
  - g. Ensure good working conditions for employees through the following processes:
    - i. Semi-annual review of Individual Performance Commitment Rating through a conversation between the employee and his/her immediate supervisor.
    - ii. Systematic job matching of employees in work units by the HRDO upon request and in collaboration with the unit head/supervisor.
  - h. Attend any assigned Leadership Trainings, Mental Health programs, provided by the City Government and encourage employees within the department to attend if applicable; and
  - i. Active involvement in the reintegration plan for employees undergoing/ have undergone treatment in close monitoring and correspondence with the employee involved, HRDO, and the TWG of the City Government's Committee on Mental Health and Wellness.
4. Employees – To ensure the successful implementation of this MHP, all employees of the City Government of Pasig are to be included in the active monitoring and dissemination of the policy.
- a. Maintain up-to-date knowledge of the available resources and services provided for all City Government employees and the terms for utilization or referral;
  - b. Monitor their own personal well-being and mental health and seek support and assistance from their immediate supervisor or HR coordinator should the need arises;
  - c. Attend and participate in trainings, seminars, activities, and other efforts provided by the HRDO, or as suggested by their immediate supervisor;





- d. Provide feedback and raise any concerns or observed lack of compliance of any of these programs and provisions to the City Government's Committee on Mental Health and Wellness; and
- e. Ensure to follow the prescribed medication and treatment plan by a mental health professional and/or psychiatrist.

## SECTION 7. COMMITTEE ON MENTAL HEALTH AND WELLNESS

- I. **Rationale** – A Committee on Mental Health and Wellness (CMHW) is hereby created. The CMHW shall take a lead role in the implementation of the Mental Health Program of the City Government of Pasig. It shall undertake measures for the protection of the rights of employees afflicted with mental health problems. It shall take a comprehensive approach to mental health care for the prevention and control of mental health issues and shall provide equal access to quality mental health care for employees of the City Government of Pasig.
- II. **Composition** – The Committee on Mental Health and Wellness shall be composed of the following:

Chairperson	:	City Mayor
Vice Chairperson	:	City Administrator
Members	:	Chairperson <i>Committee on Health Sangguniang Panlungsod</i>
		Medical Director <i>Pasig City General Hospital</i>
		Medical Director <i>Pasig Hope Medical Center</i>
		City Health Officer <i>City Health Department</i>
		Head Substance Abuse and Treatment Office <i>City Health Department</i>
		City Social Welfare Officer <i>City Social Welfare and Development Office</i>
		City Human Resource Officer <i>Human Resource Development Office</i>



The members of the staff of the Claims and Benefits Division of the HRDO shall serve as the Secretariat of the CMHW

### III. Functions of the CMHW

1. Formulate and develop guidelines and regulations for the effective implementation of mental health care;
2. Recommend the passage of ordinances concerning mental health;
3. Ensure that mental health care is integrated in basic health services and made accessible in health care facilities, hospitals and health centers administered by the City Government of Pasig;
4. Upgrade health facilities and personnel to adequately provide mental health services;
5. Provide training and related capacity development programs for skills enhancement of health service providers;
6. Refer mental health patients to appropriate health facilities, professionals and health service providers; and
7. Conduct information campaigns on the identification, prevention and treatment of mental health illness.

**SECTION 8. COMMUNICATION PLAN.** – The City Government of Pasig shall adopt and implement a communication plan to promote the mental health program through the use of 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.

**SECTION 9. MONITORING AND EVALUATION.** – A quarterly monitoring report shall be submitted by the HRDO with the help of the CMHW to the City Mayor on the implementation of the MHP and such report shall be included in the annual accomplishment report of the City Government.

**SECTION 10. COMPLIANCE AND DISCIPLINARY ACTION.** – Compliance with all policies, programs, and responsibilities as outlined in this document shall be monitored and enforced by the HRDO and CMHW. Likewise, this shall be initiated by the respective unit or department heads and employees.

Any violations in these guidelines and policies shall be dealt with accordingly by the Administrative Hearing Board as the board in charge of the handling of administrative cases of employees, as prescribed in the 2019 Executive Order No. 17 issued by the City Government of Pasig, following the 2017 Rules on Administrative Cases in the Civil Service, pursuant to CSC Resolution No. 1701077.



**SECTION 11. FUNDING.** – The city government shall allocate and incorporate funds and resources for mental health programs in their annual work and financial plan and budget.

**SECTION 12. SEPARABILITY CLAUSE.** – In the event that any provision in this Order or any part hereof is declared invalid, illegal or unconstitutional, the provisions not hereby affected shall remain in force and effect.

**SECTION 13. REPEALING CLAUSE.** – All orders, rules and regulations and other issuance or parts thereof that are inconsistent with the provisions of this Order, are hereby repealed or modified accordingly.

**SECTION 14. EFFECTIVITY.** – This Order shall take effect immediately.

**ISSUED** this 2<sup>nd</sup> day of April 2024 at the City of Pasig, Metro Manila.

  
**VICTOR MA REGIS N. SOTTO**  
City Mayor &







## Appendix A

### REINTEGRATION PLAN

Reference: Letter B (3), No. 5 (Treatment & Recovery), Section V (Strategies & Programs) of the E.O.

Employees who have undergone a Mental Health Assessment, or are required to take a break from work for reasons verified by an accredited mental health professional will be reintegrated into their workplace through the following process.

#### 1. One Month before Returning

- a. Employee must secure a Fit to Work certificate from an accredited health or medical institution 3 to 4 weeks prior to returning to work.
- b. Head of Office or Immediate supervisor to schedule and conduct a *Kamustahan* or check-in meeting with employee to guide them on the process and necessary requirements.
- c. HRDO to revisit employee's duties and responsibilities, and work schedule arrangements based on the recommendation of the mental health assessment, then to discuss and manage expectations with the Head of Office and immediate supervisor.
- d. HRDO to conduct systematic staffing and succession planning based on any gaps that might be created by the adjustment of the employee's duties and responsibilities. Consideration and recruitment of additional manpower as needed.
- e. Head of Office to apply the necessary adjustments and to inform and orient co-workers on any changes due to the situation of returning employee. A team or office-wide discussion may be conducted if necessary.

#### 2. First Week upon Return

- a. On the first day of return, Immediate Supervisor will conduct orientation which covers, if applicable, a revised work schedule, adjusted work responsibilities, and any updates pertinent to the employee's responsibilities.
- b. Assigning of mentor or buddy system to assist in monitoring the adjustment of employee.

#### 3. Second Week upon Return

- a. Monitoring of changes and implementing open communication and feedback mechanisms with co-workers.



- b. Implementation of Mental Health training with immediate supervisor and co-workers.
- c. Conduct check-in sessions to observe adjustment and performance monitoring of the employee.

#### 4. Three Months upon Return

- a. Conduct of re-evaluation of adjusted duties and responsibilities with the Head of Office, immediate supervisor, and employee to identify any concerns or additional adjustments needed.
- b. Attending counseling or coaching sessions with the immediate supervisor and employee to maintain constant communication and awareness of the employee's condition and situation.
- c. Provision of counseling sessions with mental health professionals for co-workers.

#### 5. Six Months upon Return

- a. Review of employee's performance in relation to their Fit to Work Certification
  - 1. Inclusion of employee in the Semi-annual review of Individual Performance Commitment Rating through a conversation between the employee and his/her immediate supervisor
  - 2. Systematic job matching of employees in work units by the HRDO upon request and in collaboration with the unit head/supervisor
  - 3. Provision of Capacity Development initiatives to enhance technical competencies of the employee and co-workers

Head of office to discuss with HRDO Coordinator on status of the employee's reintegration to determine if adjustments to the job role, work schedule, or staffing are necessary.