



February 6, 2024

**OFFICE ORDER No.** 2  
Series of 2024

**TO :** ALL BAFS EMPLOYEES  
**FROM :** OFFICE OF THE DIRECTOR  
**SUBJECT :** DA-BAFS HEALTH AND WELLNESS PROGRAM (HWP)

In compliance with the Civil Service Commission (CSC) Memorandum Circular (MC) No. 04, series of 2020 on Establishing Mental Health Program (MHP) in the Public Sector, the DA-BAFS hereby adopts the "DA-BAFS HWP". The details of the program are attached as Annex A.

A supplementary line-up of activities shall be subsequently issued consistent with this Office Order. These activities will take into account the results of the online survey on the assessment of the current health and wellness status of BAFS personnel which was circulated from June 5 to 16, 2023.

For proper guidance.

  
**KAREN KRISTINE A. ROSCOM, PFT, PhD**  
Director IV  


## Annex A

# DA-BUREAU OF AGRICULTURE AND FISHERIES STANDARDS (DA-BAFS) HEALTH AND WELLNESS PROGRAM (HWP)

### I. RATIONALE

According to the World Health Organization (WHO), there is a strong connection between mental health and work. A safe and healthy working environment contributes to good mental health, and good mental health enables people to work productively. Conversely, an unsafe or unhealthy working environment can compromise mental health, and untreated mental health issues can negatively affect an employee's work performance. Symptoms of poor mental health may include tardiness, accidents, absenteeism, and high staff turnover.

The environment plays an important role and significantly impacts the well-being, productivity, effective performance, and reputation of the organization (Zhenjing et al., 2022). The organization and other agencies must take steps to promote a healthy working environment to maintain a productive and happy workforce.

In order to create a more motivated and high-performing workforce, it's important to consider job satisfaction. According to the study conducted by Aazami et al. (2015), there is a connection between job satisfaction and the health status of employees. To establish a baseline for the current wellness status and workplace satisfaction of employees, the DA-BAFS Human Resource Management Unit (HRMU) surveyed all DA-BAFS personnel from June 5, 2023, to June 16, 2023. Out of the expected 80 responses (which is the total number of the Bureau's personnel), the DA-BAFS HRMU received 62 responses, equivalent to a response rate of 78%. Based on the survey results and in keeping with the Civil Service Commission (CSC) relevant rules and regulations related to employee health and wellness, the DA-BAFS HWP is hereby established.

### II. OBJECTIVES

The DA-BAFS HWP aims to promote policies, programs, projects, and activities that will ensure the well-being of its personnel's physical, mental, emotional, social, spiritual, and environmental dimensions. This program will ensure that each individual is valued, promoted, and protected. It intends to serve as a vehicle for promoting the overall physical and mental wellness of DA-BAFS personnel by providing an inclusive, conducive, and supportive work environment for a healthy, satisfied, and productive workforce.

More specifically, the HWP intends to:

1. institutionalize strategies that promote participatory governance and leadership in personnel wellness;
2. equip the management with personnel's wellness status and workplace satisfaction level so that it can effectively set wellness standards and policies that are responsive to the needs of the Bureau's personnel;
3. integrate the set wellness standards and policies into the Bureau's culture, management decisions, and human resource management and development activities; and

4. maintain a healthy working environment and a satisfied, more productive workforce.

### III. COVERAGE

The DA-BAFS HWP shall apply to all personnel regardless of employment status, age, religion, and mental or physical health condition.

### IV. DEFINITION OF TERMS

1. Activity - the condition in which things are happening or being done (Cambridge Dictionary, n.d.)
2. Confidentiality - usually in the form of an agreement aimed at ensuring that all relevant information related to persons with psychiatric, neurologic, and psychosocial health needs is kept safe from access to, use by, or disclosure to, persons or entities who are not authorized to access, use or possess such information (Republic Act [RA] 11036, 2018)
3. Discrimination - any distinction, exclusion, or restriction which has the purpose or effect of nullifying the recognition, enjoyment, or exercise, on an equal basis with others, of all human rights and fundamental freedoms in the political, economic, social, cultural, or any other field (RA 11036, 2018)
4. Emotional Health - awareness and understanding a person has about their emotions and how well they can manage through different life events (Medical News Today, 2022)
5. Environment - circumstances, objects, or conditions by which one is surrounded (Merriam-Webster.com Dictionary, 2021)
6. Environmental Health - the branch of public health concerned with all aspects of the natural and built environment affecting human health (Garrett Rieck & Justin Lundin, n.d.)
7. Health - state of complete physical, mental, and social well-being and not merely the absence of disease or infirmity (illness) (World Health Organization [WHO], n.d.)
8. Health System - all organizations, people, and actions whose primary intent is to promote, restore, or maintain health (WHO, n.d.)
9. Mental Health - refers to a state of well-being in which the individual realizes one's abilities and potentials, scopes adequately with the normal stresses of life, displays resilience in the face of extreme life events, works productively and fruitfully, and can make a positive contribution to the community (RA 11036, 2018)
10. Mental Health Program - treatment, prevention, rehabilitation, or educational service offered by a community mental health center or other entity to maintain or improve the mental health of an individual or community
11. Mental Health Condition - a neurologic or psychiatric condition characterized by the existence of a recognizable, clinically significant disturbance in an individual's recognition, emotional regulation, or behavior that reflects a genetic or acquired dysfunction (RA 11036, 2018)
12. Mental Health Professionals - medical doctor, psychologist, nurse, social worker, guidance counselor, or any other appropriately trained and qualified person with specific skills relevant to the provision of mental health services (RA 11036, 2018)
13. Physical Fitness - state of health and well-being and, more specifically, the ability to perform aspects of sports, occupations, and daily activities (LibreTexts, n.d.)

14. Physical Activity - any bodily movement produced by skeletal muscles that requires energy expenditure. This concept includes exercise, sports, active travel (cycling, walking), household chores, and work-related physical activity (WHO, 2021)
15. Psychological - related to the mental and emotional state of a person (WHO, 2022).
16. Social - relating to human society, the interaction of the individual and the group, or the welfare of human beings as members of society (Merriam-Webster, n.d.)
17. Social Health - the aspect of overall well-being that stems from connection and community. It is about having close bonds with family and friends, enjoying a sense of belonging to groups, and feeling supported, valued, and loved (Kasley Killam, 2023)
18. Spiritual - relating to or affecting the human spirit or soul as opposed to material or physical things (Merriam-Webster Dictionary, n.d.)
19. Spiritual Health - an important part of overall wellness. It includes having a sense of meaning and purpose in life, connecting with nature, and having a supportive community (Spiritual Health Library, n.d.)
20. Wellness - optimal state of health of individuals and groups,” and wellness is expressed as “a positive approach to living (WHO, n.d.)
21. Workplace - a place where people work, such as an office or factory (Merriam-Webster, n.d.)

## V. GUIDING PRINCIPLES

The DA-BAFS HWP adheres to the following guiding principles to ensure inclusivity, responsiveness, and protection of information and the rights of personnel related to mental health and physical wellness.

### 1. Participation and Involvement

- a. All personnel are encouraged to participate in all wellness activities, including policy development. Supervisors are encouraged to promote the participation of their staff during set office hours, provided that their staff have satisfactorily complied with their required work outputs for the day.
- b. All personnel are encouraged to advocate for all DA-BAFS personnel’s wellness.
- c. All personnel are expected to provide acceptance, guidance, assistance, and comfort to personnel who may be experiencing mental and/or physical health problems.

### 2. Non-discriminatory

- a. There shall be no discrimination against personnel, regardless of employment status, age, gender identity, religion, or ethnic affiliation.
- b. Personnel shall not engage in any form of bullying (e.g., cyberbullying/mobbing), verbal, sexual, and physical harassment, or all forms of work-related violence, threats, shaming, alienation, and other forms of discrimination that may lead to mental and physical health problems.
- c. Participants in wellness activities shall not be discriminated against nor be labeled and bullied as having mental and/or physical problems.
- d. Individuals at risk or identified to have a mental and/or physical health condition shall not be discriminated against in terms of recruitment, promotion, and termination. Personnel shall be considered based on their merit and fitness.
- e. Personnel who are perceived or suspected of mental and/or physical health conditions shall not be terminated from work unless the condition progresses to such severity that the personnel’s ability to discern, make reasonable judgments or decisions, and ability to perform daily activities are significantly impaired.

- f. Personnel who are diagnosed with mental health conditions shall continue to perform their duties and responsibilities provided they are issued a certification from an accredited Mental Health Professional certifying that they are still fit to work.

### 3. Confidentiality

- a. Access to personal data or any information related to a personnel's mental, physical, social, and personal health conditions shall be in line with the rules of the Data Privacy Act.
- b. All personal information, including those submitted during the recruitment process as well as the results of psychological tests and medical results, shall be kept with full confidentiality as provided under the Data Privacy Act.

### 4. Individual Rights

- a. Personnel at risk or identified with mental/physical health conditions shall not be deprived of work or participate in the DA-BAFS policy-making and program implementation related to health and wellness.
- b. Personnel at risk or identified with mental/physical health conditions shall not be prevented from exercising their rights to civil, political, economic, social, religious, and cultural rights.

### 5. Disclosure

- a. Personnel are advised to disclose and communicate with their immediate supervisor or through the DA-BAFS HRMU, their present medical and physical health condition.
- b. The DA-BAFS HRMU, Bureau Director, other second-level managers, and co-workers shall not share or reveal any information about the person with mental/physical health condition except when it is required by law, required due to life-threatening emergencies, or if needed for an administrative, civil or criminal case against them or any other person within the DA-BAFS.

### 6. Sustainable and Justifiable

- a. The DA-BAFS shall periodically administer a health and wellness survey to determine their overall well-being status.
- b. The DA-BAFS shall conduct periodic reviews and subsequent revisions of this program to keep up with its personnel's ever-changing needs.
- c. The DA-BAFS shall integrate health and wellness activities in their regular operations which may include seminars, trainings, and physical, spiritual, and mental activities and exercises administered by DA-BAFS or other public and private sectors.
- d. The DA-BAFS shall provide a health and wellness space for the conduct of activities related to the DA-BAFS HWP (e.g. physical activity sessions, prayer, or meditation room).
- e. The DA-BAFS shall focus and invest in the promotion of a healthy lifestyle, work-life integration, employee support mechanisms, and others as a preventive approach to mental health conditions.

## VI. STRATEGIES

The DA-BAFS shall determine annual activities addressing the physical, mental, emotional, social, spiritual, and environmental dimensions of wellness and shall draft a separate Office Order. The said program of activities shall be guided by the following strategies:

### 1. Information and education campaign on health and wellness

- a. All DA-BAFS personnel shall be provided with basic information and education on the physical, mental, emotional, social, spiritual, and environmental dimensions of wellness.
- b. Initiatives in the prevention of stigma and discrimination against individuals suspected or diagnosed with mental health conditions shall be institutionalized.
- c. The DA-BAFS HRMU shall conduct periodic information drives and education campaigns such as but not limited to;
  - i. Inclusion of the provisions of the DA-BAFS HWP and state-provided wellness benefits such as PhilHealth, GSIS, SSS, and various types of leave benefits for permanent employees including but not limited to Violence Against Women and their Children (VAWC), Leave and Compensatory Time/Day Off) in the Bureau’s New Hire Orientations;
  - ii. Posting wellness awareness info-graphics on bulletin boards or sending through electronic mail; and
  - iii. Annual conduct of at least one learning and development intervention on health and wellness management/awareness and/or the impact of mental health in the workplace.

### 2. Intervention, Treatment, and Recovery

- a. The DA-BAFS shall capacitate itself to provide interventions or referral procedures for personnel who are suspected to have mental and/or physical health problems.
- b. A disclosure and management system of mental and physical health problems and conditions shall likewise be established. Similarly, medical records of personnel with mental and/or physical conditions shall be maintained.
- c. Personnel shall be authorized to allot an hour each week or 20 minutes daily to attend a fitness program to exercise or utilize the common area for any other physical fitness activities.
- d. The DA-BAFS may refer personnel in need to a Department of Health (DOH)-licensed/ accredited/recognized mental or medical health facility or mental or medical health service provider, should the need arise. Monitoring of performance and health conditions shall be done to ensure sustainable productivity and wellness of the personnel who have undergone intervention and rehabilitation for the treatment of their mental and/or physical health condition.
- e. Alternative work arrangements may be implemented for personnel suffering from mental or physical health conditions (e.g., work from home), provided that the personnel have a doctor’s advice on the need for such arrangement and that the personnel will be able to deliver their duties and responsibilities under the alternative work arrangement.

### 3. Integration/Retention of Mental and Physical Health in Human Resource Management Policies and Programs



- a. Recruitment Process. Retention of a psychological assessment and submission of a Medical Certificate issued by a licensed Medical Physician stating “Fit to Work” before appointment or contract signing.
- b. New Hire Orientations. Mental health awareness sessions shall be integrated during the orientation of the newly hired personnel of the DA-BAFS.
- c. Benefits and Compensation. The current health benefits packages of PhilHealth, GSIS, and SSS (whichever is applicable) may shoulder and determine the appropriate compensation for the diagnosis, treatment, and rehabilitation of personnel diagnosed with mental or physical health conditions. These personnel are also entitled to all monetary and non-monetary statutory benefits following existing rules and regulations. Furthermore, mental health assessment shall be included in the DA-BAFS Annual Physical Examination (APE).
- d. Alternative work arrangement. Alternative work arrangements may be implemented for personnel suffering from mental or physical health conditions (e.g. work from home, skeleton workforce), subject to the approval of the Special Order on Flexible Work Arrangements.
- e. In case a mental health problem is suspected at work, the assigned personnel from the DA-BAFS HRMU shall refer the person involved to the appropriate office or institution.

**VII. INSTITUTIONAL ARRANGEMENT**

The following shall be responsible for the implementation, monitoring, and evaluation of the DA-BAFS HWP.

Office	Responsibilities
Office of the Director	Maintains overall responsibility for the implementation of the DA-BAFS HWP
Administrative Support Services (ASS)-HRMU	<ul style="list-style-type: none"> <li>a. Monitors and reports accomplishments of the DA-BAFS HWP</li> <li>b. Establishes a monitoring scheme to ensure that approved mental, physical, social, spiritual, and environmental health policies are administered and enforced in the workplace.</li> <li>c. Establishes and maintains contact with institutional networks (e.g., hospitals, agencies, trainers, health providers, etc.) to support the implementation of the program.</li> <li>d. Secures confidentiality of all information and documents of all DA-BAFS personnel most especially those with a diagnosis of mental health condition and undergoing intervention and rehabilitation.</li> <li>e. Allocates annual budget to sustain activities related to the implementation of DA-BAFS HWP.</li> <li>f. Assists in incident investigations, analysis, and preparation of mental or physical health-</li> </ul>



Office	Responsibilities
	<p>related reports and summaries, and keeps records.</p> <p>g. Updates information gathered related to DA-BAFS HWP.</p> <p>h. Integrates DA-BAFS HWP in human resource development and management policies, and procedures.</p> <p>i. Reviews and revises rules and procedures for the improvement of the HWP in DA-BAFS</p>
<p>Division Chief and Unit Head</p>	<p>a. Encourages the participation of DA-BAFS personnel in the Division in all HWP-related activities</p> <p>b. Participates in capacity-building activities to gain knowledge and understanding on proper handling of personnel with mental/ physical health conditions.</p>

**VIII. COMMUNICATION PLAN**

The DA-BAFS shall develop and implement a communication plan to promote the DA-BAFS HWP through the use of available resources. Circulation of information and knowledge on the background of the Mental Health Act and the conduct of activities and surveys to continuously assess and evaluate the mental, physical, social, spiritual, and environmental status of each personnel.

**IX. MONITORING AND EVALUATION**

A review of this Office Order shall be done periodically or as often as necessary to ensure effective implementation and compliance with the latest issuances. The monitoring period to be administered by the BAFS-HRMU shall have the following frequencies:

- a. Quarterly monitoring per Division; and
- b. Semi-annual monitoring and reporting to the Bureau Director.

**X. FUNDING**

Funding for the implementation of DA-BAFS HWP activities and assessment shall be sourced from DA-BAFS regular funds as integrated into the annual Work and Financial Plan (WFP) subject to existing rules and regulations.





**XI. EFFECTIVITY**

This issuance shall take effect immediately upon approval.

Issued this 8 day of February 2024.

  
**KAREN KRISTINE A. ROSCOM, PFT, PhD**  
Director IV

Date: **06 February 2024**



## ATTACHMENT I

### Examples of Health and Wellness Program (HWP) Activities

#### 1. Mental Health Awareness Seminar: Understanding Mental Health

All DA-BAFS personnel shall be provided with basic information and background on mental health to further understand and avoid discrimination and bullying inside the workplace. This includes standards basic information and further answers to specific queries but is not limited to the following:

- a. The impact of mental health in the workplace and the DA-BAFS;
- b. Disclosure and management system of mental health problems and conditions in the workplace;
- c. Understanding the CSC Memorandum Circular No. 04, series of 2020 and the Republic Act No. 11036; and
- d. Confidential information and medical records of personnel with mental health conditions

#### 2. Capability-Building

Identify training, workshop, and capability-building activities such as team building that will strengthen the DA-BAFS personnel's mental, physical, social, and environmental health.

#### 3. Activities per dimension of wellness and mental health

Dimension	Activities
Physical	<ul style="list-style-type: none"> <li>● Physical fitness activities</li> <li>● Health and nutrition</li> </ul>
Mental or emotional	<ul style="list-style-type: none"> <li>● Stress Management</li> <li>● Anger Management</li> <li>● Mindfulness exercises</li> <li>● Mental Health Awareness Seminar</li> <li>● Talk therapy or counseling that can help a person find solutions to current issues</li> </ul>
Social	<ul style="list-style-type: none"> <li>● Team Building</li> <li>● Workplace Engagement</li> <li>● Conflict Management</li> </ul>
Spiritual	<ul style="list-style-type: none"> <li>● Regular First Friday Mass or Regular Bible Studies</li> <li>● Retreat and Recollection</li> <li>● Meditation and mindfulness</li> </ul>
Environmental	<ul style="list-style-type: none"> <li>● Wellness in Tidying Up</li> <li>● 5S in Workplace</li> </ul>