



Republic of the Philippines
PROVINCE OF NEGROS OCCIDENTAL
OFFICE OF THE SANGGUNIANG PANLALAWIGAN
South Wing, Provincial Capitol Building
South Capitol Road, Bacolod City, Negros Occidental 6100
Tel. Nos. 435-7698 * 433-4894 * 707-8075

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG PANLALAWIGAN OF THE PROVINCE OF NEGROS OCCIDENTAL HELD IN THE CITY OF BACOLOD ON THE 14TH DAY OF JANUARY 2025

PRESENT:

Hon. Jeffrey P. Ferrer
Hon. Rommel T. Debulgado
Hon. Araceli T. Somosa
Hon. Sixto Teofilo Roxas V. Guanzon, Jr.
Hon. Samson C. Mirhan
Hon. Andrew Gerard L. Montelibano
Hon. Jose Benito A. Alonso
Hon. Andrew Martin Y. Torres
Hon. Valentino Miguel J. Alonso
Hon. Jeffrey T. Tubola
Hon. Julius Martin D. Asistio
Hon. Richard Julius L. Sablan
Hon. Mayvelyn L. Madrid

Vice-Governor /Presiding Officer

Member - 1st District
Member - 1st District
Member - 2nd District
Member - 2nd District
Member - 3rd District
Member - 4th District
Member - 4th District
Member - 6th District
Member - 6th District
Member - PCL Rep.
Member - ABC Rep.
Member - SK Rep.

ON OFFICIAL BUSINESS:

Hon. Manuel Frederick O. Ko
Hon. Anthony Dennis J. Occeño
Hon. Rita Angela S. Gatuslao

Member - 3rd District
Member - 5th District
Member - 5th District

ORDINANCE NO. 001
Series of 2025

AN ORDINANCE INSTITUTIONALIZING THE MENTAL HEALTH PROGRAM OF THE PROVINCIAL GOVERNMENT OF NEGROS OCCIDENTAL EMPLOYEES

WHEREAS, the Provincial Government of Negros Occidental ensures that its employees have access to necessary mental health services and support systems, fulfilling the requirements of Section 2 and 25 of the Mental Health Act:

"Section 2. Declaration of Policy. – The state affirms the basic right of all Filipinos to mental health as well as the fundamental rights of people who require mental health services.xxx"

"Section 25. Mental Health Promotion and Policies in the Workplace. – Employers shall develop appropriate policies and programs on mental health issues, correct the stigma and discrimination associated with mental conditions, identify and provide support for individuals with mental health conditions to treatment and psychosocial support."

WHEREAS, institutionalizing the Mental Health Program is consistent with the Mental Health Act (Republic Act No. 11036), which mandates the implementation of mental health programs to workplaces, providing accessible mental health services while maintaining strict confidentiality to encourage employees to seek help without fear of stigma or discrimination;

WHEREAS, this initiative supports the State's commitment to health consciousness and the availability of essential health services, as stipulated in Articles II and XIII of the Philippine Constitution:

"Article II, Section 15. The State shall adopt an integrated and comprehensive approach to health development which shall endeavor to make essential goods, health and other social services available to all the people at affordable cost.xxx"



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NOW THEREFORE, on motion of Hon. Araceli T. Somosa, unanimously seconded by all the members present,

BE IT ORDAINED by the Sangguniang Panlalawigan of the Province of Negros Occidental in Regular Session duly assembled that:

Section 1. **TITLE.** This Ordinance shall be known as the Provincial Government of Negros Occidental Employees' Mental Health Program (PGNOE-MHP)

Section 2. **PURPOSE.** This Ordinance aims to:

1. Comply with the Republic Act 11036 otherwise known as the Mental Health Act which affirms the basic right of all Filipinos to mental health as well as the fundamental rights of people who require mental health services. Likewise, in compliance with the mandate of the Civil Service Commission thru its Memorandum Circular # 4, Series of 2020 for the establishment of Mental Health Program in the Public Sector, thereby creating awareness and addressing the mental health needs of the PGNO employees;
2. Strengthen effective leadership and governance for mental health by, among others, formulating, developing, and implementing policies, strategies, programs, and regulations relating to mental health in the workplace;
3. Develop and establish a comprehensive, integrated, effective, and efficient mental health program responsive to the psychiatric, neurologic, and psychosocial health needs of the employees;
4. Identify and provide support for employees at risk and correct the stigma and discrimination associated with mental health conditions;
5. Facilitate access of employees with neurologic, psychiatric, or psychosocial conditions to assessment, treatment, and protection of rights;
6. Integrate strategies promoting mental health conditions in the workplace, the basic health services, and in the human resource systems and processes.

Section 3. **DEFINITIONS:** When used in the Ordinance, the following terms are defined as follows:

- a) **CONFIDENTIALITY** – refers to ensuring that all relevant information related to persons with psychiatric, neurologic, and psychosocial health needs is kept safe from access or use by, or disclosure to, persons or entities who are not authorized to access, use or possess such information. (RA 11036)
- b) **DISCRIMINATION** – refers to 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, civil or any other field. It includes all forms of discrimination, including denial of reasonable accommodation. (RA 11036)
- c) **GABAY (Guidance & Affirmative Behavioral Assessment for You)** – refers to the focal person/persons of the respective offices who were chosen and trained by mental health providers in the assessment of the employees at risk.



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- d) **INFORMED CONSENT** – refers to consent voluntarily given by a service user to a plan for treatment, after a full disclosure communicated in plain language by the attending mental health service provider, of the nature, consequences, benefits, and risks of the proposed treatment, as well as available alternatives. (RA 11036)
- e) **MENTAL HEALTH** – refers to a state of well-being in which the individual realizes one's own abilities and potentials, copes adequately with the normal stresses of life, displays resilience in the face of extreme life events, works productively and fruitfully, and is able to make a positive contribution to the community. (RA 11036)
- f) **MENTAL HEALTH CONDITION** – refers to a neurologic or psychiatric condition characterized by the existence of a recognizable, clinically-significant disturbance in an individual's cognition, emotional regulation, or behavior that reflects a genetic or acquired dysfunction in the neurobiological, psychosocial, or developmental processes underlying mental functioning. The determination of neurologic and psychiatric conditions shall be based on scientifically-accepted medical nomenclature and best available scientific and medical evidence. (RA 11036)
- g) **MENTAL HEALTH PROFESSIONAL** – refers to a 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)
- h) **MENTAL HEALTH SERVICES** – refers to psychosocial, psychiatric or neurologic activities and programs along the whole range of the mental health support services including promotion, prevention treatment, and aftercare, which are provided by mental health facilities and mental health professionals. (RA 11036)
- i) **MENTAL HEALTH SERVICE PROVIDER** – refers to an entity or individual providing mental health services as defined in the Republic Act 11036, whether public or private, including, but not limited to, mental health professionals and workers, social workers and counselors, peer counselors, informal community caregivers, mental health advocates and their organizations, personal ombudsmen, and persons or entities offering non-medical alternative therapies. (RA 11036)
- j) **MENTAL HEALTH WORKER** – refers to a trained person, volunteer or advocate engaged in mental health promotion, providing support services under the supervision of a mental health professional. (RA 11036)
- k) **PGNO EMPLOYEES** – refers to all persons working in the Provincial Government of Negros Occidental regardless of employment status.
- l) **PSYCHIATRIC OR NEUROLOGIC EMERGENCY** – refers to a condition presenting a serious and immediate threat to the health and well-being of a service user or any other person affected by a mental health condition, or to the health and well-being of others, requiring immediate medical intervention. (RA 11036)
- m) **PSYCHIATRIC INTERVENTION** – refers to treatment and strategies employed through a medical doctor specialized in psychiatry who may prescribe needed medication for the service user. (RA 11036)



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- n) **PSYCHOLOGICAL INTERVENTION** – refers to treatment or strategies employed through a licensed psychologist, guidance counselor, or social worker who may administer various techniques such as psychotherapy, counseling, or other modalities within the scope of the mental health professional. (RA 11036)
- o) **SERVICE USER** – refers to a person with lived experience of any mental health condition including persons who require, or are undergoing psychiatric, neurologic or psychosocial care. (RA 11036)
- p) **WORK ARRANGEMENT** – refers to work arrangements that may be allowed to the service user as per Memorandum Circular No. 6, Series of 2022 issued by the Civil Service Commission otherwise known as the Policies on Flexible Work Arrangement in the Government.

Section 4. STRATEGIES / MECHANISMS / INCLUSIONS / FUNCTIONS

- a) **Psychological Services.** Responsive mental health services shall be offered to PGNO employees, viz:
 - a.1 Psychological Testing in-house or referred to government facilities with the use of standardized measures to assess an individual's cognitive, emotional, and behavioral characteristics
 - a.2 Psychological Evaluation in-house or referred to accredited mental health professionals to identify the individual's strengths, weaknesses, or problems for the purpose of identifying developmental recommendations
 - a.3 Psychotherapy/Counseling in-house or referred to other accredited mental health professionals to address problems concerning individual's mental health condition, psychosocial maladjustments or social adjustment issues and encourage adaptive coping strategies
 - a.4 Psychological First Aid conducted by available mental health professional in the agency to reduce stress symptoms and assist in a healthy recovery following a traumatic event, natural disaster, public health emergency, or even a personal crisis
- b) **Mental Health Promotion and Policies in the Workplace.** The Administration, Department/Office Heads and line supervisors shall develop appropriate policies and programs on mental health issues, correct the stigma and discrimination associated with mental conditions, identify and provide support for PGNO employees with mental health conditions to treatment and psychosocial support.
- c) **Capacity Building, Training and Development.** Mental Health Service Providers, Mental Health Workers, and GABAYs shall undergo capacity building, re-orientation, and training to develop their ability to deliver evidence-based, gender-sensitive, culturally appropriate and human rights-oriented mental health services.
- d) **Research and Development.** Research and development shall be undertaken whether commissioned or conducted by the mental health professionals of the agency in collaboration with recognized academic institutions, psychiatric, neurologic, and related associations, and non-government organizations, to produce the information,



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data, and evidence necessary to formulate and develop a culturally relevant provincial mental health program incorporating indigenous concepts and practices related to mental health.

High ethical standards in mental health research shall be promoted to ensure that: research is conducted only with the free and informed consent of the persons involved; researchers do not receive any privileges, compensation or remuneration in exchange for encouraging or recruiting participants; potentially harmful or dangerous research is not undertaken; all research is approved by an independent ethics committee, in accordance with applicable laws.

e.) Conduct of Physical Wellness Activities and Financial Assistance

- a. Healthy Sport Commission for Employees
- b. Zumba and other aerodynamics activities
- c. Financial Assistance to Co-Morbid PGNO Employees

Section 5. QUALIFICATIONS. The Mental Health Program including Physical Wellness shall cover all employees of the Provincial Government of Negros Occidental, regardless of employment status, including Job Order, Contract of Service, Temporary, Casual, Contractual, and Permanent employees who manifest physical, psychological, or psychosocial difficulties resulting from any neurologic, psychiatric, or psychosocial health needs.

To avail of this program, the employee must be:

1. Referred to the Provincial Human Resource Management Office by the GABAY of the office where the employee at risk is currently working;
2. Referred by anybody who has knowledge of the case of the employee at risk;
3. Indicative of symptoms of psychiatric, neurologic, or psychosocial difficulties who may seek psychological assessment, evaluation, intervention and assistance from the Provincial Human Resource Management Office;
4. Voluntarily submitting oneself to a psychological assessment for personal purposes.

Section 6. PGNO EMPLOYEES' MENTAL HEALTH PROGRAM COMMITTEE – There shall be a Provincial Mental Health Program Committee which shall be composed of the following:

- | | |
|------------------------|--|
| 1. Chairperson | -Governor |
| 2. Vice-Chair | -Provincial Administrator |
| 3. Program Coordinator | -Provincial Human Resource Management Officer |
| 4. Members | -Chair, Committee on Personnel (SP Member) |
| | -Chair, Committee on Health (SP Member) |
| | -Action Officer, Provincial GAD Focal Point System |
| | -Mental Health Professionals in the Executive Order #22-02 |
| | -GABAY Focal Persons in the Executive Order #22-02 |



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- Provincial Health Office Mental Health Coordinator
- Provincial Health Officer or Representative
- Provincial Budget Officer or Representative
- Provincial Accountant or Representative
- Provincial Planning & Development Coordinator or Representative

Section 7. FUNCTIONS. The PGNO Employees' Mental Health Program Committee shall have the following functions:

1. Formulate Internal Guidelines and Procedures in the implementation of the Mental Health Program in the Provincial Government of Negros Occidental and constantly update the same for the effective and efficient execution subject to the approval of the Governor as the Head of the Agency.
2. Coordinate with various institutions, professional organizations, and other linkages regarding the needs of the program designed.
3. Facilitate the institutionalization of the Employees' Mental Health Program in the entire organization through an Ordinance and update the same as the need arises.
4. Act as arbiter and resolve issues and complaints that may arise in the implementation of the mental health services, assessment, evaluation or intervention.

Section 8. SECRETARIAT. The Provincial Human Resource Management Office shall serve as the secretariat of the PGNO Employees' Mental Health Program. As such, it shall have the following functions:

1. Provide necessary administrative/technical support services to the PGNO Employees' Mental Health Program Committee such as but not limited to facilitation of meeting and minutes-taking; training facilitation; logistical support;
2. Keep all records relevant to the PGNO Employees' Mental Health Program and other issuances.

Section 9. FUNDS. The Provincial Government of Negros Occidental shall allocate funds for the effective and efficient implementation of the Mental Health Program chargeable to the Gender and Development Funds and/or other available source of funds that may be allowed subject to the usual accounting and auditing rules, regulations, and laws by the Commission on Audit and other governing bodies and agencies.

Section 10. EFFECTIVITY. This Ordinance shall be prospective in nature and shall take effect after the same has been approved by the Provincial Governor subject to compliance with the posting and/or publication requirements as provided for under the 1991 Local Government Code.

ADOPTED UNANIMOUSLY, January 14, 2025.



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CERTIFIED CORRECT:


HON. JOSE BENITO A. ALONSO
Temporary Presiding Officer

ATTESTED:


ATTY. MAKI-ANGEL O. ASCALON
Provincial Secretary

APPROVED:


HON. EUGENIO JOSE V. LACSON
Provincial Governor

FEB 14 2025

NOTE: The Presiding Officer Jeffrey P. Ferrer relinquished the chair to the Temporary Presiding Officer, Hon. Jose Benito A. Alonso

Copy for all concerned
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