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| <p align="center">Department of Social Welfare and Development National Capital Region 389 San Rafael corner Legarda Street, Sampaloc, Manila</p> | | |
| MEMORANDUM | | File/ Ref. No. |
| | | Date: January 10, 2020 |
| TO | ALL RMANCOM MEMBERS ALL CENTER/RESIDENTIAL CARE FACILITY HEADS ALL SOCIAL WELFARE SPECIALISTS ALL UNIT/SECTION HEADS RPMOs | |
| FROM | THE REGIONAL DIRECTOR | |
| SUBJECT | <u>Sharing of RMO No. 009 Series of 2019: Regional Occupational Wellbeing and Employee Reinvigoration (Re-EMPOWER)</u> | |
| <p>This is to share with you the copy of the Regional Memorandum Order No. 009 series of 2019 known as Regional Occupational Wellbeing and Employee Reinvigoration (Re-EMPOWER) approved and issued dated December 27, 2019.</p> <p>Ensure implementation of this policy guideline to monitor the compliance in your respective D/U/S/C/RCFs.</p> <p>For your information, ready reference and guidance.</p> <p align="center">  VICENTE GREGORIO B. TOMAS </p> <p>  MML/MMG/sga </p> | | |

DSWD-NCR
RECORDS MANAGEMENT SECTION

Received by: TM
Date/Time: 1/10 PH

Republic of the Philippines
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
National Capital Region

REGIONAL MEMORANDUM CIRCULAR

No. 009
Series of 2019

SUBJECT : Regional Enhanced Mechanism on Promoting Occupational Wellbeing and Employee Reinvigoration (Re-EMPOWER)

I. RATIONALE

An organization's human resources is its life-blood, the primary moving force which can either make or break its achievement of its goals and the delivery of its mission. With the continuous expansion of programs and services of the Department, the health and safety risks of its human resources also increase and become more complex.

In order to have productive and efficient workforce, its human resources should be provided with conducive workstations, with minimal health and safety risks and work-life balance. These aspects contributes to the overall occupational safety and health of every workforce. Based on the result of the facility audit and assessment conducted in the Field Office, there were several concerns which must be addressed in order to ensure occupational safety and health. The findings of the report includes improper storm drainage system which cause water infiltration, presence of wall cracks, no panic handles on all fire exit doors, passageways are heavily obstructed, fire alarm switch is not functioning, electrical extension cords and octopus connections were observed. Aside from these are the health hazards faced by fieldworkers of the region in their day-to-day encounter and experiences in remote and depressed areas. These problems if not resolved could affect occupational well-being of the staff.

The management who works hand in hand with Social Welfare Employees Association of the Philippines (SWEAP) have included the provision of welfare programs under Article V, Section 15 of the Collective Negotiation Agreement (CNA) for 2016 to 2019. This seeks to contribute to the efficiency and improvement on the quality of work enabling the achievement of full sense of worth and self-esteem of the DSWD personnel.¹

Given the need to institutionalize policies that will strengthen the implementation of programs which will promote occupational safety, health and wellness, hence this guidelines.

¹ DSWD AO 20 series of 2019

II. LEGAL BASES

The establishment of a dynamic health, safety and well-being programs for the DSWD-NCR workforce is embodied in various international, national laws/ statutory provisions and administrative issuances governing the public sector workers.

Sustainable Development Goals, officially known as Transforming our World: the 2013 Agenda for Sustainable Development. 2013 *This agenda is a plan of action for people, planet and prosperity. It also seeks to strengthen universal peace in larger freedom*

Republic Act No. 10524, 2013. *An Act Expanding the Positions Reserved for Persons with Disability Amending for the Purpose Republic Act No. 7277, As Amended Otherwise Known as the Magna Carta for Persons with Disability*

WHO Global Plan of Action on Worker's Health 2008-2017. *This survey sought to establish a baseline for monitoring implementation of the Global Plan of Action.*

Magna Carta of Women (RA 9710), Chapter I Section 2, 2009. *This act supports policies, researches, technology, and training programs and other support services such as financing, production, and marketing to encourage active participation of women in national development.*

Magna Carta for Public Social Workers (RA 9433) Section 21, 2007. *An act providing for a Magna Carta for Public Social Workers.*

World Health Organization (WHO) Global Strategy on Occupational Health for All, 1995. *This issuance analyses the current situation and new needs of occupational health in different parts of the world and proposes policy principles, 10 objectives and international and national actions for further improvement of occupational health.*

Article XIII, Section 3 of the 1987 Constitution of the Philippines. *"The State shall afford full protection to labor, local and overseas, organized and unorganized, and promote full employment opportunities for all. It shall guarantee the rights of all workers to self-organization, collective bargaining and negotiations, and peaceful concerted activities, including the right to strike in accordance with law. They shall be entitled to security of tenure, humane conditions of work, and a living wage. Consistent with this constitutional mandate, it is the duty of Congress to provide for a wage that could sustain the basic standards of living necessary for the health, efficiency and general well-being of the worker and his/her family*

Republic Act No. 9994, 2009. *An Act Granting Additional Benefits and Privileges to Senior Citizens, Further Amending Republic Act No. 7432, As Amended, Otherwise Known as "Act to Maximize the Contribution of Senior Citizens to Nation Building, Grant Benefits and Special Privileges and for Other Purposes (Expanded Senior Citizens Act of 2010)*

Article 162, Chapter II, Book V (Occupational Safety and Health Standards) of the Labor Code of the Philippines, *An issuance along health, safety and social welfare benefits emphasizing medical, dental and occupational safety in the workplace.*

Civil Service Commission Memorandum Circular No.7 s.2014 (Encouraging Government Agencies to hire PWDs pursuant to RA 7277 as amended) *An Act Providing for the Rehabilitation, Self-Development and Self-Reliance of Disabled Person and their Integration into the Mainstream of Society and for Other Purposes as amended by Section 1 of RA 10524 (An Act Expanding the Positions Reserved for Persons with Disability) provides that:* "Section 5. *Equal Opportunity for Employment – No person with disability shall be denied access to opportunities for suitable employment. A qualified employee with disability shall be subjected to the same terms and conditions of employment and the same compensation, privileges, benefits, incentives or allowances as a qualified abled bodied person.*

Civil Service Commission Memorandum Circular No.8 series of 2011. *Issuance on the Reiteration of the Physical Fitness Program "Great Filipino Workout".*

Civil Service Commission Memorandum Circular No.04 series of 2003. *Policy Guideline on Promotion of Good Nutrition in the Bureaucracy. The CSC supports the initiative in promoting good nutrition of workers as effective strategy to achieve and sustain increased organizational productivity.*

Civil Service Commission Memorandum Circular No.33 series of 1997. *Policy on Working Conditions at the Workplace. Issuance from CSC, providing standards on the working space, lighting, ventilation and other work-related conditions which must be complied by all government entities.*

Civil Service Commission Memorandum Circular No.06 series of 1995. *The Great Filipino Workout. Guidelines stating that employees can engaged in various health and wellness activities in accordance to the time allotted thereof.*

Civil Service Commission Memorandum Circular No.30 series 1994. *Checklist of Reasonable Working Conditions in the Public Sector*

Civil Service Commission Memorandum Circular No.38 series of 1992 *Physical and Mental Fitness Program for Government Personnel*

DSWD Administrative Order No. 20 series of 2018 *Enhanced Mechanism on Promoting Occupational Wellbeing and Employee Reinvigoration (Re-EMPOWER). A department-initiated guidelines comprehensively formulated to emphasize the three (3) components of occupational well-being of DSWD employees and other activities by which employees may engaged themselves to promote healthy lifestyle and occupational well-being.*

III. OBJECTIVES

A. General Objectives

To provide a rights-based, holistic and integrated approach in advancing and promoting the health, safety and overall wellbeing of the DSWD-NCR workforce, enabling them to achieve their fullest potentials and capabilities, towards the delivery of excellent and coordinated social welfare and development programs.

B. Specific Objectives

This guideline specifically aims:

1. To complement existing initiatives in improving the efficiency and productivity of DSWD-NCR's human resources.
2. To provide safe and conducive occupational environment for the DSWD-NCR human resources;
3. To boost the *esprit de corps* or morale of DSWD-NCR's workforce and to enable them to cope with the challenges of the workplace;
4. To promote an enabling environment recognizing the different practical and strategic gender needs of women and men in the DSWD-NCR workplace.
5. To promote a supportive organizational environment receptive to the needs of the DSWD personnel with special concerns and special needs and that which promotes affirmative action measures such as those concerning Persons with Disabilities (PWDs) and Senior Citizens in the workplace;
6. To elicit support and participation from different stakeholders in promoting the wellbeing of all DSWD-NCR personnel;
7. To motivate, engage and support productive and dedicated DSWD-NCR personnel;
8. To inculcate values and build interpersonal relations in support to the delivery of excellent public service

IV. SCOPE AND COVERAGE

This shall cover all DSWD-NCR personnel, regardless of rank and status of employment and place of assignment, specially those in hazardous work conditions, disaster response operations, residential and non-residential care facilities, community-based implementation of programs and services, field operations and direct service work with clients.

V. DEFINITION OF TERMS

1. **AGENCY** – refers to the departments, agencies, bureaus of the national government, government-owned and controlled corporations with original charters, state universities and colleges and local government units.
2. **HEALTH** – refers to a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity (World Health Organization); connote a sound state of the body and mind of the worker, which enables him to perform his job normally. (Department of Labor and Employment)
3. **PERSONNEL** – refers to individuals occupying first, second and third level of positions regardless of employment status whether permanent, temporary, coterminous, casual, contractual or substitute including Memorandum of Agreement (MOA) Contract of Service (COS) workers and Job Order (JO) workers.
4. **SAFETY** – refers to the physical or environmental conditions of work or employment which substantially comply with the provisions of the OSH standards. (Department of Labor and Employment)
5. **WELLBEING** – refers to an active state of pursuing health and life skills with the aims of achieving physical, emotional health and financial security (Mercer 2015) generally subjective, multi-element state that considers physical, material, social, emotional, developmental and activity dimensions (Waddell and Burton, 2006) to be determined primarily by work and can be influenced by workplace and interventions. (Juniper 2011)
6. **WELLNESS** – refers to the state by which the personnel is able to reach his fullest potential along physical, psychological, emotional and social aspects in fulfilling his role expectations in the workplace. (MC 13 s.2013)
7. **WORKPLACE** – refers to office, premises or worksite, where the workers are habitually employed and shall include the office or place, where the workers who have no fixed or definite worksite regularly report for assignment in the course of their employment.

VI. GENERAL POLICIES

1. All staff in active service, regardless of position, employment status, age, sex, sexual orientation, gender identity, civil status, disability, religion, ethnicity and indigenous cultural affiliation are covered and allowed to avail any health, wellness and occupational safety activities stipulated under this guidelines.
2. The Field Office shall rationalize the development of its health, safety and wellbeing programs guided by the EMPOWER framework that is responsive and relevant to the dynamic needs of its human resources. Continuous improvement for appropriate workplace programs and initiatives shall be met and sustained.

3. The Field Office shall establish an Occupational Safety and Health (OSH) Committee who shall then have a term of not more than two (2) years who shall then perform the functions stipulated in this guidelines. The OSH Committee shall be designated through issuance of Regional Special Order.
4. The Division, Programs, Centers and Residential Care Facilities shall have designated *Safety Officers* who will focus on Occupational Safety and Health Management and shall monitor the implementation of various occupational safety activities and compliance of the D/C/RCF/Programs with this guideline and other CSC related issuances. The Safety Officers shall complete a basic training course provided by the appropriate institutions, Occupational Safety and Health Center or its accredited OSH networks and/or DSWD initiated trainings along OSH.
5. A *Wellness Focal Person* shall be designated to ensure implementation of programs and activities along Physiological Health and Psychosocial Wellness Management.
6. The management shall ensure that Field Office, Centers and Residential Care Facilities have medical doctors and nurses to immediately attend and address medical needs.
7. In order to identify the priority issues and needs of the office and personnel, a need assessment shall be conducted. The need assessment may include:
 - a. A workplace profile i.e. demographic information, health status of the workforce, physical workplace and management structures;
 - b. Analysis which combines the workplace profile and an internal analysis of operations, procedures, processes and environment;
 - c. Prioritization of workplace health, safety and wellbeing issues based on personnel needs.
8. A three-year operational plan shall be developed to respond to the priority issues and needs considering the following:
 - a. Determination of goals and objectives that shall reflect the key priorities and issues identified from the needs assessment.
 - b. Identification of strategies, resources and the responsible focal person/ unit/section.
 - c. Ensuring the alignment of programs, initiatives and policies with applicable policies, rules and regulations.
 - d. Creation of support system that would champion and provide the necessary logistical and administrative support.
9. An annual report reflecting the implementation and accomplishment of the D/C/RCF/Programs along Re-EMPOWER shall be submitted on an annual basis, every 10th of December, covering the period of January- December 5 of a fiscal year. (Please refer to Annex A)

10. Subject to availability of funds and in accordance with the applicable accounting and auditing rules, the Field Office may shoulder the expense of the medical (physical and psychological) examination for employees regardless of employment status.
11. All employees of DSWD-NCR regardless of position and employment status must undertake and subject themselves on Annual Physical and Medical Examination (APME) and consultation with authorized Medical Officer/ Specialist of DSWD-NCR. Permanent, contractual and casual workers shall submit the result to HR Management and Development Division within prescribed timeframe.

Non-compliance with the same shall be considered and if found with merit may be charged with violation of reasonable office rules and regulations and shall be dealt in accordance with the relevant CSC guidelines for permanent, contractual and casual worker and provisions under approved Memorandum of Agreement for COS and JO workers.
12. Due to complexities and demands in the delivery of programs and services to the public, mental health of personnel must be taken into consideration. Thus, assistance programs and other initiatives supporting and improving mental health must also be undertaken.
13. All employees are encouraged to join any of the abovementioned activities based on their preferences and needs provided that public service is not prejudice and that participation to the activity is within allowable time/hours as prescribed by applicable laws and policy guideline.
14. Wellness programs shall also consider the needs of the DSWD-NCR human resources including those of the practical and strategic needs of members of the DSWD workforce who are senior citizens and are persons with disability.
15. All C/RCF/Programs/Divisions shall implement activities stated in this guidelines provided there are available funds and partners who are willing to provide assistance and augmentation in the conduct of the activities.

VII. SERVICES

The ReEMPOWER is a regional interpretation of the DSWD Administrative Order 20 series of 2019, EMPOWER, which is a rights-based, holistic and integrated framework of several existing and proposed standards, programs and initiatives that promotes health, safety and wellbeing of DSWD-NCR employees towards the delivery of quality service. As a comprehensive employee welfare program, this guidelines seeks to rationalize the needs of the DSWD-NCR human resources based on the intervening factors in the workplace and the environment. It provides an array of programs that would address concerns affecting work performance and employee productivity.

Re-EMPOWER comprises three (3) implementing but integrated components as follows:

Component 1: Physiological Health and Psychosocial Wellness Management

This seeks to improve the efficiency and productivity of employees by providing and maintaining their general health and proactively determining possible risks that may affect their physiological wellness. This also seeks to build a working environment that entails undertaking initiatives that reinforce psychosocial dimensions enabling personnel to achieve work-life balance.

1. Mandatory Annual Physical and Medical Examination (APME)

All staff regardless of employment status must undergo APME within the month of November of the calendar year. The expense shall be shouldered by staff or shall be charged on their respective health cards, if any. Subject to availability of funds and in accordance with the applicable accounting and auditing rules, the Field Office may shoulder the expense of the medical examination for COS/JO workers. The HRMDD shall identify facility offering quality but with lowest rate for the APME package to ensure objectivity, reliability and confidentiality. The result of APME which includes the complete physical examination Eye Examination, Urinalysis, Stool Test, Complete Blood Chemistry (CBC) with platelet count, chest x-ray and drug test shall be submitted to the HRMDD. Once consolidated, the results will be endorsed to the Medical Officer/ Specialist assigned in Field Office not later than 10th of December of the calendar year for analysis and provision of appropriate intervention.

2. Physical Fitness, Wellness and Sports Activities

The following activities may be conducted for an allotted reasonable time for regular fitness exercise and inclusion of physical fitness and then be monitored by the Wellness Focal Person and shall be coordinated with the Medical Officer/ Specialist of the region. Evaluation of each activities shall also be facilitated by the Wellness Focal to gauge its impact to well-being of the staff. Any of the activities may be implemented depending on the availability of funds.

- The **Physical Fitness** activity shall be a continuous and regular form of exercise through routine gym session in order to prevent lifestyle diseases like Hypertension, Diabetes Mellitus II and Dyslipidemia. In order to optimize the benefit of the use of gym, considering the availability of funds, the Field Office can hire services of a gym instructor/instructress who will formulate individual workout plan and assist the employees during the workout sessions in terms of proper execution of exercise. (CSC MC No. 2011-08)

- **Jogging/ Walking and Running** which is considered a popular form of physical activity can help maintain healthy weight, improve cardiovascular fitness, strengthen muscles and help build strong bones, as it is a weight bearing exercise.
- **Bowling Tournament**, a good form of relaxation, reason to socialize and do away with stress and trigger the competitive nature of player. (CSC MC No. 2011-08, CSC MC No. 1992-38)
- **Self-Defense Learning Session for Men, Women and LGBTQIA+** which provides protection against dangerous attacks/ situations in a real world scenario, equipping them with proper training on basic personal safety techniques.
- **Zumba and Cardio-Vascular Exercises** motivates you to get up and get moving with its music beat. The speed of the beat also lends itself to making you work out faster than you might do otherwise. (CSC MC No. 2009-21)
- **Fun Games and/or Mini Olympics** a recreational events promoting team interaction and bonding and encouraged maximum participants and serious fun for everyone. (CSC MC No. 2009-21)
- **Biggest Loser-BMI**. The biggest loser challenge was created not only to encourage fun ways to exercise and reach a healthy weight loss, but also to encourage participants to make personal commitment to learn their healthy Body Mass Index (BMI) range and to help their employees reach their weight loss goals. (CSC MC No. 2009-21)
- **Wellness Services (Spa and Other Pampering Sessions)**. This activity is facilitated to improve the well-being and do away with stress.
- Provision of vitamins, vaccines and food supplement and promotion of good nutrition.
- Conduct of mini-games/play offs (ball games and board games) as part of recreational activities.

3. HIV, Tuberculosis and Hepatitis B Prevention and Control Programs

The D/C/RCF/Programs shall conduct lectures and activities on a regular basis to ensure that critical health issues are addressed. Proper education in terms of HIV, Tuberculosis and Hepatitis B shall be undertaken in coordination with medical and its allied professional.

4. Financial Wellness

The D/C/RCF/Programs shall schedule, conduct trainings, seminar and other related activities aimed at addressing financial management to assist both existing human resources and retirees to properly manage their finances. Likewise, livelihood training projects and financial management talk may be conducted and facilitated by D/C/RCF/Programs.

5. Spiritual Health Promotion

This initiative provides opportunities to employees to freely exercise their respective religious beliefs and practices provided that such activities related to one's religious convictions shall not jeopardize the delivery of public service.

Component 2: Comprehensive Assistance and Response to Employees in Special Situations

This entails creating a supportive organizational environment for employees with special needs and concerns such as those that would provide alternative support in difficult familial or personal situations that hamper their full functioning in the workplace such as but not limited to the need to access and be provided with medical, education, burial assistance, counseling and debriefing sessions and services and grant of breather breaks.

Component 3: Occupational Safety and Health Management

This ensures a healthy and safe physical working environment for DSWD employees and instills a culture of awareness and preparedness to disasters and potential occupational risks.

The following activities shall be conducted, funded and participated by the Region:

1. Conduct and/or attendance to trainings and other capacity building activities for Safety Officers and Wellness Focal (e.g. Basic Occupational Safety and Health, Ergonomics in the Workplace)
2. Orientation Occupational Safety and Health Campaigns and Advocacies (i.e., Drug-Free Workplace, HIV Awareness Campaign and Tobacco-Controlled Advocacies)
3. Conduct of Annual Hazard Identification Risk Assessment and Control (HIRAC) and implementation of safety measures.
4. Conduct of Accident Investigation and Formulation of Intervention

VIII. COMPOSITION AND FUNCTIONS OF THE OCCUPATIONAL SAFETY AND HEALTH COMMITTEE AND SAFETY OFFICERS:

In order to ensure that safety and health program is observed and enforced, an Occupational Safety and Health Committee of the region shall be composed of the following:

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| Chairperson | : | Division Chief, HRMDD |
| Alternate Chairperson | : | Division Chief, Administrative Division |
| Primary and Alternate Members | : | HR Management & Development Division Administrative Division Medical Practitioner/ Professionals Disaster Response & Management Division SWEAP Representatives |
| Secretariat | : | Designated Safety Officer/s |

The OSH Committee shall perform the following duties and responsibilities:

1. The committee shall effectively review the submitted operational plan for occupational safety and health of the region.
2. Develop and oversee the implementation of the OSH program.
3. Conducts investigation to events caused by job-related accidents
4. Conducts meeting and reviews the result of job safety analysis
5. Conduct annual review and evaluation of the effectiveness of the OSH programs, tools and policies and recommend enhancement, if deemed necessary.

The designated Safety Officers shall perform the following duties and responsibilities:

1. Oversee the overall management of the OSH program in coordination with the OSH committee;
2. Frequently monitor and inspect any health or safety aspect of the operation being undertaken with the participation of supervisors and staff
3. Participate during the conduct of safety and health inspection at any time or during the conduct of an accident investigation by providing necessary information and relevant report
4. Submit Safety Audit and Safety Inspection Reports.
5. Conducts Hazard Identification, Risk Assessment and Control (HIRAC)
6. Act as Resource Person for advocacy campaign on Occupational Safety and Health.

IX. INSTITUTIONAL ARRANGEMENTS

All concerned Divisions, Centers, Residential Care Facilities, Programs under DSWD-NCR are enjoined to implement programs and activities towards the institutionalization of this guidelines.

All Divisions, Centers, Residential Care Facilities and Programs

1. Proactively promote and implement the components in support of EMPOWER.
2. Allocate funds for occupational safety, health and wellness program in the Annual WFP and logistical requirements.
3. Coordinate with the HRMDD on the possible programs, activities and initiatives deemed necessary to advance the overall wellbeing of DSWD-NCR personnel.
4. Report issues and concerns needing policy or operational recommendation to improve its implementation.
5. Submit good practices along with the implementation of occupational safety and health programs.

HR Management and Development Division

1. Coordinate all components of EMPOWER.
2. Submit a three-year operational plan for review of OSH Committee for onward submission to HRMDS
3. Monitor and evaluate the regional implementation of EMPOWER.
4. Draft annual accomplishment report to be submitted to the HRDS for consolidation in accordance with timelines to be prescribed for the purpose.

Social Welfare Employees Association of the Philippines (SWEAP)

As one of the primary stakeholders, SWEAP shall endeavor to look for means to fund EMPOWER. This shall include tapping possible fund sources such as GAD Fund, Provident Fund, Savings Productivity Fund and 30% of the Annual Agency Savings for the improvement of working conditions in the implementation of provisions of the CNA in accordance with applicable budget, accounting and auditing policies and regulations.

Capacity Building Section

Assists the D/C/RCFs in documenting and submission of good practices along with the implementation of EMPOWER.

X. FUNDING REQUIREMENTS

Funding requirements for the implementation of the EMPOWER shall be provided by the Field Office. Further, it shall also form part of the yearly budget appropriations of the Field Office.

XI. EFFECTIVITY

This Regional Memorandum Order shall take effect immediately.

Let copies of this Order be issued to all Divisions, Centers, Residential Care Facilities and Programs under Field Office- NCR.

Done in City of Manila this 27th day of December 2019.


VICENTE GREGORIO B. TOMAS
Regional Director

Impact and Feedback

Provide brief description of the wellness activity/ies to be conducted, when it was conducted, number of attendees and its highlights and cost of the activity. The sequence of activities shall be from January – December 2018.

Prepared:

Health and Safety Officer

Reviewed & Noted:

Position