## Republic of the Philippines



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## **ADVISORY**

FOR/TO :

All DENR Officials and Employees

FROM

**Assistant Secretary** 

Human Resources, Strategic Communication and Sectoral Initiatives

SUBJECT

CONDUCT OF LECTURE ON MENTAL HEALTH

Pursuant to Section 26 of Republic Act No. 11036<sup>1</sup>, the Human Resource Development Service, Training Development Division (HRDS-TDD) will conduct a Lecture on Mental Health open to all DENR officials and employees on August 11, 2022, 1-4 PM via zoom.

The activity aims to create a workplace culture that destignatizes mental health issues while normalizing and encouraging help-seeking behaviors such as understanding, guidance, treatment, and general support when feeling in trouble or encountering stressful circumstances, and to raise general awareness of DENR employees about mental health.

Moreover, as part of commitment of "Padayon Program" of the department to raise general awareness of DENR employees about mental health and equip the DENR workforce with training and education towards being a "hope-bearer" to be able to extend assistance and support to other employees in times of crises, natural disasters, and calamities.

Attached is the guide for filling out the pre-registration which can be accessed through link or QR Code. http://bitly.ws/t76n



For related questions or inquiries, you may contact HRDS-TDD at (02) 8426-3852 or thru VOIP 028-7553330 loc 1065 and look for Mr. Bonito Alvaran or Dr. Shirley Latoja. You may also send via email <a href="mailto:denr.healthandwellness@gmail.com">denr.healthandwellness@gmail.com</a>.

For your information.

HIRO V. MASUDA, DBA, *CESO III* 

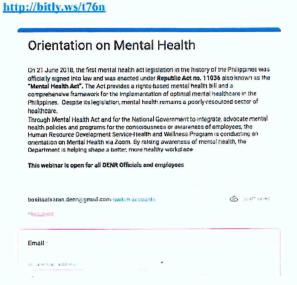
MEMO NO. 2022 - 526

Mental Health Act of 2018

## Guide on the pre-registration and accessing the Zoom link.

1. The pre-registration for the webinar will start on August 8-10.

Pre-Registration Link:



- 2. Upon entry, please take a moment to read what the activity is for. Enter your email address.
- 3. Upon clicking the next button, you will be asked to provide your personal information. Fields with the red asterisk are required information.



4. When you click the "Next" button, the zoom link will appear. Please save the access details. The Zoom meeting will be opened on the date and time of the activity.



- 5. Each participant must access the zoom link using a device with a webcam or front camera and connected to the internet connection. It is advisable to use earphones with a microphone for a more interactive experience. For first time users, familiarize yourself with the website <a href="https://zoom.us/">https://zoom.us/</a> or watch this video <a href="https://www.youtube.com/watch?v=fGbpwZNW3ol">https://www.youtube.com/watch?v=fGbpwZNW3ol</a>.
- Download the Zoom application and click JOIN A MEETING. The Meeting ID and password will be sent to your e-mail or through Messenger group chat (if provided by TDD-HRDS).

(You may opt to download the zoom application, or you can join from the browser.)



- 7. All learners present during the lecture must wear the prescribed DENR uniform or appropriate office attire.
- 8. Close all background applications that have no connection with the lecture.
- 9. Rename your zoom user with this format: Office Name
- Mute your microphone upon signing in and during the webinar so as not to distract the speaker.
- 11. Remember to turn off your microphone when you are not talking.
- 12. Questions regarding the presentation will be addressed during the open forum at the end of the lecture. You are advised to write down your questions
- 13. If there are urgent matters/concerns, you may raise your hand, wait for the host to address you and turn on your microphone to speak.
- 14. Your presence is required during the entire activity. Attendance will be checked based on your presence in the zoom room.
- 15. Do not leave the zoom lecture. The lecture will end when the host exits at the end of the session.
- 16. Make sure your area is free from noise or distraction.
- 17. This activity shall be documented by the Training and Development Division (TDD)-HRDS and will officially be reported as an accomplishment.
- 18. Copy of the signed Special Order/Memorandum once available.