



<b>VERSION NO.</b> <b>1</b>	<b>MANUAL TITLE</b> PRINCIPLES, POLICIES AND GUIDELINES ON MENTAL HEALTH AND PSYCHOSOCIAL SUPPORT FOR UP STUDENTS	<b>DOCUMENT NO.</b> <b>MHPSS1</b>
	<b>DOCUMENT NAME</b> <b>POLICIES ON MENTAL HEALTH AND PSYCHOSOCIAL          SUPPORT FOR UP DILIMAN STUDENTS</b>	<b>REVISION NO.</b> <b>0</b>
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- (1) **Non-Discriminatory Admissions:** UPD shall by no means use mental health as criterion for admission in an academic program or employment. “No use” pertains to not including required disclosures of mental health conditions in formal application procedures (such as a question in an application form or applicant interview).
- (2) **Educational and Support Programs:** UPD shall develop educational and support programs that address the needs of admitted students with known mental health and psychosocial concerns such as ADHD, Autism Spectrum, mood related problems, relational and family violence and conflict, etc.
- (3) **Accommodations:** The University should consider students’ mental health and psychosocial conditions in providing special accommodation requests, while maintaining the rules and standards of academic performance of the University.
- (4) **Screening:** As part of a comprehensive health check upon admission to the University, incoming students in UPD shall be screened for risks to mental disorders by the UP Diliman Health Service (UHS). A comprehensive health questionnaire will be administered to create a health profile and identify students at risk. Students at risk because they are currently suffering or have a recent history of mental health problems in the past year will be referred to mental health professionals such as psychiatrists or clinical psychologists. These students must consult with a mental health professional and present proof to the UHS that they are now under continuing professional care to be able to get a health clearance. Students who disclose a history of mental health issues but have not been suffering in the past year will be encouraged to continue professional care (if they are already under such care) or to seek it. However, they will not be required to show proof to the UHS to be given health clearance.
- (5) **Parent/Guardians:** Offices concerned shall try to involve students’ parents or guardians when dealing with serious mental health and psychosocial concerns such as mood disorders, psychoses, personality disorders, neurological disorders, violence, harassment, and abuse.
- (6) **Referral of minor students:** Referral of minor students requires permission of the parents/guardians, except in times of emergency when the parents cannot be contacted, or when the mental health professional assigned to the student determines that doing so will compromise the welfare of the concerned student.
- (7) **Referral of older students psychologically unable to decide for themselves:** When a student is psychologically unable to decide for themselves – such as when they cannot recognize time and space dimensions of objective, external reality – permission of the parents is required. The waiver of parents/guardian permission also applies to them.
- (8) **Disclosure:** The College Secretary and the Department Chair shall be informed of names of students diagnosed with psychiatric disorders by service units within the campus only when accommodations are requested with regards to students’ academic performance, and if the student and guardian agree to disclose this information. This information must be kept confidential by the said officials.

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(9) **Confidentiality:** Teachers, college officials, or university employees who know about a student's psychological condition shall keep this information confidential, unless there is a known threat to life.

(10) **Consultation with a Mental Health Professional:** Students who show symptoms of psychiatric, psycho-neurological or neurological disorders that negatively impact their academic performance, as well as the peace, order and safety of the community can be asked by the Dean of the College to consult with a mental health professional. The students may be asked by their College to present a certificate from their MH professional, such certificate bearing an evaluation of their psychological readiness to continue with their studies and the MH professional's recommendations for maintaining such readiness to continue.

(11) **Learning to be a Lifeline workshop:** All faculty and personnel of the UPD campus who interact with students are strongly encourage to attend the Learning to be a Lifeline workshop offered by UPD PsycServ. This workshop is designed to help faculty and staff in the UPD campus to identify students who are hurting emotionally and to provide basic psychosocial support.

(12) **Residence Halls:** Students who stay in residence halls within the UP Diliman campus are required to accomplish a health fitness questionnaire that will be processed by a trained mental health worker to identify students at risk for serious psychological problems. Identified students will be asked to consult a mental health professional and obtain a certificate from the MH professional evaluating the student's psychological readiness to continue with studies and live in a dormitory setting and recommendations to maintain adequate suitability for dorm living.


(13) **Dorm Manager:** Residence halls within the campus should have a dorm manager who oversees the safety and care of student residents, especially those with identified mental health vulnerabilities.

(14) **Colleges:** All colleges in UPD shall have a faculty assigned to work with key mental health providers in the campus to make sure that services reach the targeted students. These assigned faculty shall consult with UPD PsycServ in establishing their college's mental health support mechanisms.

(15) **Suicide Prevention and Postvention:** The University shall have suicide prevention and postvention plans, the latter addressing concerns related to completed or attempted suicide.

(16) **Resources:** Service units in the campus that offer mental health services shall be adequately resourced with personnel, facilities, and equipment.

(17) **Ratio:** UP Diliman shall meet the standards set by the government which is 1 mental health professional to 1000 students (CHED Memorandum Order No. 09 Series of

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2013, otherwise known as the “Enhanced Policies and Guidelines on Student Affairs and Services”).

(18) **UHS:** The UHS shall have at least 2 psychiatrists, at least 2 psychiatric nurses, and at least 2 attendants trained to deal with emergencies. All staff physicians and nurses shall undergo regular training on mental health emergencies.

(19) **UPD PsycServ:** UP Diliman PsycServ shall have at least 8 psychosocial support specialists (PSS), 3 licensed clinical supervisors, or its equivalent on part time basis, in line with standards set by the Mental Health Act for specialized care in higher educational institutions.

(20) **UPD OCG:** UP Diliman Office of Counseling and Guidance shall have at least 8 licensed Guidance Counselors, or its equivalent on part time basis.

(21) **Mental Health Network:** UP Diliman shall organize a mental health network composed of persons, institutions and organizations involved in mental health and psychosocial support work for the purpose of sharing resources, for building knowledge and capacities related to mental health and psychosocial support and for forging unity for mental health care in Diliman.

(22) **Psychologically fit mental health professionals:** Units offering mental health services in the university must make sure that mental health professionals are psychologically fit and capable of providing quality services according to the ethical and technical standards of the profession