



**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
KAGAWARAN NG KAPALIGIRAN AT LIKAS NA YAMAN**

OCT 22 2024



SPECIAL ORDER

No. 2024 - 707

SUBJECT: AUTHORIZING THE CONDUCT OF HEALTH AND WELLNESS SURVEY


In the interest of the service, to assess the overall health and wellness status of DENR employees, and in line with the continuing effort of the Department to promote and provide health, wellness and safety, the conduct of the Health and Wellness Survey (HWS), and participation of all DENR officials and employees nationwide via online survey are hereby authorized from 18 - 29 November 2024.

The Human Resource Development Service shall conduct online orientation for Health and Wellness focals of the DENR Central Office, Regional Offices and Bureaus on the administration of the above-mentioned survey on 4 November 2024.

All expenses to be incurred shall be chargeable against HRDS - Health and Wellness Funds, subject to the usual accounting and auditing rules and regulations.

A report containing the analysis of the results and recommendations shall be submitted to the undersigned fifteen (15) days after the completion of the activity.

This Order takes effect on the dates herein specified, unless rescheduled.


AUGUSTO D. DE LA PEÑA
Undersecretary for Organizational
Transformation and Human Resources

HEALTH AND WELLNESS SURVEY 2024

Dear Respondents,

Thank you for participating in this survey. This questionnaire is designed to assess the overall health and wellness status of DENR personnel across all offices nationwide. The survey will provide the HRDS - Training and Development Division with valuable insights into the current well-being of employees, which will be used to formulate programs and implement targeted interventions that promote the well-being of DENR personnel. Your participation is crucial to fostering a more productive and resilient workforce. We greatly appreciate your cooperation in this important effort.

Sincerely,

Training and Development Division

INSTRUCTIONS FOR COMPLETING THE QUESTIONNAIRE

Please complete this questionnaire and be as honest with your responses as you can be. This questionnaire will take approximately twenty (20) minutes to complete. Thank you for your willingness to take part in this survey.

Part I. Demographic Information

Name : _____

Office : _____

Position/ Designation : _____

Age : _____

Sex : _____

Years in the Position : _____

Describe your duties and responsibilities.

II. Health Conditions

Within the past twelve months, has a doctor ever treated you for, or told you that you had any of the following: Please check No or Yes.

| Indicator | NO | YES |
|--|----|-----|
| 1. Diabetes | | |
| 2. Cancer | | |
| 3. Hernia or rupture | | |
| 4. Tuberculosis | | |
| 5. Asthma | | |
| 6. "High" blood pressure | | |
| 7. Heart disease | | |
| 8. Arthritis | | |
| 9. Epilepsy | | |
| 10. Glaucoma | | |
| 11. Paralysis, tremor or shaking | | |
| 12. Kidney or bladder trouble | | |
| 13. Lung or breathing problems | | |
| 14. Stroke | | |
| 15. Anemia | | |
| 16. Gall Bladder, liver, or pancreas trouble | | |
| 17. Thyroid trouble or goiter | | |
| 18. Insomnia | | |
| 19. Gastritis | | |
| 11. Colitis | | |
| 21. Stomach ulcer | | |
| 22. Alcoholism | | |
| 23. Emotional problems | | |

III. Work Stressor Questionnaire

Think about how often you encounter the following situations. check the appropriate frequency.

- 1 = Never
- 2 = Rarely
- 3 = Occasionally
- 4 = Usually
- 5 = Constantly

| Indicator | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|
| A. Disagreement & Indecision | | | | | |
| 1. Unsure of co-workers expectations | | | | | |
| 2. Unfriendly attitude in co-workers | | | | | |
| 3. Job responsibilities go against your better judgment. | | | | | |
| 4. Can't satisfy conflicting demands from superiors | | | | | |
| 5. Trouble refusing overtime | | | | | |
| B. Pressure on the Job | | | | | |
| 6. Overloaded at work, unable to complete tasks during an average day | | | | | |
| 7. Too much supervision | | | | | |
| 8. Job requirements are taking their toll on your private life | | | | | |
| 9. Rushed to complete work or short on time | | | | | |
| 10. Too much red tape | | | | | |
| C. Job Description Conflict | | | | | |
| 11. Uncertainty about your exact job responsibilities | | | | | |
| 12. Too much teamwork | | | | | |
| 13. Poor flow of information to you in order to carry out your job | | | | | |
| 14. Not enough authority for you to properly do your job | | | | | |

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|---|--|--|--|--|--|
| 15. Discomfort in handling unethical assignments | | | | | |
| D. Communication & Comfort with Supervisor | | | | | |
| 16. Ideas differ from those of your supervisor | | | | | |
| 17. Trouble talking to boss | | | | | |
| 18. Unable to predict supervisor's reactions | | | | | |
| 19. Boss gives little feedback about your work | | | | | |
| 20. Boss is overly critical of your work | | | | | |
| E. Job Related Health Concerns | | | | | |
| 21. Work conditions are unhealthy | | | | | |
| 22. Physical dangers exist at work place | | | | | |
| 23. Heavy physical tasks to complete | | | | | |
| 24. Hostile threats from co-workers | | | | | |
| 25. Sick days are discouraged | | | | | |
| F. Work Overload Stress | | | | | |
| 26. Can't consult with others on projects | | | | | |
| 27. Co-workers are inefficient | | | | | |
| 28. Often take work home to complete | | | | | |
| 29. Responsible, for too many people/projects | | | | | |
| 30. Shortage of help at work | | | | | |
| G. Work Underload Stress | | | | | |
| 31. Too little responsibility at work | | | | | |
| 32. Overqualified for your job | | | | | |
| 33. Little chance for growth exists | | | | | |

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| 34. Trying to "look" busy on job | | | | | |
| 35. Feeling unstimulated | | | | | |
| H. Boredom Induced Stress | | | | | |
| 36. Repetitive or highly specialized routine | | | | | |
| 37. Not learning anything new | | | | | |
| 38. Can't see final outcome of your efforts | | | | | |
| 39. Job is too easy | | | | | |
| 40. Daydreaming frequently | | | | | |
| I. Problem of Job Security | | | | | |
| 41. Fear of being laid off or fired | | | | | |
| 42. Worry about poor pension | | | | | |
| 43. Concerned about low wages | | | | | |
| 44. Need "pull" to get ahead | | | | | |
| 45. Could be fired without cause | | | | | |
| J. Time Pressure | | | | | |
| 46. Constant reminders that "time is money" | | | | | |
| 47. Starting and ending times are rigid | | | | | |
| 48. Monotonous pace of work | | | | | |
| 49. Not enough break or meal time | | | | | |
| 50. Work pace is too fast | | | | | |
| K. Job Barrier Stress | | | | | |
| 51. Hope for advancement or raise is limited | | | | | |
| 52. Sex/age discrimination exists at job | | | | | |

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| 53. Not suited to job | | | | | |
| 54. Work has no personal meaning | | | | | |
| 55. Work goes unrecognized | | | | | |

IV. Spiritual Well-Being Scale

For each of the following statements circle the choice that best indicates the extent of your agreement or disagreement as it describes your personal experience:

SA = Strongly Agree

D = Disagree

MA = Moderately Agree

MD = Moderately Disagree

A = Agree

SD = Strongly Disagree

| Indicator | SA | D | MA | MD | A | SD |
|--|----|---|----|----|---|----|
| 1. I don't find much satisfaction in private prayer with God. | | | | | | |
| 2. I don't know who I am, where I came from, or where I'm going. | | | | | | |
| 3. I believe that God loves me and cares about me. | | | | | | |
| 4. I feel that life is a positive experience. | | | | | | |
| 5. I believe that God is impersonal and not interested in my daily situations. | | | | | | |
| 6. I feel unsettled about my future. | | | | | | |
| 7. I have a personally meaningful relationship with God. | | | | | | |
| 8. I feel very fulfilled and satisfied with life. | | | | | | |
| 9. I don't get much personal strength and support from my God | | | | | | |
| 10. I feel a sense of well-being about the direction my life is headed in. | | | | | | |
| 11. I believe that God is concerned about my problems. | | | | | | |

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| 12. I don't enjoy much about life. | | | | | | |
| 13. I don't have a personally satisfying relationship with God. | | | | | | |
| 14. I feel good about my future. | | | | | | |
| 15. My relationship with God helps me not to feel lonely. | | | | | | |
| 16. I feel that life is full of conflict and unhappiness. | | | | | | |
| 17. I feel most fulfilled when I'm in close communion with God. | | | | | | |
| 18. Life doesn't have much meaning. | | | | | | |
| 19. My relation with God contributes to my sense of well-being. | | | | | | |
| 20. I believe there is some real purpose for my life. | | | | | | |

V. Empathy Quotient - 40-item version (EQ-40)

Please read each statement carefully and rate how strongly you agree or disagree with it by selecting your answer. There are no right or wrong answers or trick questions.

- 1 = Strongly Disagree
- 2 = Slightly Disagree
- 3 = Slightly Agree
- 4 = Strongly Agree

| Indicator | 1 | 2 | 3 | 4 |
|---|---|---|---|---|
| 1. I can easily tell if someone else wants to enter a conversation. | | | | |
| 2. I find it difficult to explain to others things that I understand easily when they don't understand it the first time. | | | | |
| 3. I really enjoy caring for other people. | | | | |
| 4. I find it hard to know what to do in a social situation. | | | | |
| 5. People often tell me that I went too far in driving my point home in a discussion | | | | |

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| 6. It doesn't bother me too much if I am late meeting a friend. | | | | |
| 7. Friendships and relationships are just too difficult, so I tend not to bother with them. | | | | |
| 8. I often find it difficult to judge if something is rude or polite. | | | | |
| 9. In a conversation, I tend to focus on my own thoughts rather than on what my listener might be thinking. | | | | |
| 10. When I was a child, I enjoyed cutting up worms to see what would happen. | | | | |
| 11. I can pick up quickly if someone says one thing but means another. | | | | |
| 12. It is hard for me to see why some things upset people so much. | | | | |
| 13. I find it easy to put myself in somebody else's shoes. | | | | |
| 14. I am good at predicting how someone will feel. | | | | |
| 15. I am quick to spot when someone in a group is feeling awkward or uncomfortable. | | | | |
| 16. If I say something that someone else is offended by, I think that that's their problem, not mine. | | | | |
| 17. If anyone asked me if I liked their haircut, I would reply truthfully, even if I didn't like it. | | | | |
| 18. I can't always see why someone should have felt offended by a remark. | | | | |
| 19. Seeing people cry doesn't really upset me. | | | | |
| 20. I am very blunt, which some people take to be rudeness, even though this is unintentional. | | | | |
| 21. I don't tend to find social situations confusing. | | | | |
| 22. Other people tell me I am good at understanding how | | | | |

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| they are feeling and what they are thinking. | | | | |
| 23. When I talk to people, I tend to talk about their experiences rather than my own. | | | | |
| 24. It upsets me to see an animal in pain. | | | | |
| 25. I am able to make decisions without being influenced by people's feelings. | | | | |
| 26. I can easily tell if someone else is interested or bored with what I am saying. | | | | |
| 27. I get upset if I see people suffering on news programmes. | | | | |
| 28. Friends usually talk to me about their problems as they say that I am very understanding. | | | | |
| 29. I can sense if I am intruding, even if the other person doesn't tell me. | | | | |
| 30. People sometimes tell me that I have gone too far with teasing. | | | | |
| 31. Other people often say that I am insensitive, though I don't always see why. | | | | |
| 32. If I see a stranger in a group, I think that it is up to them to make an effort to join in. | | | | |
| 33. I usually stay emotionally detached when watching a film. | | | | |
| 34. I can tune into how someone else feels rapidly and intuitively. | | | | |
| 35. I can easily work out what another person might want to talk about. | | | | |
| 36. I can tell if someone is masking their true emotion. | | | | |
| 37. I don't consciously work out the rules of social situations. | | | | |
| 38. I am good at predicting what someone will do. | | | | |
| 39. I tend to get emotionally involved with a friend's problems. | | | | |
| 40. I can usually appreciate the other person's viewpoint, even if I don't agree with it. | | | | |