


VERSION NO. 1	MANUAL TITLE STUDENT SERVICES MANUAL	DOCUMENT NO. SSM 7.2
	DOCUMENT NAME COUNSELING	REVISION NO. 0
		EFFECTIVITY DATE APRIL 17, 2017
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1.0 OBJECTIVES

- 1.1 To help student set realistic goals and make changes in behavior in order to achieve academic, career and personal/social success.
- 1.2 To enhance the student's life skills in the areas of communication, leadership and service to others.
- 1.3 To help improve student's ability to perform successfully in the learning community.

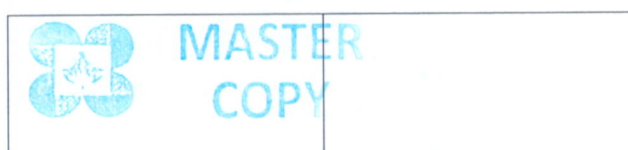
2.0 SCOPE


This procedure covers the general counseling of all students.

3.0 POLICIES

- 3.1** Guidance Counselors/Life coaches/Wellness facilitator shall be abreast with the latest trends in guidance and counseling through attendance in seminars, other related trainings, and/or further studies.
- 3.2 Counseling
 - 3.2.1 Counseling sessions shall be provided to all students.
 - 3.2.2 Counseling process shall be done in a conducive and private counseling room.
 - 3.2.3 The counseling session shall be properly documented.
 - 3.2.4 Counselees' information shall be kept strictly confidential as mandated by R.A. 9258 (Guidance and Counseling Act of 2004), and other pertinent law to protect the welfare of the child.

4.0 PROCEDURES



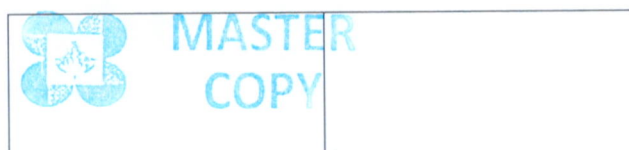
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4.1 Counseling (referred students)

Responsibility	Activity
Guidance Counselor/Life Coaches/Wellness facilitator	<ol style="list-style-type: none"> 1. Accepts referrals from faculty, staff, parents/guardian, and other students. 2. Schedules counseling sessions with the referred students. 3. Prepares and distributes Call Slip to the student through the Homeroom Adviser. 4. Fills out client monitoring form. 5. Interviews the student and conducts preliminary assessment about the concern presented. 6. Determines and implements the appropriate interventions based on the assessment of the data gathered. 7. Terminates the counseling sessions and/or makes referral to experts if necessary. 8. Documents the entire process.

4.2 Counseling (walk-in students)

Responsibility	Activity
Guidance Counselor/Life Coaches/Wellness facilitator	<ol style="list-style-type: none"> 1. Accommodates walk-in students for counseling. 2. Fills out client monitoring form.



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Responsibility

Activity

3. Interviews the student and conducts preliminary assessment about the concerns and issues presented.
4. Determines and implements the appropriate interventions based on the assessment of the data gathered.
5. Terminates the counseling sessions and/or makes referral to experts if necessary.
6. Documents the entire process.
7. Issues Guidance Office Admission Slip.

5.0 LIST OF FORMS AND REPORTS

- 5.1 Forms
 - 5.1.1 Referral Form
 - 5.1.2 Guidance Call Slip
 - 5.1.3 Client Monitoring Form
 - 5.1.4 Guidance Admission Slip
- 5.2 Reports
 - 5.2.1 Counseling Session Report

PREPARED BY: 	APPROVED BY: 	 MASTER COPY	
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