


VERSION NO. <b>1</b>	MANUAL TITLE <b>STUDENT SERVICES MANUAL</b>	DOCUMENT NO. <b>SSM 7.4</b>
	DOCUMENT NAME  <b>CAREER DEVELOPMENT PROCESS</b>	REVISION NO. <b>0</b>
		EFFECTIVITY DATE <b>APRIL 17, 2017</b>
		PAGE NO. <b>1 of 2</b>

## 1.0 OBJECTIVES

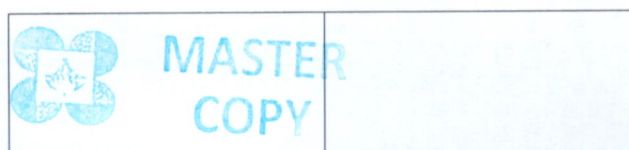
- 1.1 To provide accurate and relevant information on education, career, personal-social, and occupational materials to students in order to help them in their STEM career choices.
- 1.2 To help students become aware of the different STEM careers and determine their strengths, limitations and interests so that they can arrive at wise course/career decision/direction.
- 1.3 To assist students achieve their STEM career goals by assisting them in their choice of electives and specialization.


## 2.0 SCOPE

This service covers the career development of students that will provide opportunities and gain insights to a career in STEM that suits them.

## 3.0 POLICIES

- 3.1 Students shall be provided assistance pertinent to their future STEM career.
- 3.2 The career placement and follow-up service shall consist of a group of activities that exists in all grade levels that will allow the school to collect, analyze, and use a variety of personal, psychological and non-psychometric data about the students.
- 3.3 Career Guidance Activities shall be conducted every school year.



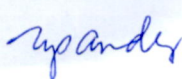


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#### 4.0 PROCEDURES

Responsibility	Activity
Guidance Counselor/Life Coach/Wellness Facilitator	1. Prepares career guidance activity proposal.
	2. Informs the Homeroom Adviser regarding the schedule of Career Guidance Activities.
Homeroom Adviser	3. Informs his/her advisory class and/or students concerned the schedule of activities.
Guidance Counselor/Life Coach/Wellness Facilitator	4. Conducts activities with the students as scheduled.
	5. Schedules counseling sessions for follow-up or monitoring of progress, as needed.

#### 5.0 LIST OF FORMS AND REPORTS

- 5.1 Forms
  - 5.1.1 Client Monitoring Form
- 5.2 Reports
  - 5.2.1 Career Guidance Activity Report

PREPARED BY: 	APPROVED BY: 	 <b>MASTER COPY</b>
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