



#### VISION

*(BOR Resolution No. 25 s. 2016)*

A premier state university with recognized excellence in engineering and technology education at par with leading universities in the ASEAN region.

#### MISSION

*(Section 2 of P.D. No. 1518)*

The University shall provide higher and advanced vocational, technical, industrial, technological and professional education and training in industries and technology and in practical arts leading to certificates, diplomas and degrees. It shall provide progressive leadership in applied research, developmental studies in technical, industrial, and technological fields and production using indigenous materials; effect technology transfer in the countryside; and assist in the development of small-and-medium scale industries in identified growth centers.

#### DEPARTMENT OF INDUSTRIAL EDUCATION GOALS

1. To periodically review the curricular program to produce competent and committed teachers.
2. To undertake development and innovative researchers in Industrial Education.
3. To facilitate transfer of technology in Industrial Education through expanded and effective linkages with industry and other sectors.
4. To produce teachers who understand and appreciate genuine human ideas and values.
5. To imbue prospective teachers with desirable characteristics.

#### OBJECTIVES

1. Offer relevant and responsive curricular programs.
2. Initiate the conduct of researches in pedagogy and related educational technology.
3. Intensify community involvement through extension programs and projects.
4. Develop attitude, personal discipline, moral, social and cultural values of the students.
5. Equip prospective teachers with desirable personal and social characteristics, qualities and traits.

## REPUBLIC OF THE PHILIPPINES TECHNOLOGICAL UNIVERSITY OF THE PHILIPPINES CAVITE CAMPUS

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# S.6.1.2. Guidance and Counseling Services





**GUIDANCE AND COUNSELING SERVICES  
POLICIES AND PROCEDURES**

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**Office of Guidance Services**

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## **GUIDANCE POLICIES AND PROCEDURES**

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### **CHAPTER 1**

#### **VISION, MISSION, GOALS AND OBJECTIVES (VMGO)**

##### **I. TECHNOLOGICAL UNIVERSITY OF THE PHILIPPINES CAVITE (VMGO)**

###### **A. Vision**

The Technological University of the Philippines shall be the premiere State University with recognized excellence in engineering and technology education at par with leading universities in the ASEAN region.

###### **B. Mission**

The University shall provide higher and advance vocational, technical, industrial, Technological and professional education and training in the industries and Technology and practical arts leading to certificates, diplomas and degrees. It shall provide progressive leadership in applied research, developmental studies in technical, industrial and technological fields and production using indigenous materials; effect technology transfer in the countryside; and assist in the development of small and medium scale industries in identified growth centers.

###### **C. Campus Goal**

1. Produce qualified and globally competitive graduates capable of employment, entrepreneurship and continuing education.
2. Provide progressive leadership in applied and developmental research using locally available materials to effect technology transfer in the countryside.
3. Disseminate research materials and technological studies and livelihood courses towards productivity.

###### **D. Quality Policy**

Technological University of the Philippines shall commit continuously to provide higher and advanced technological education, and improve continually its value to customers through enhancement of personnel competence and effective Quality Management System (QMS), compliant to statutory and regulatory requirements.

TUP shall adhere to its core values, TUPIANS:

**Transparent** and participatory governance.

**Unity** and cooperation in the pursuit of TUP mission, goals and objectives.

**Professionalism** in the discharge of quality service.

**Integrity** and consistent commitment to maintain the good name of the University.

**Accountability** for individual and organizational quality performance.

**Nationalism** through tangible contributions to the rapid economic growth of the country.

**Shared responsibility**, hard work, and resourcefulness in the compliance to the national mandates of the University.



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### **TUPC History**

The establishment of the Technological University of the Philippines ( TUP ) in Cavite was approved in the principle by the Board of Regents on December 6, 1979 per resolution No. 1895 s. 1979, through the initiative of the Vice President for Administration Bayani Gutierrez under TUP president Jose Vergara.

The Cavite campus was put in response to the demand for an institution of higher learning that could be an avenue for training technicians and skilled workers in the fast-growing industries around the region.

Technological University of the Philippines at Cavite (TUPC) stands on five-hectares land at Carlos Q. Trinidad Avenue in Salawag, Dasmariñas City, Cavite donated through the benevolence of Hon. Helena Benitez. A memorandum of agreement between TUO and the Philippine Women's University (PWU) dated February 4, 1981 where, "PWU shall donate five (5) hectares of land to TUP, and TUP shall build facilities to house URC and such other facilities" abetted the realization of bringing Technology Education to Cavite.

Upon the release of the General Appropriations Act of 1981, Batas Pambansa 131 and the Deed of Donation in January 1982, operations in the Campus started with Prof. Carlos Trinidad as Executive Director, Dr. Erlinda Manalang as Assistant Executive Director, Dr. Emiliana Tadeo as Academic Coordinator, Pro. Enrico Hilario as Technical Arts Coordinator, and Prof. Dominador Mendoza Jr. as Administrative Coordinator.

TUPC began educating its pioneer of 92 students on July 16, 1982 with 15 faculty members and 10 administrative staff. Initially, TUPC offered two-year Technician Education programs in the areas of Civil Technology, Electrical Technology, Electronics Technology, Mechanical Technology and Automotive Technology. A year later, it added to its offerings two-year Technical Courses in Drafting Technology and Stationary Marine Engineering.

Through the dynamic leadership of Professor Trinidad and strong support of then TUP President Frederick So Pada, major developments took place. More infrastructures were built to accommodate the growing students' population and the increasing number of faculty members and administrative staff. Degree programs were offered to provide help in the professional growth and development of students wanting to be teachers, engineers, technicians and skilled workers.

The transition of leadership resulted to developments and transformation of the Cavite Campus into recognized center of higher learning in the field of Technology Education. It had become home of competent industrial educators, skilled engineers and technologists in various institutions and industries here and abroad.



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### **II. OFFICE OF GUIDANCE SERVICES VMGO**

#### **A. Vision**

The Guidance Office envisions fostering responsible, caring, nurturing, affirming students, striving for wholeness to form a community of disciples, together with the administrators, faculty, and employees to contribute to the development of our society, specifically at Technological University of the Philippines Cavite.

#### **B. Mission**

Firmly upholding the dignity of persons, animated of (Vicentia) charisma and rooted in Gospel values, the office is committed to pursue the mission of TUPC by:

- a. effective and efficient delivery of the guidance services
- b. dissemination of reliable and updated information to assist the academic community in the decision-making process
- c. approachable and unbiased/non-judgmental disposition
- d. provides adequate services for student's wellbeing, and
- e. respecting human rights as well as client's right to be self-governing individual.



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### **CHAPTER 2 JOB FUNCTIONS**

#### **I. Guidance Counselor**

The Guidance Counselor is hired by the Campus Director in consultation with Assistant Director for Academic Affairs. He/she must also be a licensed/registered Guidance Counselor and must have earned master's degree in guidance and counseling with appropriate experience.

##### **A. Functions**

1. Conducting individual and group counseling sessions to guide and assist students with academic and vocational development.
2. Evaluating student's attributes and assisting them realizing their objectives.
3. Developing and implementing counseling strategies with contemporary methods of mentoring.
4. Identifying behavior problems and acting appropriately to remedy the situation.
5. Paying attention to societal and cultural differences in all student matters.
6. Assessing the development of students and highlighting their sense of accomplishment.
7. Completing evaluations, analyzing results, and providing purposeful feedback.
8. Cooperating with parents, academic staff, and external partners.
9. Arranging and scheduling orientation programs and internships.
10. Advertising facilities and study programs to potential students.
11. Implementing and facilitating educational and training workshops for academic staff.

#### **II. Psychometrician**

The Psychometrician performs guidance testing, sequential assessment, and research. He/she must be a licensed Psychometrician with appropriate experience.

##### **A. Functions**

1. Administers and score all psychological tests.
2. Conduct individual and group test interpretation of objective personality tests for the students.
3. Oversees the checking, scoring, and encoding of tests.
4. Assists the guidance counselor in screening students at risk of developing psychological problems by using psychological tests.
5. Prepares test materials to be used for guidance counseling.
6. Disseminates testing schedules and testing requirements to students.
7. Manages the schedule for the year-level testing.
8. Prepare profile reports of students based on the tests administered.
9. Assists the guidance counselors in identifying and collecting data for research.
10. Provides customized, statistical and psychometric analysis support for test and development and research.



## **GUIDANCE POLICIES AND PROCEDURES**

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### **CHAPTER 3 GUIDANCE SERVICES**

The office of guidance services is especially designed to help develop one's psycho-social and emotional competence. Thus, the aim of the guidance office is to help students of the Technological University of the Philippines Cavite (TUPC) promote proper learning adjustments in school and to the society in general.

The office offers the following services:

#### **INDIVIDUAL INVENTORY**

This is the personal, psychological and social data provided by the students. The information, in coordination and cooperation of the school administration, helps the Guidance Office meet the specific needs and future plans of the students and the University as well.

#### **COUNSELING**

It is an interaction and collaborative effort of the counselor and counselee/s that aims to help the students in their academic, personal, social and career goals in life to become well-functioning individual. The guidance counselor develops and implement counseling plans that fits the need of the counselee/s by using methods, approaches and techniques in counseling. Counseling can be done individually or group. This service offers not just students but the whole school community including school administrators, staffs, faculty and parents.

##### **INDIVIDUAL COUNSELING**

Individual counseling includes individual interactions with a counselor and a student. Individual counseling is to assist clients in overcoming personal obstacles, enhancing their mental health, and achieving their objectives.

##### **GROUP COUNSELING**

A group of people gather to talk about their own problems and challenges in group counseling, a type of therapy. Since it offers a friendly setting where people can express their experiences and learn from one another, this kind of therapy can be helpful for those who are suffering with similar issues.

#### **TESTING SERVICES**

Intelligence test and psychological test are administered to the students. Complementing other services, it aims to assist students to understand, monitor, manage and plan their developmental goals (e.g., values, adjustments, abilities, interests, competencies, achievements, aptitudes).

#### **REFERRAL AND FOLLOW UP**

The office aims to check the progress and improvement of the students both academically and behaviorally by obtaining feedback and referrals from other people or agencies and in turn help the students be more effective individuals and ultimately reach their full potential.

#### **CAREER GUIDANCE**

The office provides career planning, development, and education of students by providing career orientation programs to help determine their interest personality, needs, values, skills, personal mission, goals, and ultimately, help students in their career decision.



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### **EXIT INTERVIEW**

This service focuses on analyzing the experiences of the students in the university. It is an opportunity to know and learn the experiences of the students through feedback. The feedback can be basis of development of program and services provided by the university.

### **CONSULTATION**

It is a collaborative work with other qualified professionals for advice or opinion regarding the management or intervention plan of a specific case. These can be mental health practitioner, medical doctors, faculty, school administrators, parents, etc. to overcome the constraints or limitations in helping the counselee/s.

### **EVALUATION**

It is a process of determining the success and efficiency of services offered by Office of Guidance Services. It is important to identify if OGS attained the objectives and needs of every clientele. Also, this help the OGS to determine the competency and performance of OGS personnel.

### **AGREEMENT SLIPS/CLEARANCE**

These are forms that use by the Office of Guidance Services to inform the parents, teachers, registrar, and students on their concerns and reasons on their unsatisfactory performance in their academics. Also, it serves as notice for the office and parents/guardians to track the students' activities. These includes leave of absences, warning agreement, clearance for returning students and admission slip.

### **EXTENSION SERVICES/LINKAGES**

Another role and functions of the Office of Guidance Services to be part of the civic responsibilities. Preparation of programs and services that can be shared and beneficial to the community where the university belongs to. Outside resources that can help to the wellness of our students, parents/guardians, administrators, staff and teachers. These can be done through seminars, workshops, counseling, partnership with public and private institutions,

### **INFORMATION**

The OGS services can reach everyone by information dissemination. This can be done thru different platforms such as bulletin boards, social media, flyers/pamphlet and the like by posting announcements, invites for seminar and workshops, public contact numbers of institutions/agencies for emergency concerns





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### CHAPTER 4 LEGAL POLICIES

#### THE GUIDANCE AND COUNSELING ACT OF 2004

##### BOARD OF GUIDANCE AND COUNSELING

Resolution No. \_\_

Series of 2007

##### RULES AND REGULATIONS OF REPUBLIC ACT NUMBERED NINETY-TWO AND FIFTY-EIGHT (R.A. No. 9258), KNOWN AS THE "GUIDANCE AND COUNSELING ACT OF 2004"

Pursuant to Section 5 (i), Article II and Section 32, Article V of Republic Act No. 9258: "AN ACT PROFESSIONALIZING THE PRACTICE OF GUIDANCE AND COUNSELING AND CREATING FOR THIS PURPOSE A PROFESSIONAL REGULATORY BOARD OF GUIDANCE AND COUNSELING AND APPROPRIATING FUNDS THEREFOR AND FOR OTHER PURPOSES," known as the "GUIDANCE AND COUNSELING ACT OF 2004," the Professional Regulatory Board of Guidance and Counseling hereby promulgates, subject to the approval of the Professional Regulation Commission, the following rules and regulations to effectively carry out the provisions of R.A. No. 9258.

#### RULE I

##### SHORT TITLE, DECLARATION OF POLICY, AND DEFINITION OF TERMS

SECTION 1. *Short Title.* - This Resolution shall be known in short as the "Rules and Regulations of the "Guidance and Counseling Act of 2004", hereinafter referred to as "RR of R.A. No. 9258", "RRGCA 2004", or "RR."

SEC. 2. *Declaration of Policy.* - It is hereby declared the policy of the State to promote the improvement, advancement, and protection of the guidance and counseling profession by undertaking and instituting measures that will result in professional, ethical, relevant, efficient, and effective guidance and counseling services for the development and enrichment of individuals and groups.

The State recognizes the important role of Guidance Counselors in nation building and promotes the sustained development of a reservoir of licensed Guidance Counselors whose competence has been determined by honest and credible Licensure Examinations and whose standards of professional practice and service are world-class, and internationally recognized through preventive regulatory measures and programs and activities that foster continuing professional development.

This "RR of R.A. No. 9258" shall be interpreted, construed, and carried out in the light of the Declaration of Policy in Sec. 2, Art. I of R.A. No. 9258.

SEC. 3. *Definition of Terms.* - As used in this RR, these terms are construed as follows:

- a. *Guidance and Counseling.* The profession that involves the use of an integrated approach to the development of a well-functioning individual primarily by helping him/her to utilize



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his/her potentials to the fullest and plan his/her present and future in accordance with his/her abilities, interests, and needs.

It includes functions such as counseling, psychological testing, (i.e. personality, career, interest, aptitude, mental ability, achievement), learning and study orientation, research, placement, referral and group processes. It includes the teaching of guidance and counseling subjects, particularly those covered in the Licensure Examinations and necessary in other human development services.

- b. *Counseling*. In keeping with the development in the profession, the term, "counseling", to the layman, is considered synonymous to, and interchangeable with, guidance and counseling, but to professional counselors, it is a face-to-face helping relationship. It is a mission of service.
- c. *Guidance Counselor*. A natural person who has been registered and issued a valid Certificate of Registration and a valid Professional Identification Card by the Professional Regulatory Board of Guidance and Counseling and Professional Regulation Commission in accordance with R.A. No. 9258 and who, by virtue of specialized training, perform for a fee, salary, or other forms of compensation the functions of guidance and counseling under Section 3 (a) of R.A. No. 9258.
- d. *Board*. Refers to the Professional Regulatory Board of Guidance and Counseling created under Section 4, Art. II of RA No. 9258.
- e. *Commission*. Refers to the Professional Regulation Commission created under Section 3 of R.A. No. 8981, called as the "PRC Modernization Act of 2000".
- f. *Interim Accredited Professional Organization (IAPO)*. This refers to the Philippine Guidance and Counseling Association, Inc. (PGCA), an organization of guidance counselors granted by the Commission with a Certificate of Accreditation.
- g. *Registered and Accredited Integrated National Organization of Registered and Licensed Guidance Counselors*. This refers to the one and only *integrated* national organization of registered and licensed guidance counselors accredited by the Board subject to approval by the Commission, issued thereby with a Certificate of Accreditation as professional organization, and known as the Accredited Professional Organization (APO).

### **RULE II**

#### **PROFESSIONAL REGULATORY BOARD OF GUIDANCE AND COUNSELING**

**SEC. 4. Creation of the Professional Regulatory Board of Guidance and Counseling.** – There shall be created a Professional Regulatory Board of Guidance and Counseling hereinafter referred to as the Board, under the administrative control and supervision of the Professional Regulation Commission, hereinafter referred to as the Commission, to be composed of a Chairman and two (2) Members who shall be appointed by the President of the Philippines from among a list of three (3) recommendees for each position submitted by the Commission from a list of five (5) nominees for each position submitted



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by Interim Accredited Professional Organization of guidance counselors or the registered and accredited integrated national organization of registered and licensed guidance counselors.

SEC. 5. *Powers, Functions, Duties and Responsibilities of the Board.* - The Board shall have the following specific powers, functions, duties, and responsibilities:

- a. Supervise and regulate the practice of Guidance and Counseling;
- b. Determine and evaluate the qualifications of the applicants for registration with or without Licensure Examination and for issuance of special permits;
- c. Prepare the examination questions in accordance with Section 15, Article III of R.A. No. 9258 or Section 15, Rule III of the RR thereof or the modifications thereof, and correct and rate examination papers through the process of computerization;
- d. Prepare, adopt, issue, or amend the syllabi for the subjects in the licensure examination in consultation with the Commission on Higher Education (CHED), the Academe, and the IAPO or APO);
- e. Register successful examinees in the Licensure Examinations for Guidance Counselors and issue thereto their corresponding Certificates of Registration;
- f. Issue special/temporary permits to foreign guidance counselors to practice guidance and counseling and to research for specific projects and for a specific duration of time for a fee, or on medical mission without fee;
- g. Monitor the conditions affecting the practice of guidance and counseling, conduct ocular inspection of places where Guidance Counselors practice their profession, and adopt measures for the enhancement of the profession and the maintenance of high professional technical and ethical standards;
- h. Ensure, in coordination with CHED, that all educational institutions offering the course/program in guidance and counseling comply with the policies, standards, and requirements of the said course prescribed by CHED in the areas of curriculum, faculty, library, practicum facilities, and student services;
- i. Promulgate rules and regulations including the Code of Ethics for Guidance Counselors, the Code or Manual of Technical Standards for Guidance Counselors, and administrative policies, orders, and issuances to carry out the provisions of R.A. No. 9258;
- j. Investigate violations of R.A. No. 9258, this RR thereof, the Code of Ethics for Guidance Counselors, Code or Manual of Technical Standards, administrative policies, orders, and issuances promulgated by the Board. The rule on administrative investigation promulgated by the Commission shall govern in such investigation;
- k. Issue *subpoena or subpoena ducestecum* to secure the attendance of the respondents or witnesses, or the production of documents relative to the investigation conducted by the Board;



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- l. Render decision, order, or resolution on preliminary investigation or inquiry against violators of R.A. No. 9258, this RR, the Code of Ethics for Guidance Counselors, Code or Manual of Technical Standards, or any policies, and on docketed administrative cases against examinees or registrants, which shall become final and executory unless appealed with the Commission within (15) days from receipt of the copy thereof;
- m. Issue, suspend, revoke, or re-issue any certificate of registration for the practice of guidance and counseling as defined in R.A. No. 9258;
- n. Administer oath necessary for the effective implementation of the R.A No. 9258;
- o. Initiate criminal action against any violator of R.A. No. 9258 and/or the RR thereof;
- p. Adopt the official seal of the Board;
- q. Prescribe guidelines and criteria on the continuing professional education (CPE) for Guidance Counselors;
- r. Adopt such measures necessary and proper for the maintenance of high ethical and professional standards in the practice of the profession; and
- s. Perform such other functions and duties as may be necessary to effectively implement this "RR of R.A. No. 9258".

The policies, resolutions, and rules and regulations issued or promulgated by the Board shall be subject to review and approval by the Commission; however, the Board's decisions, resolutions, or orders which are not interlocutory, rendered in an administrative case shall be subject to review only if on appeal with the Commission. The decision of the Board and/or the Commission may be appealed to the Court of Appeals in accordance with the Rules of Court.

*Duties of Chairman and Members.* The chairman shall preside at all meetings and sign all official documents, letters, correspondence involving important matters and policies of the Board including summons, *subpoena* or ***subpoena ducestecum***. In case of temporary incapacity or absence of the chairman, it shall be the duty of the members of the Board to attend all meetings particularly when the purpose of such meeting is to deliberate on the results of examinations or questions involving important policies of the Board.

*Meetings.* Regular monthly meetings shall be held. Special meetings may be held as often as may be necessary at the discretion of the chairman or upon the request of the majority of the Board.

*Quorum.* All members shall attend the meetings of the Board, except for unavoidable circumstances, in which case two members of the Board may be sufficient to constitute a quorum for the transaction of official business.

SEC. 6. Qualification of the Board Members. – The chairman and members of the Board, at the time of their appointment, shall:

- a. Be a citizen of the Republic of the Philippines;



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- b. Be a resident of the Philippines for at least five (5) years immediately prior to his/her appointment;
- c. Be of good moral character and must not have been convicted of any crime involving moral turpitude;
- d. Be a qualified guidance counselor holding a valid certificate of registration and a valid professional identification card: *Provided*, that in the case of the first members of the Board, they shall be issued certificate of registration and professional identification cards as guidance counselors without prior examination;
- e. Be a holder of a doctoral degree in guidance and counseling from a reputable and accredited college or university duly recognized by the Commission on Higher Education (CHED) and/or by a duly accredited college or university abroad;
- f. Have at least ten (10) years of continuous professional practice as a guidance counselor and/or counselor educator under R.A. No. 9258;
- g. Not be a member of the faculty of any school, college or university where regular and/or review courses in guidance and counseling education is taught nor have any pecuniary interest in such institution; before taking his/her oath of office, he/she shall resign from his/her position therein; and
- h. Not be an official or a member of the Board of Trustees of the integrated and accredited national organization of guidance counselors.

**SEC. 7. Term of Office.** - The members of the Board shall hold office for a term of three (3) years until their successors shall have been appointed and qualified: They may, however, be reappointed for a second term. Of the members to be appointed for the first Board, one (1) shall hold office as chairman for three (3) years, one (1) as a member for two years, and one (1) member for a term of one (1) year. Any vacancy in the Board shall be filled for the unexpired portion of the term only. Each member shall take the proper oath prior to the assumption of duty.

**SEC. 8 Administrative Supervision of the Board.** - *Custodian of its Records, Secretariat, and Support Services.* - All records of the Board, including applications for examination and administrative and other investigative cases shall be under the custody of the Commission. The Commission shall designate the Secretary of the Board and shall provide the secretariat and support services to implement the provisions of R.A. No. 9258, and this "RR".

**SEC. 9. Compensation and Allowance of the Board.** - The chairman and members of the Board shall receive compensation and allowances comparable to the compensation and allowances received by the chairman and members of existing Professional Regulatory Boards under the Commission as provided for in R.A. No. 8981 and the General Appropriations Act.

**SEC. 10. Grounds for Suspension and Removal of Board Members.** - The President of the Philippines, upon recommendation of the Commission, after giving the concerned member an opportunity to defend himself/herself in a proper administrative investigation to be conducted by the Commission, may remove or suspend any member on the following grounds:

- a. Neglect of duty or incompetence;
- b. Violation or tolerance of violation of R.A. No. 9258, the RR thereof, the Code of Ethics and the Code or Manual of Professional and Technical Standards for Guidance Counselors;



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- c. Conviction by final judgment of crimes involving moral turpitude;
- d. Manipulation or rigging of the Board licensure examination for guidance counselors' results, disclosure of secret information, or the examination questions prior to the conduct of the said examination, or tampering of grades therein; or
- e. Conviction by final judgment of any criminal offense by the courts.

The Commission in the conduct of the investigation shall be guided by Sec. 7(s) of R.A. No. 8981 and PRC Resolution No. 06-342(A), Series of 2006.

SEC. 11. *Annual Report.* - The chairman of the Board shall, after the close of the fiscal year, submit an annual report to the Commission, giving a detailed accounting of the proceedings of the Board during the year and embodying such recommendations as the Body may desire to make.

### RULE III

#### EXAMINATION, REGISTRATION, AND LICENSURE

SEC.12. *Examination Required.* - All applicants for registration for the practice of guidance and counseling shall be required to undergo a Board Licensure Examination for Guidance Counselors to be given by the Board and the Commission in such places and dates as the Commission may designate in accordance with R.A. No. 8981 subject to compliance with the requirements prescribed by the Commission.

*Form of Application.* - An application for examination and registration must be properly accomplished in hand writing of the applicant on the PRC form and shall be filed not later than twenty (20) days in the Central Office, or not later than thirty (30) working days in the Regional Office, before the date of the examination. A recent photo with name tag must be attached. Prescribed fees must be paid.

*Approval of Application.* - The PRC Application Division shall go over the application. At least two (2) Members of the Board shall approve the application. In case the former cannot do so, the Application Division shall satisfy itself that each applicant possesses the qualifications prescribed by R.A. No. 9258 and this RR.

SEC.13. *Qualifications of Applicants.* - To qualify for the examination, an applicant at the time of the filing of the application must:

- a. Be a citizen of the Philippines, or a foreigner whose country has reciprocity with the Philippines for the practice of guidance and counseling; *Provided*, that the country of which he/she is a subject or citizen permits Filipino Counselors to practice within its territorial limits on the same basis as the subject or citizen of such country; *Provided, Further*, that the requirements for admission to and from said country are substantially the same as those provided under R. A. No. 9258;
- b. Not have been convicted of an offense involving moral turpitude; and
- c. Be a graduate of a baccalaureate in guidance and counseling or in other allied discipline/degree from an accredited college or university with subject units covering those in Sec. 15, Rule III of this RR **and** a holder of an MA, MA Ed, MAT, or MS, in guidance and counseling the curriculum of which covers the core subjects in guidance and counseling on



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the masteral level, or those in Sec. 15, Rule III of this RR; or a holder of the PhD or Ed.D in guidance and counseling, the curriculum of which covers the core subjects in guidance and counseling on the doctoral level, or those in Sec. 15, Rule III of this RR.

The following documents shall be submitted in support of the above requirements:

- a. Certificate of Live Birth in National Statistics Office (NSO) Security Paper,
- b. Marriage Contract in NSO Security Paper for married female applicants,
- c. College Diploma with indication therein of graduation date and Special Order Number unless it is not required,
- d. Transcript of Records with indication therein of date of graduation and Special Order Number unless the latter is not required; and
- e. National Bureau of Investigation (NBI) Clearance.

The Board may require other documents in support of the above qualifications.

SEC. 14. *Registration Without Examination.* - The Board shall grant to any person who possesses the pertinent qualifications which will be evaluated and approved upon application and payment of the required fees a Certificate of Registration and Professional Identification Card as a Guidance Counselor without taking the Licensure Examination who ON OR BEFORE March 2, 2004, the date of the effectivity of R.A. No. 9258, possesses the requirements contained in Section 14 of R.A. No. 9258 , and who qualifies under *any* of the following three (3) categories.

- a. Had been a Doctoral or a Masteral degree holder in guidance and counseling with at least *three (3) years* of teaching experience in guidance and counseling courses and/or full-time counseling practice for the *same period*;
- b. Had passed at least eighteen (18) units of Masteral level core courses in guidance and counseling such as Counseling Theories, Tools, and Techniques, Organization and Administration of Guidance Services, Psychological Tests and Measurement, Group Process/Group Facilitating and Career Guidance; and have, at least *seven (7) years* of experience in counseling work; and
- c. Had completed academic requirements for a master's degree in guidance and counseling and had *five (5) years'* experience as full-time guidance counselor/part time guidance counselor with officially designated teaching load in guidance and counseling.

The following documents *in addition to (a) to (e) enumerated in Sec. 13 hereof* shall be submitted in support of the above requirements:

1. Certificate of Good Moral Character from the employer, and two other certifications in her/his community one of which must be issued by the Barangay Captain/Chairman in the community where the applicant resides or works;
2. Ombudsman and NBI clearance for government employed applicants or NBI clearance for private-employee applicants;
3. A Certificate of Active Membership and Good Moral Character from the Accredited Professional Organization (APO) to be issued by the President and two (2) other officers thereof; and
4. Two (2) copies of Passport size I.D. pictures with name tag.



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Those who qualify under *any of the foregoing categories* shall be given two (2) years starting from the creation of the Board of Guidance and Counseling (January 26, 2007) within which to apply for registration without examination under Sec. 14, Art. III of R.A. No. 9258.

SEC. 15. *Scope of Examination.* - The examination shall be in English and shall consist of a written test covering the following subjects:

1. Philosophical, Psychological and Sociological Foundations of Guidance
2. Counseling Theories, Tools and Techniques
3. Psychological Testing
4. Organization, Administration and Supervision of Guidance Services, and Program Development
5. Group Process
6. Career Guidance

SEC. 16. *Report of Ratings.* - The Board shall report the ratings obtained by each candidate to the Commission within ten (10) days after the last day of the examination.

SEC. 17. *Ratings in the Examination and Re-examination.* - To be qualified as having passed the Licensure Examination for Guidance Counselors, a candidate must have obtained a weighted general average of seventy-five percent (75%), with no grade lower than sixty percent (60%), in any given subject. However, an examinee who obtains a weighted average of seventy five percent (75%) or higher but obtains a rating below sixty percent (60%) in any given subject, must take an examination in the subject or subjects where he/she obtained a grade below sixty percent (60%) within two(2) years from the date of the last examination.

The subject or subjects retaken must have each a rating of no less than seventy-five percent (75%) in order to qualify as having passed the examination. The Board may adopt its own internal procedure on the implementation of this provision.

SEC. 18. *Oath Taking.* - All successful examinees qualified for registration and all qualified applicants for registration without examination shall be required to take the professional oath before any member of the Board or any officer of the Commission authorized by it or any other person authorized by law to administer the oath prior to entering into the practice of guidance and counseling in the Philippines. The successful examinees shall register with the Commission after having taken his/her oath and upon payment of the prescribed fees and shall be issued Certificates of Registration and Professional Identification Card.

SEC. 19. *Issuance of Certificate of Registration and Professional Identification Card.* - A Certificate of Registration as a Guidance Counselor shall be issued to any applicant who passes the examination, or who is registered without examination, bearing the signature of the Commission Chairperson and the Chairman and Members of the Board, and the official seal of the Board and of the Commission.

A Professional Identification Card bearing the registration number, date of issuance, expiry date, duly signed by the Commission Chairperson, shall likewise be issued to every registrant who has paid the prescribed fee.





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**SEC. 20. Roster of Guidance Counselors.** - The Board, in coordination with the Accredited Professional Organization (APO), shall keep the roster of the names, residences and office addresses of all registered and licensed Guidance Counselors and the said roster shall be made available to the public upon request.

**SEC. 21. Integration of Guidance Counselors.** All registered and licensed Guidance Counselors whose names appear in the roster of Guidance Counselors shall be united and integrated through their automatic membership in the one (1) and only registered and accredited national organization which the Board, subject to approval by the Commission, shall recognize and accredit after consultation with all existing organizations of registered and licensed

Guidance Counselors and, if possible, with all those who are not members of any of the said organization. The members of the said integrated and accredited national organization shall receive benefits and privileges appurtenant thereto upon payment of prescribed fees and dues. Membership in the accredited integrated national organization shall not be a bar to membership in any other professional guidance association.

**SEC. 22. Indication of Certification and Registration Number and Professional Tax Receipts (PTR).** - The Guidance Counselor shall be required to indicate the number of the certificate of registration, the date of issuance, the period of validity of the Professional Identification Card, including the Professional Tax Receipt (PTR) number on the documents signed, used, or issued in connection with the practice of the profession.

**SEC. 23. Practice through Special/Temporary Permit.** - Special/temporary permit may be issued by the Board subject to the approval of the Commission and to the payment of the fees the latter has prescribed and charged thereof, to the following persons:

1. Licensed Guidance Counselors from foreign countries/states whose services are either for a fee or free:
  - a. If they are internationally well-known Guidance Counselors or outstanding experts in any branch or specialty of guidance and counseling; and
  - b. If their services are urgently and importantly necessary for lack of local specialists/experts for the promotion or advancement of the practice of guidance and counseling through transfer of technology.
2. Licensed Guidance Counselors from foreign countries/states whose services shall be free and limited to indigent clients in particular hospitals, centers or clinics;
3. Licensed Guidance Counselors from foreign countries/states employed as exchange professors in any branch or specialty of guidance and counseling in schools, colleges, universities offering the course of guidance and counseling.

The permit shall, among other things, include the above mentioned limitations and conditions for a period of not more than one (1) year subject to renewal, the branch of specialty of guidance and counseling, the specific place of practice such as clinic, hospital, center, school, college/university offering the course of guidance and counseling. The Board, subject to the approval of the Commission, shall prescribe rules and regulations in the implementation of this particular section.

**SEC. 24. Denial, Suspension, Revocation of a Certificate of Registration, Cancellation of Special Permit.** - The application for registration and the issuance of a Certificate of Registration may be denied for any of these causes:



## GUIDANCE POLICIES AND PROCEDURES

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- a. Conviction of an offense involving moral turpitude by a competent court;
- b. Finding of guilt by the Professional Regulatory Board for immoral and/ or dishonorable conduct; and
- c. Declaration by the court of the applicant as being insane.

The Certificate of Registration may be revoked or suspended, or the Special Permit may be cancelled for any of the above-enumerated causes including the following: fraudulent acquisition of Certificate of Registration and/or Professional Identification Card, or Special Permit; abetment or tolerance of illegal practice by unqualified persons through the use by the latter of the Guidance Counselor's Certificate of Registration and/or Professional Identification Card or Special Permit; violation of any provisions of R.A. No. 9258, this RR, Code of Ethics, and Code or Manual of Technical Standards for Guidance Counselors; unethical, immoral, dishonorable, unprofessional conduct; malpractice; guilty of drug or alcohol abuse impairing his/her ability and credibility to practice the profession; and practice of the profession during the period of suspension by one whose Certificate of Registration had been suspended by the Board.

No certificate shall be denied, revoked or suspended for any of the reasons herein provided, not until after a sworn complaint in writing and sworn to by the person making it against the applicant or holder thereof shall have been filed with the Board through the Legal and Investigation Office and heard in a public hearing, or upon request behind closed doors by the Board.

Any person, firm, or association may file charges in accordance with the provisions of this section against any registrant, or the Board may *motu proprio* investigate and/or take cognizance of acts and practices constituting sufficient cause for suspension or revocation of the Certificate of Registration by proper resolution or order.

The rules on administrative investigation issued by the Commission shall govern the hearing or investigation of the case, subject to applicable provisions of R.A. No. 9258, R.A. No. 8981, PRC Resolution No. 06-342(A), Series of 2006, and the Rules of Court.

**SEC. 25. Reinstatement.** - A person may apply to the Board for reinstatement of a Certificate of Registration after the expiration of one (1) year from the date of revocation of said certificate. The application shall be in writing and shall conform to the requirements provided by the Board. No Certificate shall be reinstated unless the Board shall have been satisfied that a valid cause exists to warrant such reinstatement.

The Board shall issue a Resolution, subject to approval by the Commission, in granting a petition for reinstatement to the practice of guidance and counseling.

**SEC. 26. Appeal.** - The decision on the denial or refusal to issue a Certificate of Registration or revocation or suspension of the Certificate of Registration, or cancellation of Special Permit by the Board shall be final unless it is appealed to the Commission within fifteen (15) days from receipt of the decision. The decision of the Board and/or Commission may be appealed to the Court of Appeals.



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### RULE 1V

#### PRACTICE OF GUIDANCE AND COUNSELING

SEC. 27. *Prohibition Against the Practice of Guidance and Counseling.* - No person shall (a) engage in the practice of guidance and counseling without a valid Certificate of Registration and a valid Professional Identification Card or a Special Permit; (b) represent to the public or to third persons as Registered and Licensed Guidance Counselor during the time that the Certificate of Registration has been revoked or suspended; and (c) allow anybody to use one's Certificate of Registration and/or Professional Identification Card, or Special Permit as a Guidance Counselor to enable such unqualified individual to engage in the practice of guidance and counseling; *Provided*, that a person without any of the above-mentioned documents shall practice the profession until after he/her shall have passed the Licensure Examination for Guidance and Counseling in January, 2008 or January 2009 and shall have registered as a Guidance Counselor; or shall have registered under Sec. 14, (*Registration Without Examination*), Rule III of this RR.

No corporation, partnership, association or entity shall operate a guidance and counseling office, center/clinic, testing center, rehabilitation center, or otherwise engage in the practice of guidance and counseling without first securing a permit from the Board. The permit shall be issued only after it has satisfied the Board that such establishment is properly staffed by duly Registered and Licensed Guidance Counselors.

The partnership or corporation shall be registered with the Security and Exchange Commission (SEC) in accordance with the Corporation Code.

Any unethical practice of guidance and counseling as may be defined in the Code of Ethics and the Code or Manual of Technical Standards to be prepared by the Board in consultation with guidance counselors is prohibited.

SEC. 28. *Right to Privileged Communication for Guidance Counselors.* - A Certified or Registered and Licensed Guidance Counselor who is allowed to practice guidance and counseling in accordance with R.A. No. 9258 cannot, without the consent of the client, be examined as to any communication or information which has been acquired while attending such client. The protection accorded herein shall also extend to the records and secretary or clerk of a Registered and Licensed Guidance Counselor, who may not be examined concerning any fact, the knowledge of which has been acquired in such capacity.

Any evidence obtained in violation of this provision shall be inadmissible for any purpose in any proceeding.

SEC. 29. *Foreign Reciprocity.* - No foreign Guidance Counselor shall be admitted to the examination, or be given a Certificate of Registration, or be entitled to any rights and privileges under R.A. No. 9258 and this RR unless the country or state of which one is a subject or citizen permits Filipino

Guidance Counselors to practice within its territorial limits on the same basis as the subject or citizen of said country or state; *Provided*, that the requirements for certification of Guidance Counselors in said foreign state or country are substantially the same as those required and contemplated under R.A. No.



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9258; Provided, further, that the laws of such state or country grant the same privilege to Filipino Guidance Counselors on the same basis as the subjects or citizens of such foreign state or country.

A foreign citizen, whether he/she studies in the Philippines or not, who desires to take the Licensure Examination for Guidance Counselor through reciprocity shall initiate the establishment of reciprocity between his/her country/state and the Philippines by presenting/submitting a letter or any document signed and under official seal by the appropriate official of his/her country/state requesting the Chairman of the Board to allow the foreign applicant to take the Board Licensure Examination for Guidance Counselors that by express provision of the law of his/her country/state, Filipino citizens shall be allowed to take the Licensure Examination for Guidance Counselors and to register as Guidance Counselor in his/her country/state on terms of strict and absolute equality with the citizens or subjects of said country or state including the unconditional recognition of prerequisite degrees issued by institutions of higher learning duly recognized or established by the Government of the Republic of the Philippines attaching/appending thereto an authentic or authenticated official copy of said law officially translated in the English language.

If the letter/document and the copy of the law submitted by the applicant is satisfactory to the Board, the Board shall issue a Resolution allowing the foreign applicant to take the Board Licensure Examination for Guidance Counselors by requiring him/her to file an application to take the Licensure Examination and by submitting the following documents that shall accompany the application:

1. The original or certified copy of any official document issued by the Bureau of Immigration and Deportation allowing the applicant to enter and reside in the Philippines;
2. Present his/her passport for examination and for photocopying of pertinent information about the applicant;
3. Original or authenticated copy of transcript of records or equivalent document of the course for Licensure Examination issued by the institution of higher learning where he/she studied, duly authorized or accredited by his/her country/state; and
4. Other documents which may be required to be submitted by the Board.

### **RULE V**

#### **GENERAL PROVISIONS**

**SEC. 30. *Funding Provision.*** - The Chairperson of the Professional Regulation Commission shall include in the Commission's program the implementation of R.A. No. 9258, the funding of which shall be included in the General Appropriation Act (GAA).

The amount necessary to carry out the initial implementation of R.A. No. 9258 shall be charged against the current year's Appropriations of the Professional Regulation Commission. Thereafter, such sums as may be necessary for the continued implementation of R.A. No. 9258 shall be included in the succeeding GAA.

**SEC. 31. *Assistance of Law Enforcement Agency.*** - Any duly authorized law enforcement agency and officers of national, provincial, city, or municipal governments shall upon the call or request of the Commission or the Board render assistance in enforcing the provisions of R.A. No. 9258 and this RR thereof and to prosecute the violators in accordance with law and the Rules of Court.



## GUIDANCE POLICIES AND PROCEDURES

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SEC. 32. *Rules and Regulations.* - Upon the creation thereof in January 26, 2007, the Board shall, subject to approval by the Commission, promulgate the necessary rules and regulations in coordination with the Accredited Professional Organizations (APO), either the Interim APO or the Registered and Accredited Integrated National Organization of Registered and Licensed Guidance Counselors, in implementing the provisions of R.A. No. 9258.

SEC. 33. *Penalty Clause.* - Any person who violates any provision of R.A. No. 9258 and this RR, or who commits fraud in the acquisition of Certificate of Registration, Professional Identification Card, or Special Permit shall be punished with imprisonment of not less than six (6) months but not more than eight (8) years or a fine not less than fifty thousand pesos (P50,000) but not more than one hundred thousand pesos (P100, 000), or both in the discretion of the court.

SEC. 34. *Separability Clause.* - If any part of this RR is declared unconstitutional or invalid, the remaining part(s) not affected thereby, if separable, shall continue to be valid, enforceable, and operational.

SEC. 35. *Repealing Clause.* - Any provision(s) of the rules, regulations, codes, orders, resolutions, measures, and other policies or part(s) thereof issued and promulgated pursuant to P.D. No. 223 (as amended), R.A. No. 8981, and other laws which are inconsistent with this "Rules and Regulations of the Guidance Counseling Act of 2004", in short the "RR of R.A. No. 9258", or "RR GCA 2004", or "RR" are hereby superseded, repealed, or amended accordingly.

SEC. 36. *Effectivity.* - This RR of R.A. No. 9258 shall take effect after fifteen (15) days following its full and complete publication in the Official Gazette or any newspapers of general circulation in the Philippines.

Done in the City of Manila this \_\_\_\_\_ day of \_\_\_\_\_, 2007



## **GUIDANCE POLICIES AND PROCEDURES**

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### **CHAPTER 4**

#### **PROCEDURES**

##### **A. Distribution, Retrieval and Filing of Student Individual Inventory Form**

Student Individual Inventory Form is use to gain a better understanding of a student's academic, personal, emotional, and social interest, as well as personal background and family history. The information that will be collected can be helpful to recognize and build meaningful relationships with the students, parents/guardian and guidance counselor.

**A.1.** The OGS coordinates with the Office of Campus Registrar for the distribution and retrieval of the SII forms. The SII form will be given to first year, and transferees for their general information.

**A.2.** The forms shall be forwarded to the guidance office.

**A.3.** Guidance counselor/In-charge organize and files the SII form by courses.

##### **B. Distribution, Retrieval and Filing of Student Individual Inventory Updating Form**

This form is being used to update some basic information of the students and updates their Individual Inventory Form.

**B.1.** The OGS coordinates with the department heads, class advisers, and class officers for the updating of some important information of the students like cellphone numbers, address, status and the like. The target populations are 2<sup>nd</sup> year to 4<sup>th</sup> / 5<sup>th</sup> students of the university.

**B.2.** The forms shall be forwarded to the guidance office.

**B.3.** Guidance counselor/In-charge organize and files the SII form by courses.

##### **C. Individual Routine Interview**

Conducting individual/ Routine Interview will be conducted by OGS for additional gathering basic information of the student, establish a rapport and encourages students to visit the guidance office.

**C.1.** The OGS coordinates with the department head to schedule the interview of the students or class visits.

**C.2.** Guidance Counselor conducts the interview sessions per student which may take 10 to 20 minutes.

**C.3** Upon assessing the student's status and initial interview, the guidance counselor decides if a follow-up session is necessary for further assessment and monitoring.

**C.3.1** If yes, follow up-counseling will be scheduled for the next counseling sessions.



## **GUIDANCE POLICIES AND PROCEDURES**

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- C.3.2** If there is no need for a follow-up session, the student may proceed to documentation.
- C.4.** After the follow-up counseling session, if the guidance counselor sees that the case at hand needs counseling, the student will undergo individual counseling.
- C.5.** The guidance counselor must remark on the Individual Routine Interview Form and collate all the necessary documentation used in the Interview.
- C.6.** The guidance counselor provides a customer satisfaction survey to the client involved.
- D. Individual Counseling, Follow-up and Referral**
- D.1** Guidance Counselor entertains, helps, and assists any student/s either referral or walk-in who visits the Office of Guidance Services (OGS) with immediate problem/s and concern/s.
- D.2** Guidance Counselor conducts the counseling to the students. If the student refuses to undergo counseling, Refusal for Counseling will be given, and signed by the student and/or parent/legal guardian. Counseling is conducted in the Counseling Room for safety and confidentiality. If the client has suicidal tendencies, a Non-Suicide Contract can be applied.
- D.3** Based on the result of the counseling, the Guidance Counselor determines the intensity of the problem and thus, may recommend or not recommend the client to take a psychological test.
- D.3.1** If yes, the student takes the psychological test. A psychological report will be prepared and submitted by a Psychometrician based on the result of the psychological test.
- D.3.2** If no, the individual counseling summary will be filed by the guidance counselor based on the result of a counseling session.
- D.4** After the counseling session, the student shall log in to the OGS Counseling logbook for reference purposes. The guidance counselor must prepare the Individual Counseling Form for reference purposes.
- D.5** Upon assessing the student's status and initial counseling session, the guidance counselor decides if a follow-up session is necessary for further assessment and monitoring.
- D.5.1** If yes, follow up-counseling will be scheduled for the next counseling session. The guidance counselor makes a Counseling plan for the tracking of counseling sessions.
- D.5.2** If there is no need for a follow-up session, the student may proceed to documentation.
- D.6** After the follow-up counseling session, if the guidance counselor sees that the case at hand is beyond his/her capacity, the OGS may decide if professional assistance from other professionals, agencies, and organization are necessary through referral. The guidance counselor may present an option to the parent/legal guardian of the students to explain and assist with the possible next step that can take place during the referral period.
- D.6.1** If yes to the referral, the guidance counselor will make a letter addressed to the target agency or institution where the referral will be given.
- D.6.2** If no, the student and parent/legal guardian will sign the Referral Disagreement Form and proceed to answer the Counseling logbook for references. The guidance counselor makes remarks with the parent/legal guardian logbook for documentation.



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- D.7** The guidance counselor must remark on the Individual Counseling Forms and collate all the necessary documentation used in counseling sessions. To ensure that the student/client is alright and does not want to have another counseling session or follow-up with the guidance counselor, they must agree and sign the portion of Closed at the Intake Form.
- D.8.** The guidance counselor provides a customer satisfaction survey and Counseling Evaluation to the client involved.

### **E. Group Counseling**

Group counseling intentions is to assist the individuals with the same concern/s in understanding the situation and themselves so that they can work out and address their concerns.

- E.1.** Guidance Counselor entertains, helps, and assists any student/s either referral or walk-in who visits the Office of Guidance Services (OGS) with immediate problem/s and concern/s.
- E.2.** The guidance counselor/facilitator identifies students with similar personal needs and concerns.
- E.3.** Guidance counselor orients the concerned students in the guidance office to ensure the confidentiality and privacy of the session. The guidance counselor/facilitator informs the students about the nature and importance of confidentiality and privacy will be during and after the sharing
- E.4.** Each member of the group shares their personal experiences on the specific concerns through the assistance of the guidance counselor/facilitator.
- E.5.** Upon assessing the student's status and initial counseling session, the guidance counselor decides if a follow-up session is necessary for further assessment and monitoring.
- E.5.1** If yes, follow up-counseling will be scheduled for the next counseling session. The guidance counselor will schedule another group counseling.
- E.5.2** If there is no need for a follow-up session, the student may proceed to documentation.
- E.6.** The guidance counselor must remark on the Individual Counseling Forms and collate all the necessary documentation used in counseling sessions. To ensure that the student/client is alright and does not want to have another counseling session or follow-up with the guidance counselor, they must agree and sign the portion of Closed at the Intake Form.
- E.7.** The guidance counselor provides a customer satisfaction survey and Counseling Evaluation to the client involved.

### **F. Tele-counseling**

It is the new way of reaching every students of the university. Tele counseling will be used if the student/s cannot physically report in OGS for any valid reason such as health, natural phenomenon like Covid-19 pandemic, natural calamities and the like.

- F.1.** Faculty, class adviser, students or any concern individual refer the student/s to the office by filling-up the request counseling form using google sheet.





## **GUIDANCE POLICIES AND PROCEDURES**

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**F.2.** The guidance counselor/facilitator will contact the requesting party to ask for the brief description and concern of the student/s.

**F.3.** The Statement of Confidentiality will be given to the students or parent/legal guardian (if the student cannot decide to undergo counseling) to get permission for counseling.

**F.4.** Individual or group counseling is conducted as scheduled.

**F.5.** The guidance counselor/facilitator provides a copy of the counseling slip with counselor's remarks to the teacher concerned.

**F.6.** If the counselee withdraws from the session, the Guidance Counselor shall document at least two attempts to make a follow-up. In the event that the counselee does not respond, the Guidance Counselor shall indicate in the counseling record that the students did not pursue the session anymore.

### **G. Referral for Counseling**

Referrals can be made by anyone including faculty, school personnel, parent/guardian, peers and concerned individuals who know and have observed the student and want to help by making a referral to OGS for counseling. Referrals are advisable to students who need assistance from the counselor/facilitator who have learning difficulties, absenteeism, have difficulty with relationship, manifest observable changes in behavior, and the like.

The university discipline committee is requested to refer the students with violation for counseling as part of the process to help them to understand themselves, adjust in their environment and to make realistic decisions.

**G.1.** The guidance counselor prepares referral forms that can be given to the faculty, class advisers and can be available in all faculty rooms of the university for easy access.

**G.2.** The instructor/professor will fill-up the referral counseling form if he/she thinks the student/s need to refer for counseling.

**G.3.** The guidance counselor/facilitator issues a call slip to the concerned student or through the class adviser.

**G.4.** The Statement of Confidentiality will be given to the students or parent/legal guardian (if the student cannot decide to undergo counseling) to get permission to undergo counseling.

**G.5.** Individual or group counseling is conducted as scheduled.

**G.6.** The guidance counselor/facilitator provides a copy of the counseling slip with counselor's remarks to the teacher concerned.



## **GUIDANCE POLICIES AND PROCEDURES**

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**G.7.** Students shall log in the OGS logbook and answer the Counselor's evaluation for proper recording and evaluation.

**G.8.** If the counselee withdraws from the session, the Guidance Counselor shall document at least two attempts to make a follow-up. In the event that the counselee does not respond, the Guidance Counselor shall indicate in the counseling record that the students did not pursue the session anymore.

**G.9.** The discipline committee shall refer student with violation to the OGS for counseling services.

### **H. Referral for Assistance from Outside Agencies/Organization/Professional**

Referral for further assistance from outside agency/organization/professional occurs when the guidance counselor/facilitator assesses and sees that the case at hand is beyond his/her capacity. In case, professional help is needed, further assistance is sought in coordination with outside agencies and organizations.

**H.1.** The Guidance Counselor/Facilitator prepares the necessary documents like intake sheet, observation, interview sheet with remarks and case report for evaluation.

**H.2.** A case conference between OGS personnel can be done to come up with the proper and appropriate decision regarding the case. Confidentiality of the case is strictly observed.

**H.3.** The Guidance Counselor/Facilitator shall inform the parent, learner, teacher/adviser (only if necessary), and the ADAA about the referral. Consent shall be obtained from the parent/guardian.

**H.4.** Guidance Counselor/Facilitator shall prepare the letter of referral to the specific professional and agency/institution. The letter shall include:

- Basic information about the learner;
- Reason for referral; and
- Type of intervention needed.

**H.5.** The Guidance Counselor/Facilitator shall monitor the student's progress/status by securing the contact information of the professional and agency or organization where the student is referred.

**H.6.** Documents and procedures done for referrals are logged in the guidance log book.

### **I. Counseling Records**

**I.1.** Counseling records should be kept confidential and can only be accessed by the Guidance Counselor/Facilitator.

**I.2.** Any information about a particular learner may only be released to parents or guardians with the approval of the Guidance Counselor, student's consent and/or court/law order.



## **GUIDANCE POLICIES AND PROCEDURES**

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### **J. Issuance of Student Forms/Clearance**

The OGS issues different student forms based on their needs and concerns. The following are the forms issued by the office.

#### **I. Returning Student Clearance**

If the student failed to enroll from previous semester or academic year, he/she needs to get returning student clearance to acknowledge the Program Department Head, OGS, OCR, and ADAA about re-enrollment status.

#### **II. Warning Agreement**

This is given to the student/s that has failing grades and unofficially dropped (UD) subjects. This notify the student/s, parents/guardians, program department that the student/s is under Probationary where he/she is monitored not to have any failing grades or remarks to avoid dismissal from the university.

#### **III. Leave of Absence**

This form is given to the student/s who decide not to enroll for awhile indicating acceptable reason such as health, subject offered, and the like.

- J.1.** The concerned student visits the OGS to get the student form needed. The student/s must accompany by their parents/legal guardian.
- J.2.** The guidance counselor/facilitator interviews and evaluates the students and their parents/legal guardian's reason/s for requesting particular forms.
- J.3.** The guidance counselor/facilitator prepares the requested forms.
- J.4.** Before the concerned individual signs, the guidance counselor/facilitator read and explain the conditions stated in the form particularly the warning agreement and reminded about the university's policies regarding residency and grades.
- J.5.** The parent/legal guardian signs the requested form in front of the guidance counselor/facilitator. If the parent/legal guardian is not available, authorization letter and photocopy of government ID is needed.
- J.6.** Test-taker shall log in the OGS logbook and answer the OGS evaluation for proper recording and evaluation.

### **K. Follow-up**

The OGS shall conducted follow-up to check the condition and status of the students particularly those who needs additional intervention/s and monitoring. It also gives an opportunity for the office to evaluate the effectiveness of the services offers.



## **GUIDANCE POLICIES AND PROCEDURES**

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**K.1.** The guidance counselor/facilitator may conduct follow up to determine the students, activities or programs that needs further assistance.

**K.2.** The guidance counselor/facilitator check the records of the students that needs to be followed-up. A call slip will be given to the student to visit the OGS or through the class adviser.

**K.3.** Student shall log in the OGS logbook and answer the OGS evaluation for proper recording and evaluation.

### **L. Career Guidance Activities**

It is a program offer by OGS to help the students choose the right career path based on their educational and professional choices. There are planned activities given to all level to prepare them real world of work and career.

**L.1.** OGS Head and staffs shall plan activities, program or strategies for career guidance.

**L.2.** All level will be targeted by career guidance.

**L.3.** The OGS will coordinate with ADAA, OSA, Program Department and USG for the proper dissemination of the incoming activities and request resources including funding, training materials (if necessary) and venue.

### **M. Evaluation of Guidance Services**

This is an important activity of OGS to determine the quality and competence of services and facilities offers.

**M.1.** OGS provides the evaluation which is composed of :

I. Counselor's evaluation form

This form will be given to individuals every interview or counseling session that will be collected and tallied.

II. Customer Satisfaction Survey Forms

Available in the OGS and dropped in a secure Customer Satisfaction Survey Box

III. OGS Services Evaluation

Year-end evaluation given to students, faculty, staffs, and parents to evaluate the over-all services of OGS. This will be the basis of the next year development plan.

**M.2.** Student who applies for leave of absence shall acquire and fill out the form from the Office of Guidance Services

**M.3.** The office of guidance services shall schedule an interview with the student and parent to determine reasons of such leave from school.



## **GUIDANCE POLICIES AND PROCEDURES**

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- M.4.** The applicant and the parent shall both sign the application form, then proceed to the department head for signature.
- M.5.** The applicant shall bring the form to the Office of Academic Affairs for final approval.
- M.6.** The first copy of the approved leave of absence shall be kept by the student concerned, while the second copy shall be forwarded by the applicant to the OGS. The forms of the approved leave of absence shall be kept by the student concerned, the Office of Guidance Services and the Office of the Campus Registrar.

### **N. Consultation**

This service is given to assist the students, faculty, administrators, staffs, parents and the like as they deal with their problems and concerns and seeking assistance from other professionals.

- N.1.** Guidance counselor/facilitator informs the concerned individuals about the consultation.
- N.2.** The guidance counselor/facilitator find the common available time of the concerned individuals such as faculty, parent/legal guardian, and administrators to arrange the meeting.
- N.3.** Consultation meeting must take place in OGS or any secure office/boardroom.
- N.4.** The guidance counselor/facilitator precedes the meeting to discuss the concerns of the student/s and facilitate decision making and plans to help the student/s.
- N.5.** Recommendation agreed upon by the attendees will be noted and serve as a basis for development plan.

### **O. Testing**

Guidance Counselor/Facilitator use tests for assessment, placement and guidance, it assists the student to be knowledgeable about their self-knowledge, interests, needs, emotions and the like. Also, it collects information about the students to analyze and evaluate the concerned individual.

There are five (5) psychological tests available in TUPC. The following are:

- I. Advanced Progressive Matrices 1998 Edition
  - II. Differential Aptitude Test 5<sup>th</sup> Edition
  - III. BarOn Emotional Quotient Inventory: Short
  - IV. Filipino Work Values Scale Student Edition
  - V. NEO Inventories
  - VI. Gordon Personal Profile- Inventory
- O.1.** Request for Testing Form (RTF) will be filled-up by requesting office like Office of Human Resource Management (OHRM), Office of the Campus Registrar (OCR) and OGS for necessary test/s that will be given. If outside client is referred, letter from requesting party must address the letter to Campus Director, Thru Office of Academic Affairs.
  - O.2.** The test-taker proceeds to the Testing Room and have a brief orientation facilitate by University Psychometrician/Guidance Counselor.



## **GUIDANCE POLICIES AND PROCEDURES**

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**0.3.** The test runs based on the allotted time stated in test manual.

**0.4.** Test-taker shall log in the OGS logbook and answer the OGS evaluation for proper recording and evaluation.

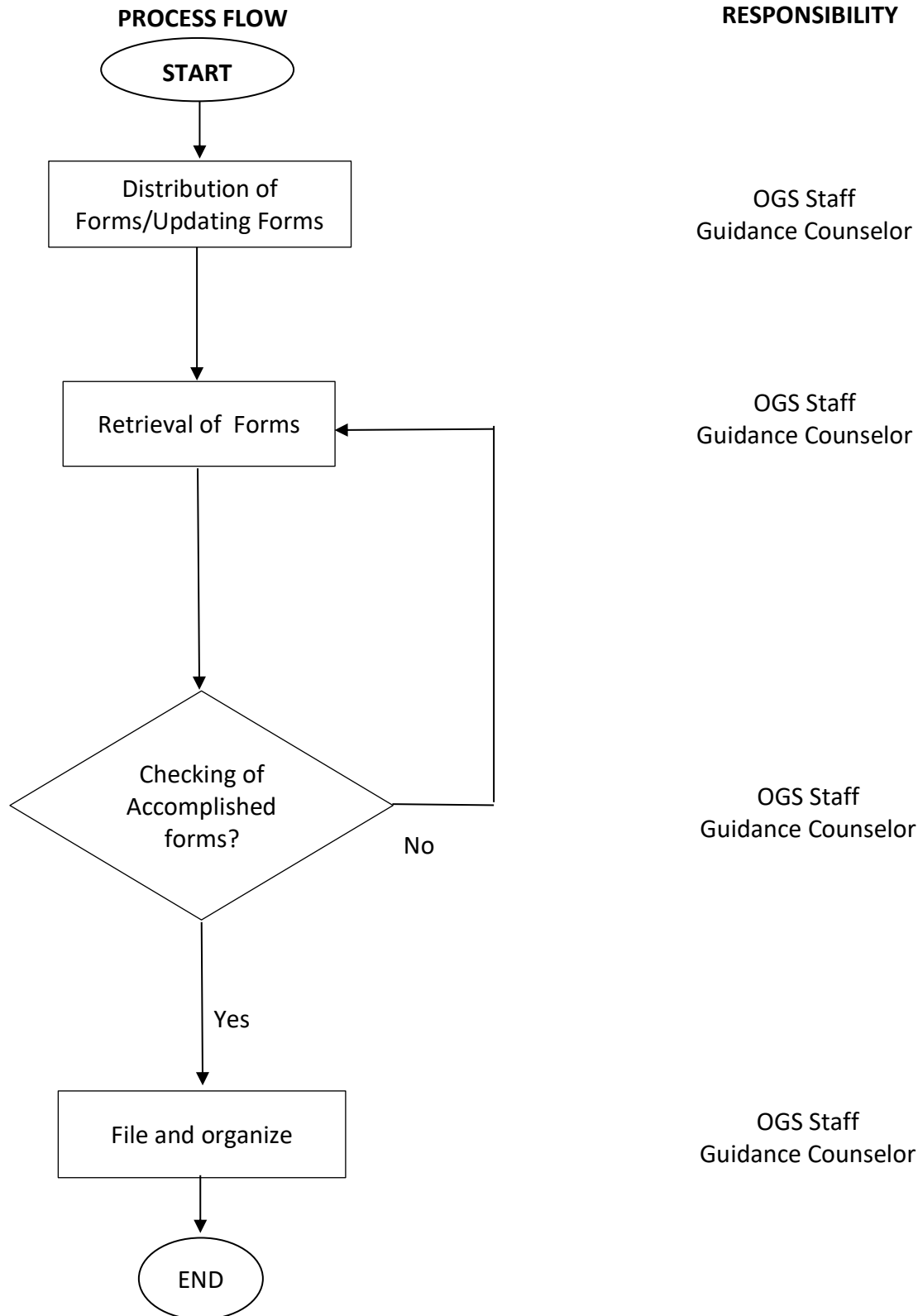


## GUIDANCE POLICIES AND PROCEDURES

### CHAPTER 5

#### PROCEDURE OF SERVICES

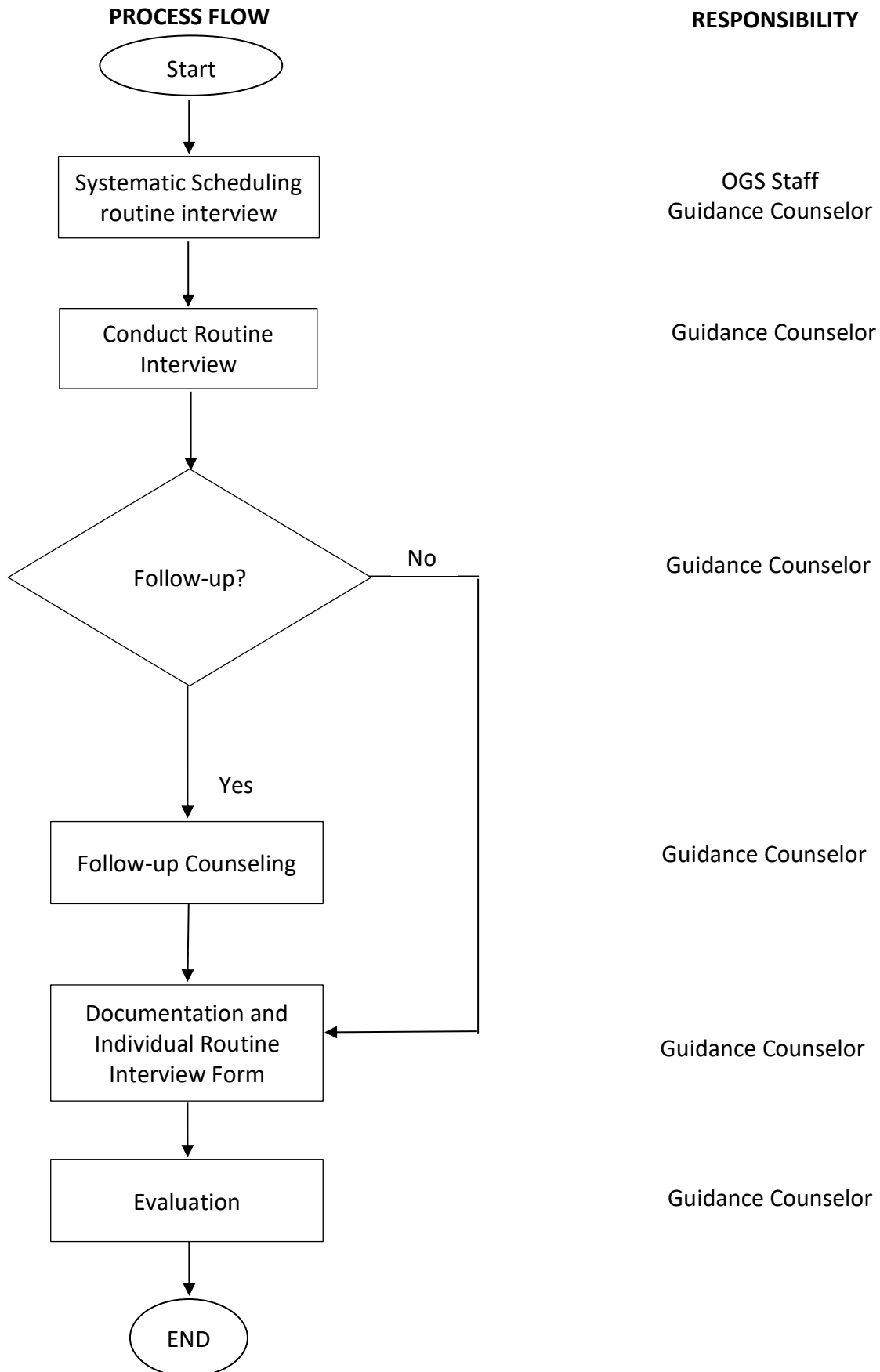
#### Distribution, Retrieval, Filing and Updating of Student Information Form





## GUIDANCE POLICIES AND PROCEDURES

### Individual Routine Interview

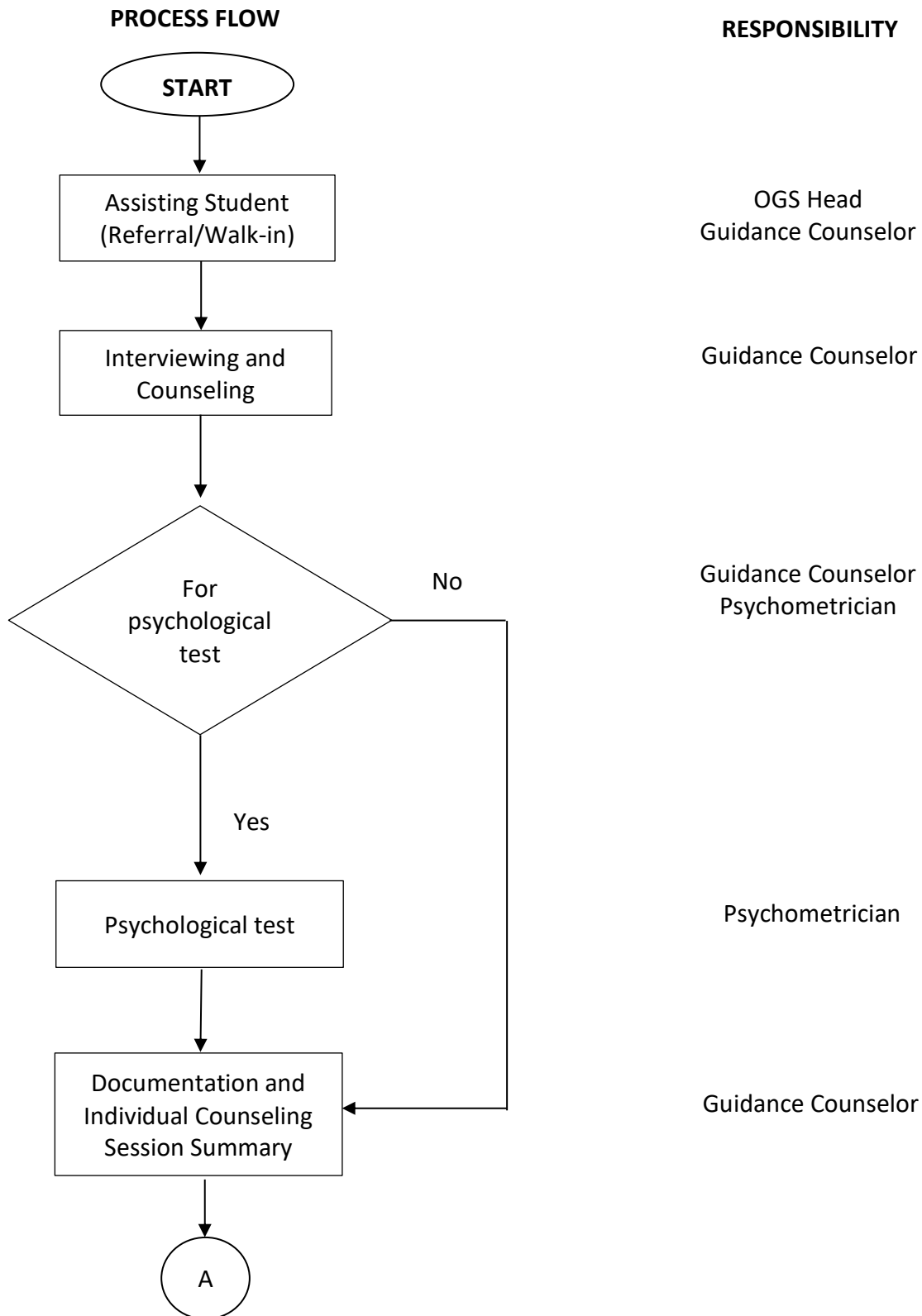






## **GUIDANCE POLICIES AND PROCEDURES**

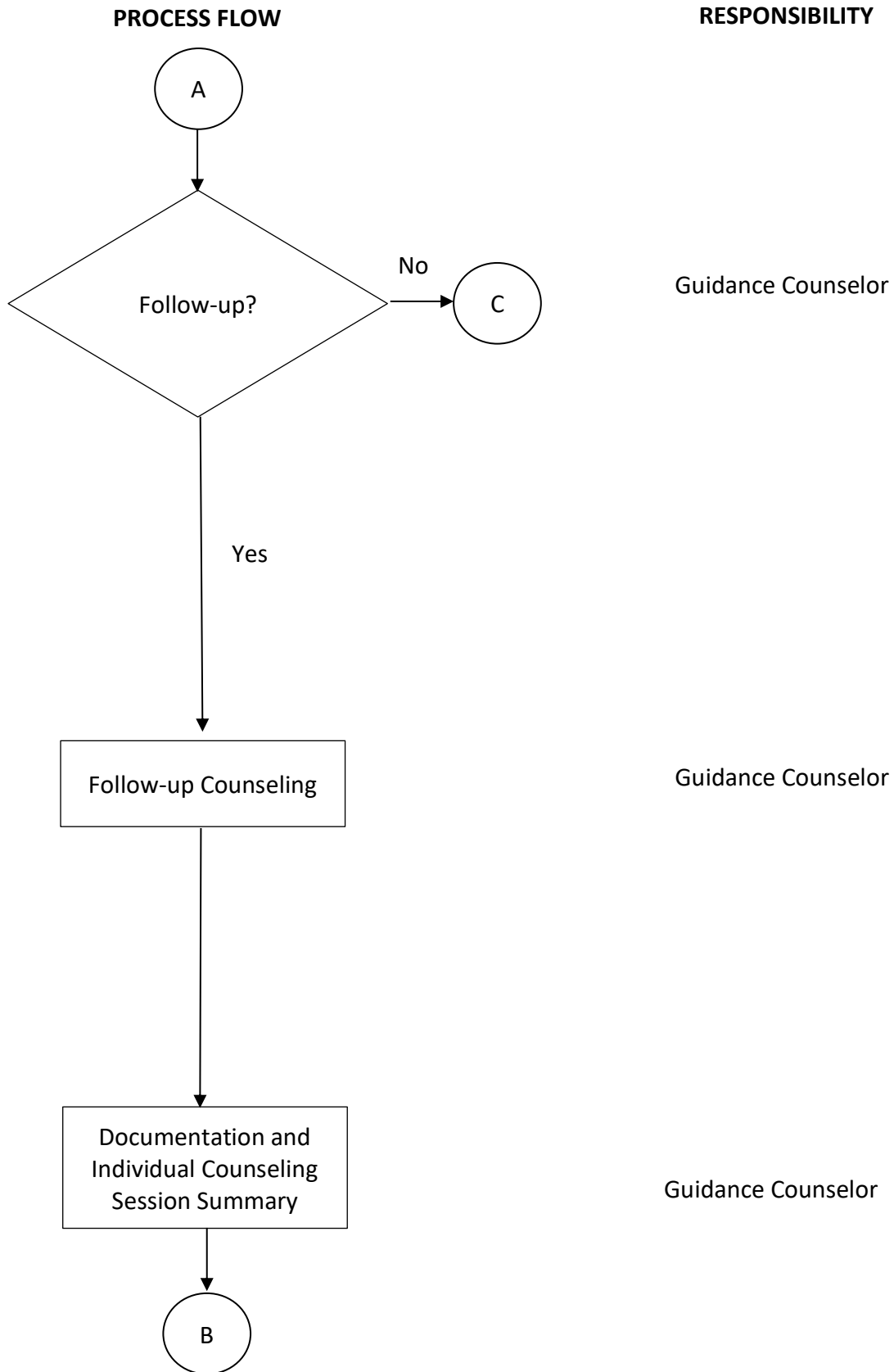
### **Individual Counseling with Follow-up and Referral Services**





## GUIDANCE POLICIES AND PROCEDURES

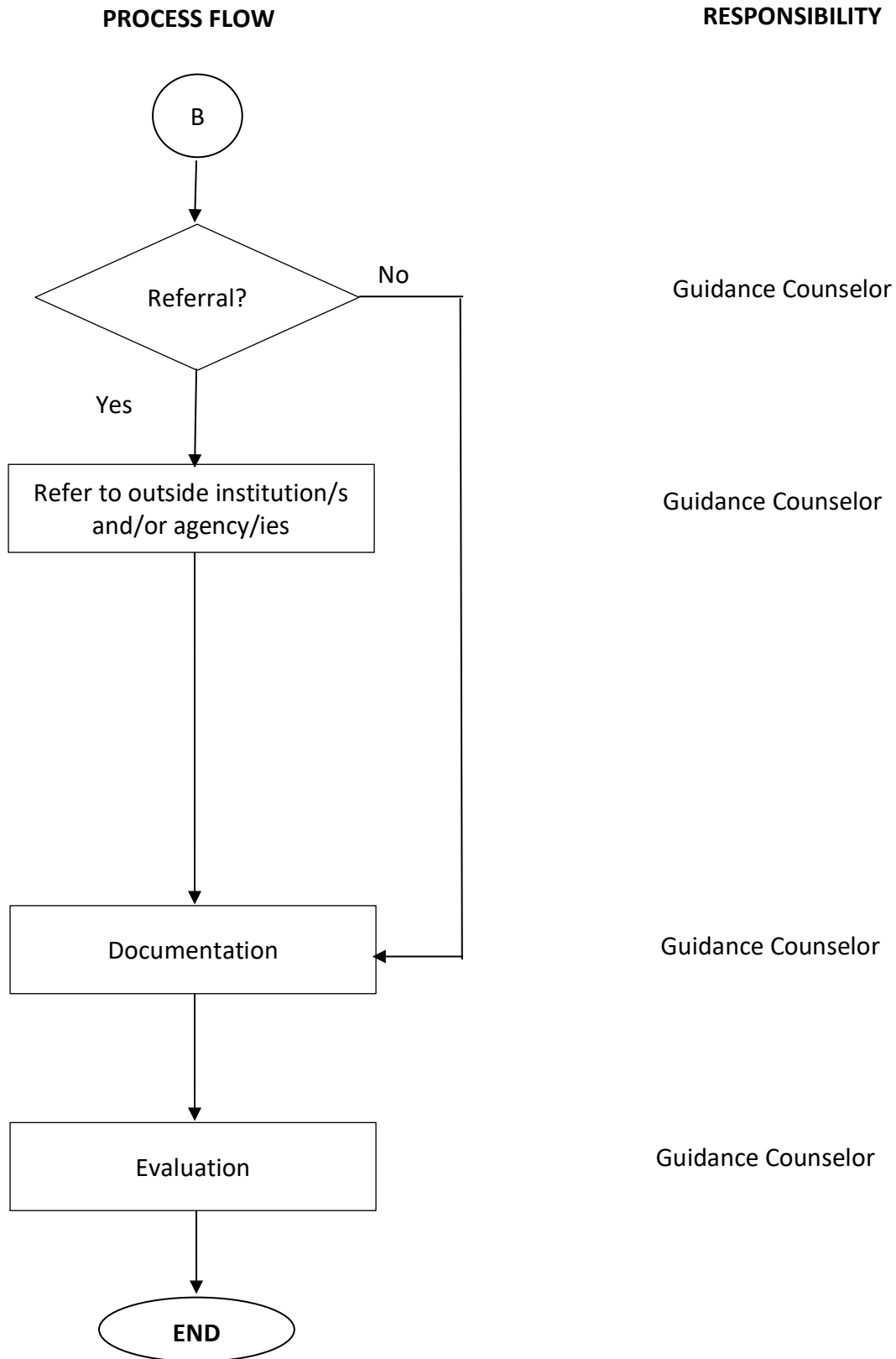
### Individual Counseling





## GUIDANCE POLICIES AND PROCEDURES

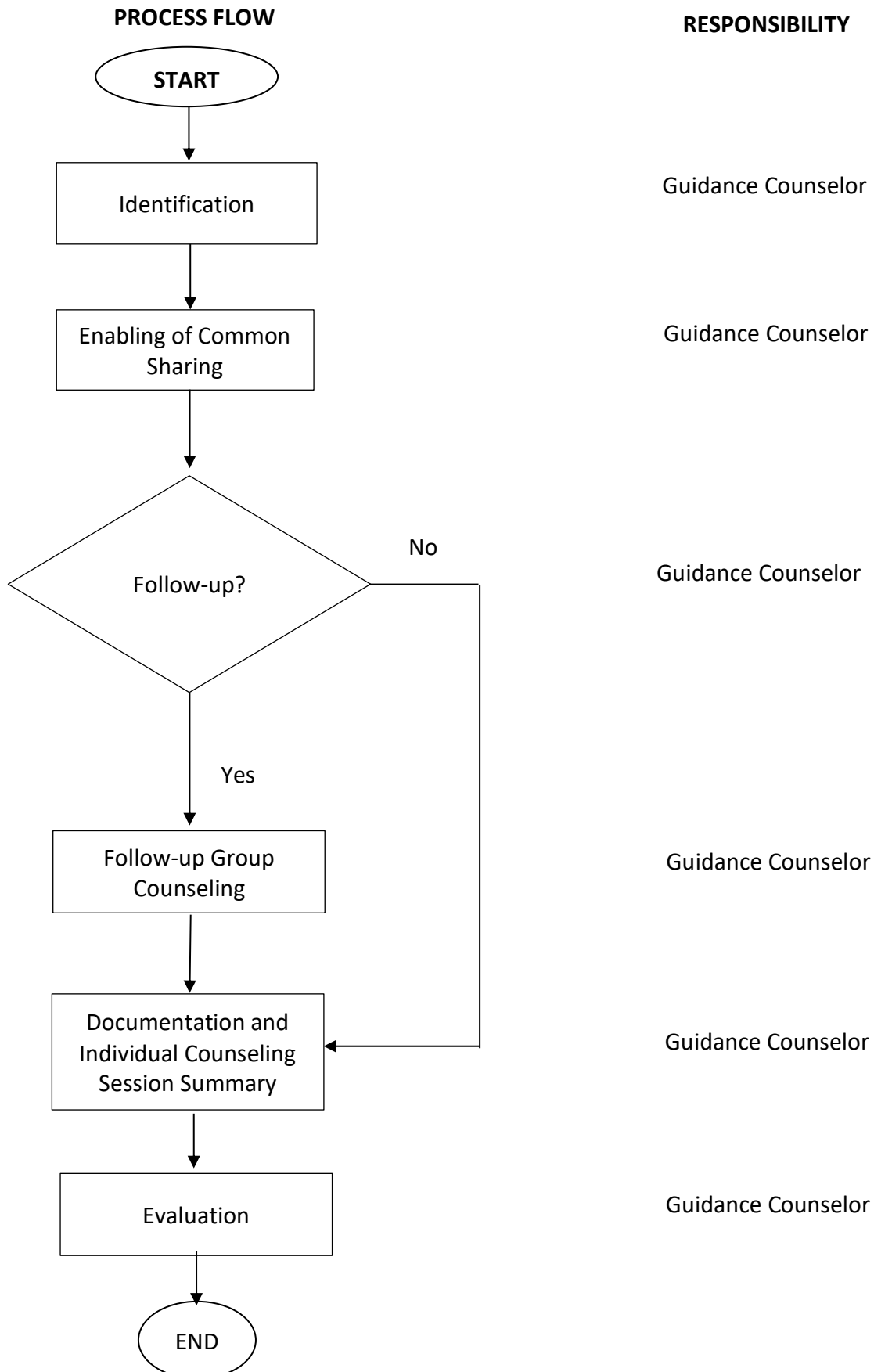
### Individual Counseling





## GUIDANCE POLICIES AND PROCEDURES

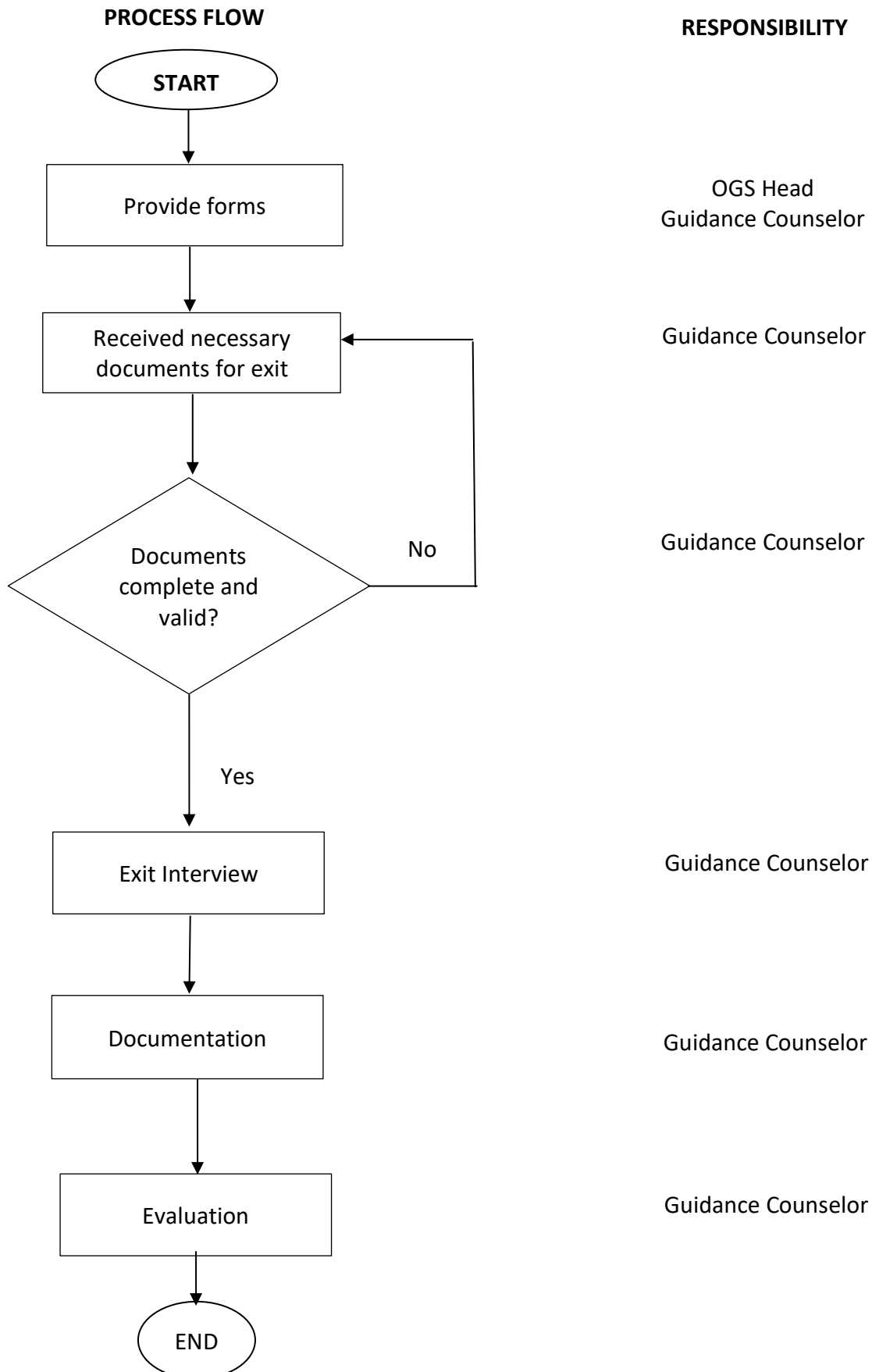
### Group Counseling





## GUIDANCE POLICIES AND PROCEDURES

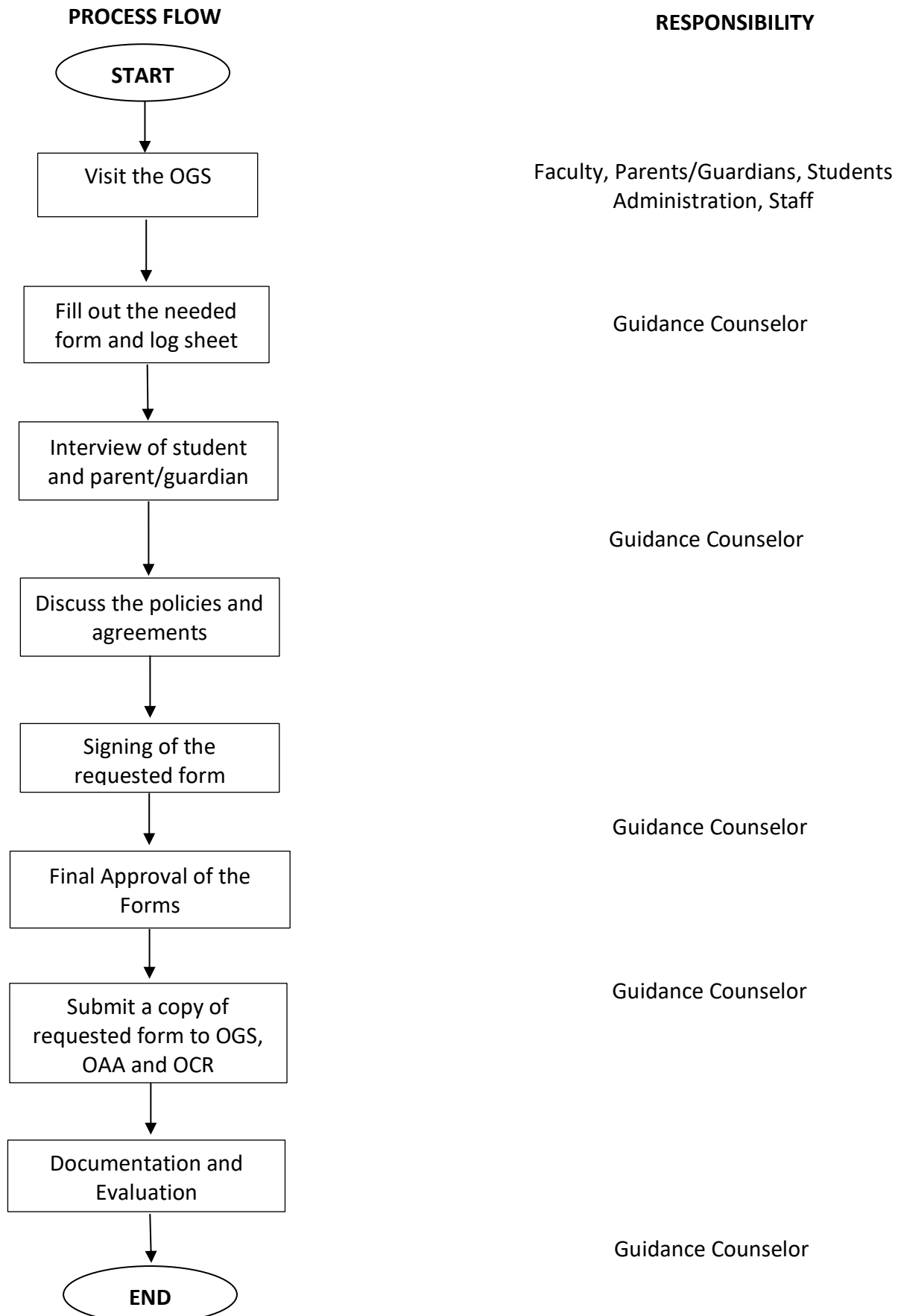
### Conducting Exit Interview





## **GUIDANCE POLICIES AND PROCEDURES**

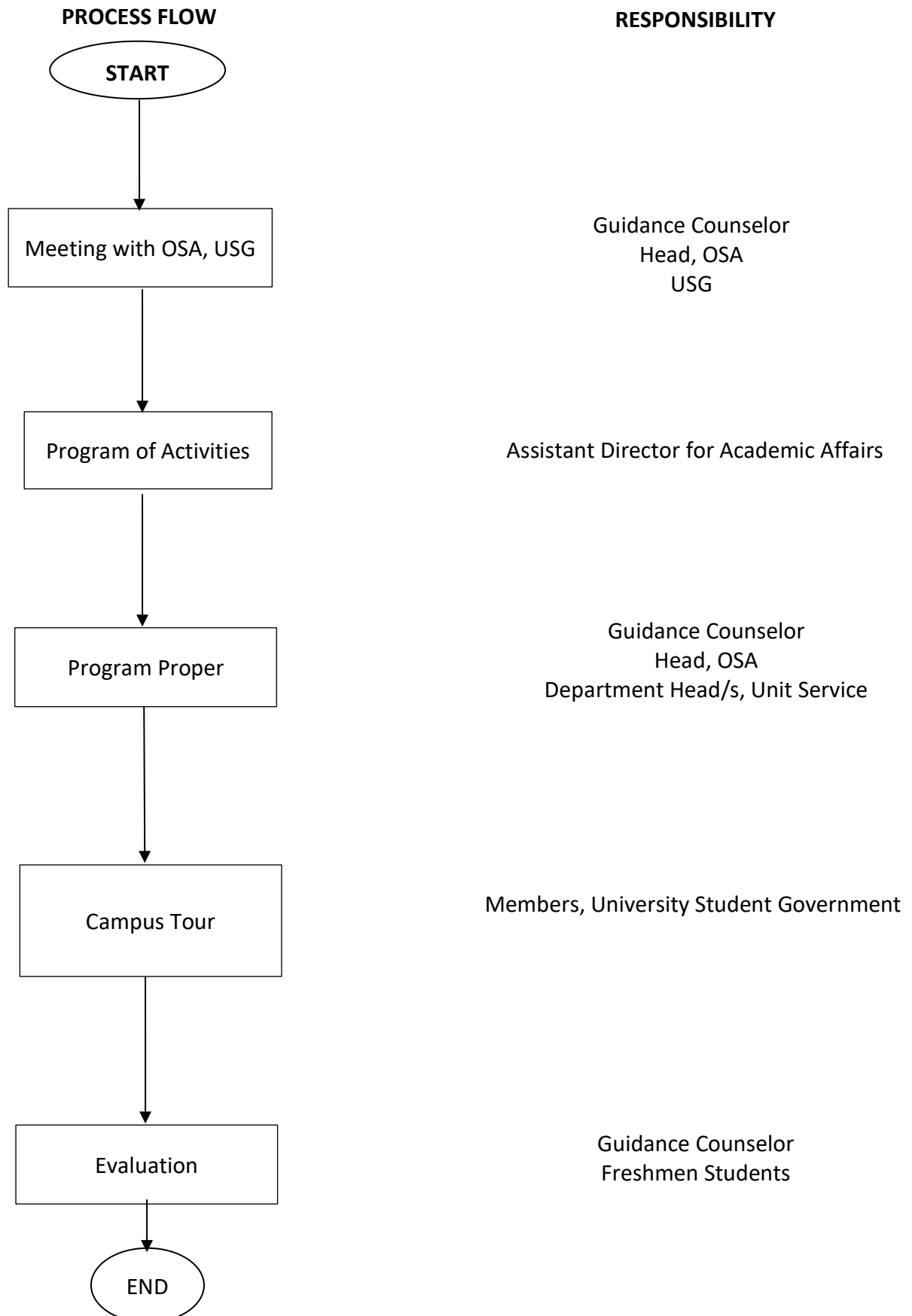
### **Issuance of Leave of Absence**





## **GUIDANCE POLICIES AND PROCEDURES**

### **Conduct of Freshmen Students and Parents Orientation Program**





## GUIDANCE POLICIES AND PROCEDURES

### Appendices

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Client Counselor Feedback form retrieved from <https://www.sampletemplates.com/sample-forms/client-feedback-form.html>





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## **GUIDANCE POLICIES AND PROCEDURES**

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Student Feedback Form: Counseling Sessions retrieved from  
[https://foothill.edu/staff/tenure/Appendix\\_J2\\_Counseling.pdf](https://foothill.edu/staff/tenure/Appendix_J2_Counseling.pdf)



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Rev. No.	00
Effective Date	03/13/2023
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**INDIVIDUAL COUNSELING**

**Revision History**

Rev. No.	DCN No.	Originator/Process Owner	Details of Amendment	Approval Date	Effective Date
00	CN-22-OGS-54	Dinah Joy M. Villareal	Original Issue	11/17/22	03/13/23

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<b>Prepared by:</b>  <b>DINAH JOY M. VILLAREAL</b> Guidance Counselor, OGS	<b>Reviewed by:</b>  <b>MARIA CECILIA N. REYES</b> Assistant Director for Academic Affairs	<b>Approved by:</b>  <b>MYRNA M. TEPORA</b> Campus Director
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**INDIVIDUAL COUNSELING**

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**1.0 PURPOSE**

**1.1** The purpose of this procedure is to provide counseling services to students who need guidance in the areas of personal, social, emotional, physical, and psychological aspects of their well-being, and toward the end, the improvement of one's social adjustment and personal development is being achieved.

**2.0 SCOPE**

This procedure covers counseling services for students referred by a faculty or through walk-ins to help promote one's behavior and psychological well-being necessary in school life.

**3.0 RESPONSIBILITY AND AUTHORITY**

- 3.1** The Guidance Counselor shall accommodate students who visit the Office of Guidance Services either through referral or walk-in.
- 3.2** The Guidance Counselor shall provide counseling to students who need guidance services.
- 3.3** Professional practitioners, advisers, and parents are involved in the intervention program for the holistic services of counseling

**4.0 REFERENCES**

- Guidance services procedures
- Psychological tests

**5.0 TERMS AND DEFINITIONS**

- 5.1** Counseling – refers to professional guidance and support given by a counselor to an individual to help in overcoming obstacles and personal challenges.
- 5.2** Guidance – refers to assistance provided by the counselor to help the individual develop their potential (preventive).
- 5.3** Guidance services procedures – a reference book covering information about guidance and counseling.
- 5.4** Psychological test – is an objective and standardized measure of individuals' mental and behavioral characteristics.





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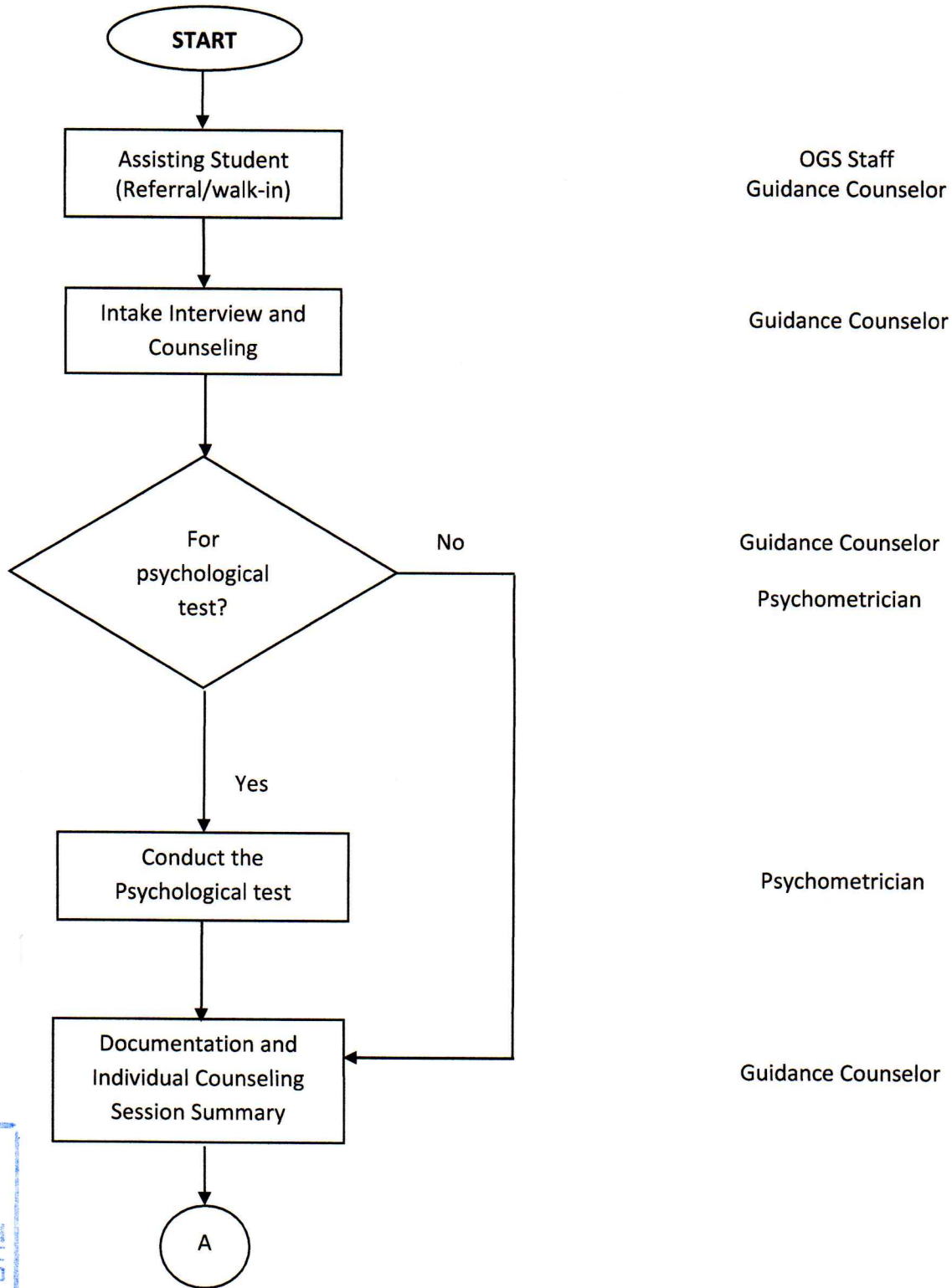
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**INDIVIDUAL COUNSELING**

**6.0 PROCEDURE FLOWCHART**

**PROCESS FLOW**

**RESPONSIBILITY**



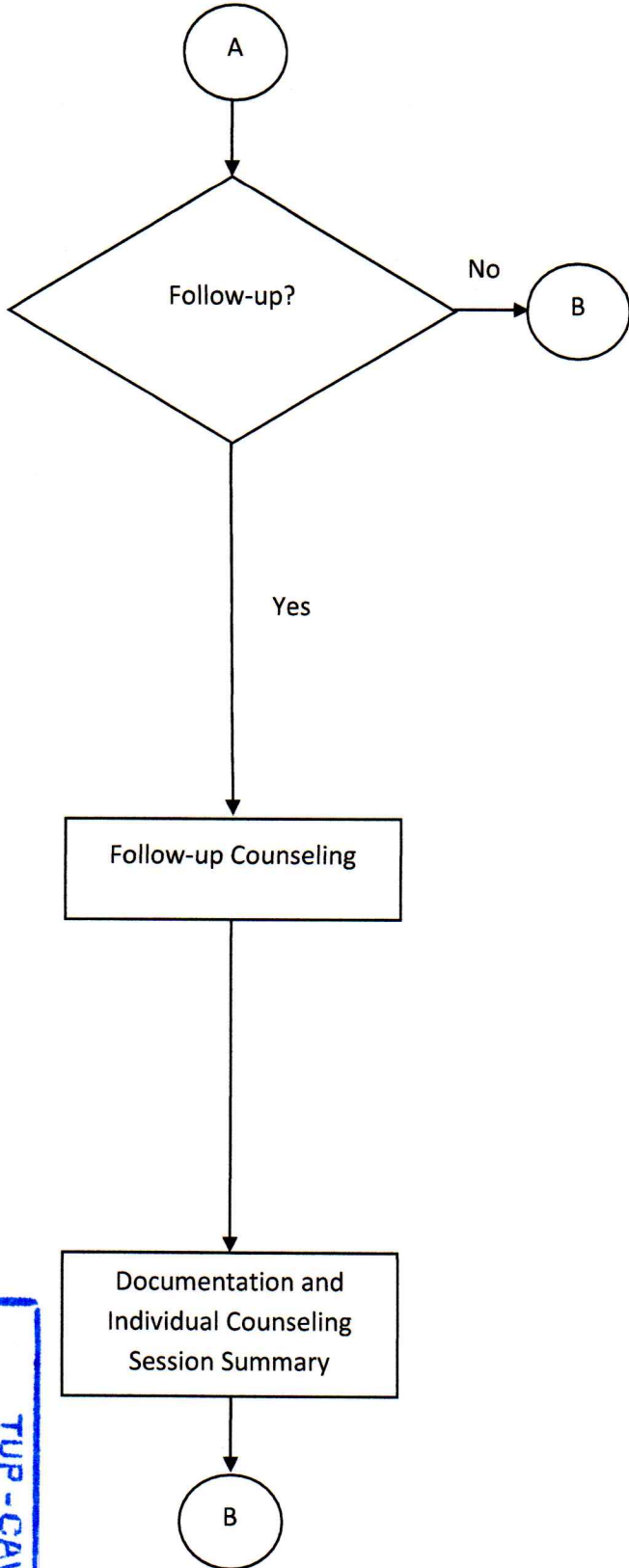
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**INDIVIDUAL COUNSELING**

**PROCESS FLOW**

**RESPONSIBILITY**



Guidance Counselor

Guidance Counselor

Guidance Counselor

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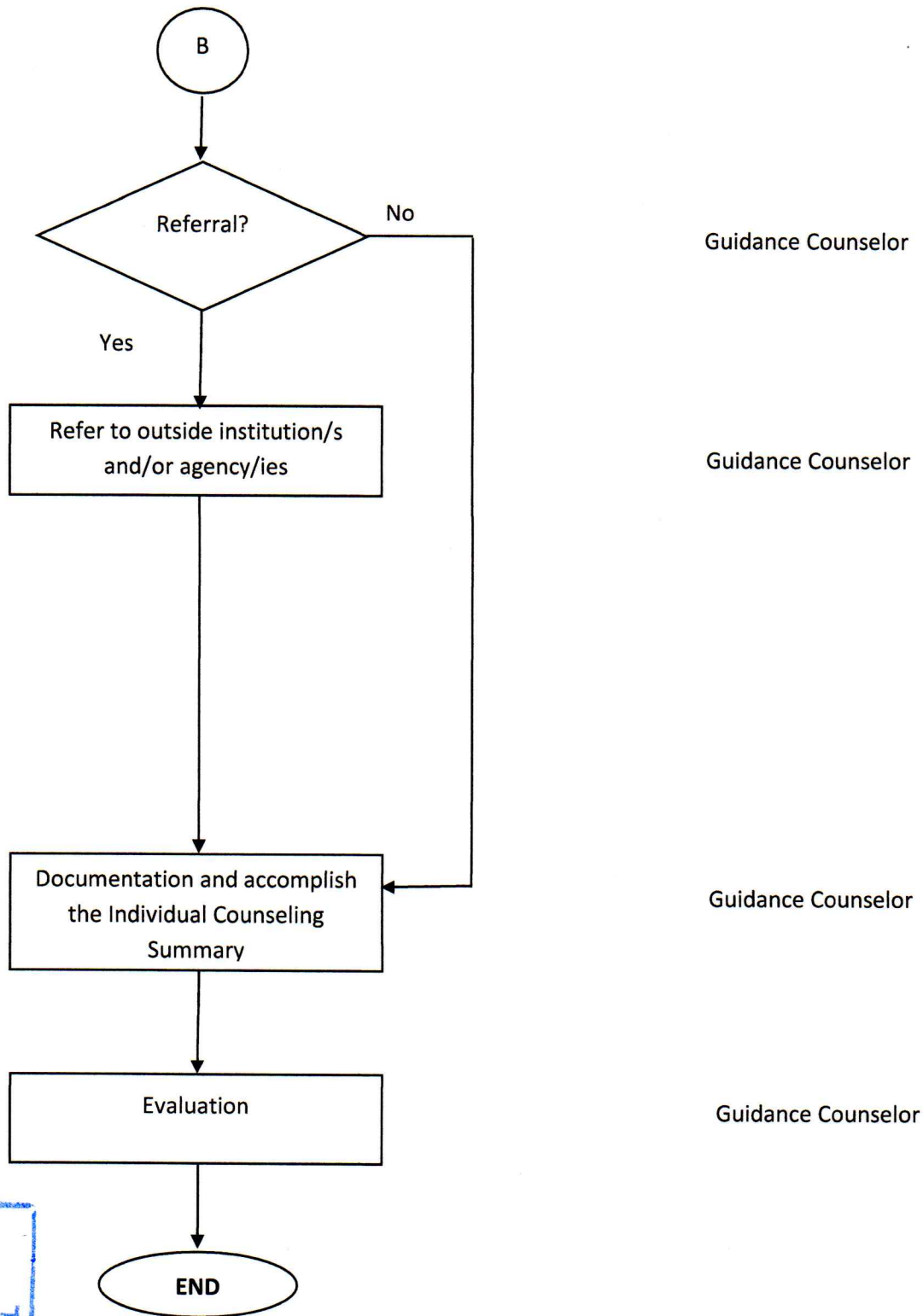
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**INDIVIDUAL COUNSELING**

**PROCESS FLOW**

**RESPONSIBILITY**

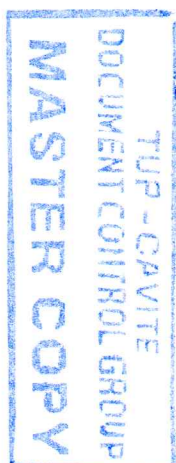



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<b>INDIVIDUAL COUNSELING</b>			

## 7.0 PROCEDURE DETAILS

- 7.1** Guidance Counselor entertains, helps, and assists any student either referral or walk-in who visits the Office of Guidance Services (OGS) with immediate problem/s and concern/s.
- 7.2** Guidance Counselor conducts the intake interview and counseling to the student. If the student refuses to undergo counseling, Refusal for Counseling will be given, and signed by the student and/or parent/legal guardian. Counseling is conducted in the Counseling Room for safety and confidentiality. If the client has suicidal tendencies, a Non-Suicide Contract can be applied.
- 7.3** Based on the result of the counseling, the Guidance Counselor determines the intensity of the problem and thus, may recommend or not recommend the client to take a psychological test.
- 7.3.1** If yes, the student takes the psychological test. A psychological report will be prepared and submitted by a Psychometrician based on the result of the psychological test.
- 7.3.2** If no, the individual counseling summary will be filed by the guidance counselor based on the result of a counseling session.
- 7.4** After the counseling session, the student shall log in to the OGS Counseling logbook for reference purposes. The guidance counselor must prepare the Individual Counseling Form for reference purposes.
- 7.5** Upon assessing the student's status and initial counseling session, the guidance counselor decides if a follow-up session is necessary for further assessment and monitoring.
- 7.5.1** If yes, follow up-counseling will be scheduled for the next counseling session. The guidance counselor makes a Counseling plan for the tracking of counseling sessions.
- 7.5.2** If there is no need for a follow-up session, the student proceed to referral process.
- 7.6** After the follow-up counseling session, if the guidance counselor sees that the case at hand is beyond his/her capacity, the OGS may decide if professional assistance from other professionals, agencies, and organization are necessary through referral. The guidance counselor may present an option to the parent/legal guardian of the students to explain and assist with the possible next step that can take place during the referral period.
- 7.6.1** If yes to the referral, the guidance counselor will make a letter addressed to the target agency or institution where the referral will be given.
- 7.6.2** If no, the student and parent/legal guardian will sign the Referral Disagreement Form and proceed to answer the Counseling logbook for references. The guidance counselor makes remarks with the parent/legal guardian logbook for documentation.
- 7.7** The guidance counselor must remark on the Individual Counseling Forms and collate all the necessary documentation used in counseling sessions. To ensure that the student/client is alright and does not want to have another counseling session or follow-up with the guidance counselor, they must agree and sign the portion of Closed at the Intake Form.
- 7.8** The guidance counselor provides a customer satisfaction survey and Counseling Evaluation to the client involved.



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<b>INDIVIDUAL COUNSELING</b>			

## 8.0 ATTACHMENT/FORMS

- 8.1 Counseling Service Consent
- 8.2 Psychometrician Referral Form
- 8.3 Guidance Counselor Evaluation Form
- 8.4 Counseling Plan







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**OGS**

**COUNSELING SERVICE CONSENT**

Page 1/2

<b>NAME:</b>		<b>DATE:</b>	
<b>YEAR/COURSE/ SECTION:</b>		<b>AGE:</b>	
<b>CONTACT #.:</b>		<b>CONFIDENTIAL</b>	
<b>PARENT/GUARDIAN:</b>			

**Introduction**

The Technological University of the Philippines Cavite is committed to providing quality higher and advanced education to its students. The Office of Guidance Services focuses on helping and guiding students to reach their full potential and well-being.

**Provisions of Services**

- I give my consent to the Office of the Guidance Services, particularly with the guidance of the Guidance Counselor to undergo counseling sessions that are planned and scheduled.
- I am aware of and agree with the counseling plan that the Guidance Counselor and I prepared.
- Upon recommendation and suggestion of the Guidance Counselor, I am willing and voluntarily take other services including intake assessment, short-term individual counseling, crisis interventions, and referrals, as needed.
- I understand that the school counseling services are not intended to substitute for other services provided by other professionals like psychological counseling, diagnosis, and medical examination, which are beyond the capacity of the Guidance Counselor and not the responsibility of the university.
- I acknowledge that it is my responsibility to determine whether additional services are necessary through referral to other professionals.
- I understand that there may be both risks and benefits associated with participation in counseling. Counseling may improve my ability to relate with others, and provide a clear understanding of myself, my goals, my values, and my ability to deal with stress.
- I am responsible for treating the Office of Guidance Services personnel with respect and consideration.
- I am responsible for maintaining the confidentiality of others in group counseling sessions (if applicable).
- I will devote myself to the counseling experience to be meaningful.
- I inform the OGS personnel immediately about any concern(s) I may have.
- I have the right to :
  1. Be treated with respect and consideration;
  2. Know that information I share during the counseling process is confidential;
  3. Discuss with the Guidance Counselor any concerns or dissatisfaction I may have about my counseling experience;
  4. Ask for a referral to another counselor and/or medical/mental health professionals.
- I am aware that there are a few exceptions or limitations to confidentiality in counseling situations. The following conditions to be considered in breaking confidentiality in counseling:
  1. I become an imminent danger to myself and/or to others through thoughts of suicide or threats to harm other people.
  2. If there is a reasonable suspicion of emotional and/or physical neglect and/or abuse including sexual abuse.





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**OGS**

**COUNSELING SERVICE CONSENT**

Page 2/2

3. In rare cases, courts will be asking guidance counselors to testify about me.

4. Threats to school security.

- I am aware that I have the freedom to seek a second opinion or end counseling at any time by informing Guidance Counselor immediately and/or two (2) follow-ups without responding will automatically terminate the counseling.
- I agree that as long as I undergo counseling with the school guidance counselor, I take responsibility for my welfare and agree that I will not attempt to cause harm to myself.
- I promise not to attempt to harm myself and I get rid of all thoughts and activities that would result in intentionally causing harm or death.
- I will call my parents, guardians, and friends immediately if I feel that I could physically hurt myself at that moment.
- I am aware that this consent is part of my counseling contract with the counselor at the Office of Guidance Services.

I have read, understand, and agree to the terms of the University Counseling Consent.

**Please copy one:**

I permit to receive individual and/or counseling services, for school year \_\_\_\_\_, while attending TUPC. I understand that I may withdraw my consent at any time by signing and dating a written note requesting the termination of counseling services.

---

I choose to decline school counseling services for me at this time. I understand that I may request counseling services at a later date if needed.

Signature over Printed Name of Student \_\_\_\_\_

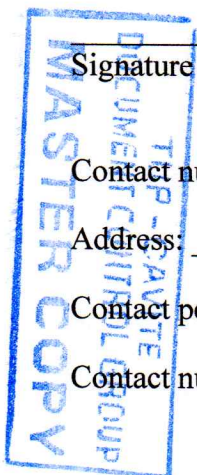
Date Signed \_\_\_\_\_

Contact number: \_\_\_\_\_

Address: \_\_\_\_\_

Contact person in case of emergency: \_\_\_\_\_

Contact number: \_\_\_\_\_





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**PSYCHOMETRICIAN REFERRAL FORM**

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Date: \_\_\_\_\_

To: Psychometrician

The following name/s is/are referred to your office for testing:

Name	Course/Section*	Reason/s for Referral

- If applicant referred by HRMO, indicate HRMO

Referred by: \_\_\_\_\_  
Name and Signature Office/Department

Remarks: \_\_\_\_\_

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**PSYCHOMETRICIAN REFERRAL FORM**

Page 1/1

Date: \_\_\_\_\_

To: Psychometrician

The following name/s is/are referred to your office for testing:

Name	Course/Section*	Reason/s for Referral

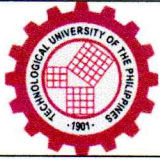
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If applicant referred by HRMO, indicate HRMO

Referred by: \_\_\_\_\_  
Name and Signature Office/Department

Remarks: \_\_\_\_\_

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OGS

GUIDANCE COUNSELOR'S EVALUATION FORM

Page 1/1

Name (Optional): \_\_\_\_\_

Date: \_\_\_\_\_

Course/Yr. Level: \_\_\_\_\_

Sex: \_\_\_\_\_

Name of Counselor: \_\_\_\_\_

How many times have you seen this counselor, please check.  One  Two  Three or More

Type of Counseling Session:  Walk-in  Scheduled Appointment

This form allows you to provide feedback to your guidance counselor after your sessions have finished. This will help the guidance counselor's professional development as well as help to improve the service offered to others.

Please encircle the number closest to your response by using the scale below and make comments. Thank you.

5 – Strongly Agree (SA)

3 – Uncertain (U)

1 – Strongly Disagree (SD)

4 – Agree (A)

2 – Disagree (D)

0 – No basis for evaluation (N)

COUNSELING SESSION

Items	SA	A	U	D	SD	N
The session helped me gain a better understanding of my in completing my academic, career, and/or personal goals.	5	4	3	2	1	0
Counseling assisted me in recognizing different ways of coping with my issues and concerns.	5	4	3	2	1	0
There was sufficient time to deal with my concerns.	5	4	3	2	1	0
After the counseling session, I can come up with possible options and solutions to my concerns and problems.	5	4	3	2	1	0
After the counseling session, I realized that I could have a choice and be a responsible individual.	5	4	3	2	1	0
I feel relieved after counseling.	5	4	3	2	1	0
I feel relaxed in the ambiance and climate of the counseling room.	5	4	3	2	1	0
GUIDANCE COUNSELOR						
I felt that the guidance counselor listened to me effectively without judging me.	5	4	3	2	1	0
During the counseling, the counselor showed warmth and guidance toward me.	5	4	3	2	1	0
Helped me to consider options and examine my alternatives.	5	4	3	2	1	0
Demonstrated respect for individuals and sensitivity	5	4	3	2	1	0
I feel assured that my counseling session will be kept confidential.	5	4	3	2	1	0
The guidance counselor provided leadership during the sessions whenever that was appropriate.	5	4	3	2	1	0
OVERALL SATISFACTION						
My overall level of satisfaction with the service provided by the guidance counselor is	5	4	3	2	1	0

Answer the following:

1. What did you like about this counseling session?

2. What do you dislike about the counseling session?

3. What specific changes could improve the counseling session?

4. Any additional comments or suggestions about this counseling session and the guidance counselor?

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**COUNSELING PLAN**

Page 1/1

Counselee: \_\_\_\_\_ Couse/Yr. Level: \_\_\_\_\_

Name of Counselor: \_\_\_\_\_

Counseling Over-all Goals:

- 1.
- 2.
- 3.

SESSION #	DATE AND TIME	SPECIFIC GOAL	INTERVENTION	REMARKS

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Prepared by: \_\_\_\_\_

Signature over Printed Name of Guidance Counselor



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Doc. No. TUPC-QSP-OAA-OSA-OGS-03

Rev. No. 00

Effective Date 08/09/2021

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**LEAVE OF ABSENCE**

Revision History					
Rev. No.	DCN No.	Originator/Process Owner	Details of Amendment	Approval Date	Effective Date
00	CN-21-OGS-02	Zenaida P. Piano	Original issue	08/02/2021	08/09/2021

<b>Prepared by:</b>   <b>Zenaida P. Piano, Ph. D.</b> OIC, Guidance Services	<b>Reviewed by:</b>   <b>Alexander E. Mag-isa, Ph. D.</b> Quality Management Representative	<b>Approved by:</b>   <b>Myrna M. Tejera, Ph. D.</b> Campus Director
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		Rev. No.	00
		Effective Date	08/09/2021
		Page No.	Page 2/4
<b>LEAVE OF ABSENCE</b>			

## 1.0 PURPOSE

- 1.1 The purpose of this procedure is to facilitate student application for leave of absence.
- 1.2 To determine the underlying reasons for the application of leave of absence.

## 2.0 SCOPE

- 2.1 This involves filing leave of absence to be filled out and signed by the student concerned and to be further attested and signed by the parent/guardian. Likewise, the leave of absence shall be signed by the Department Head, and ultimately, to be approved by the Assistant Director for Academic Affairs.
- 2.2 Copies of the approved application for leave of absence shall be kept both by the student concerned and the Office of Guidance Services.

## 3.0 RESPONSIBILITY

- 3.1 The Office of Guidance Services (OGS) shall ensure applications of leave of absence be filled out by the student concerned before he/she goes on leave.
- 3.2 The Office of Guidance Services shall schedule interview to determine underlying reasons of such leave of absence. The parent/guardian are advised to be present during the interview
- 3.3 The application of leave of absence shall be forwarded by the applicant to the Department Head for signature.
- 3.4 The Assistant Director for Academic Affairs shall be final approval.
- 3.5 The forms of the approved leave of absence shall be kept both by the student concerned and the Office of Guidance Services.

## 4.0 REFERENCES

Student handbook

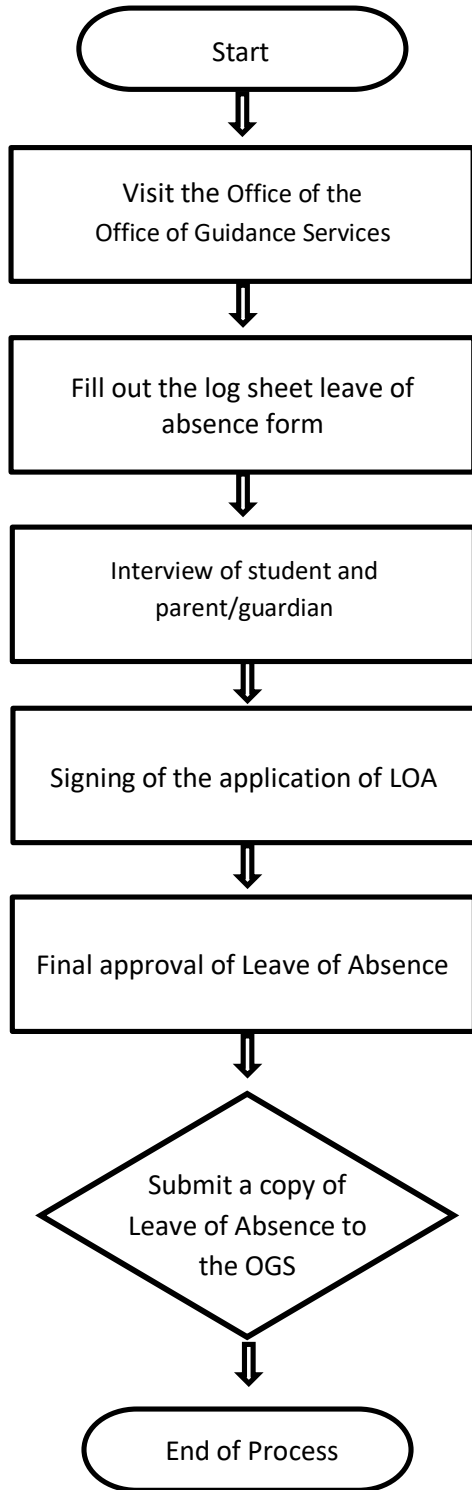
## 5.0 TERMS AND DEFINITIONS

- 5.1 Leave of Absence (LOA) – is an official document to be filled-out by the student requesting permission to go on leave from school because of varying reasons such as financial constraints, work, stress, and others.

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		Effective Date	08/09/2021
		Page No.	Page 3/4
<b>LEAVE OF ABSENCE</b>			

## 6.0 PROCEDURE FLOWCHART


### FLOWCHART



### RESPONSIBILITY

Student
Student
Student, Parent/Guardian, OGS
Student, Parent/Guardian, OGS, concerned Department Head
Office of Academic Affairs
Student, OGS



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		Page No.	Page 4/4
<b>LEAVE OF ABSENCE</b>			

## 7.0 PROCEDURE DETAILS

- 7.1 Student who applies for leave of absence shall acquire and fill out the form from the Office of Guidance Services
- 7.2 The office of guidance services shall schedule an interview with the student and parent to determine reasons of such leave from school.
- 7.3 The applicant and the parent shall both sign the application form, then proceed to the department head for signature.
- 7.4 The applicant shall bring the form to the Office of Academic Affairs for final approval.
- 7.5 The first copy of the approved leave of absence shall be kept by the student concerned, while the second copy shall be forwarded by the applicant to the OGS.

## 8.0 ATTACHMENTS/ FORMS

- 8.1 Form of Leave of Absence
- 8.2 Google Form for Application of Leave of Absence

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	<b>OGS</b>	<b>LEAVE OF ABSENCE</b>

Control Number \_\_\_\_\_ Date: \_\_\_\_\_

Dear Sir/ Madam:

I am \_\_\_\_\_, \_\_\_\_\_ with ID no. \_\_\_\_\_ would like to:  
 (Student Name) (Course/Year)

- File for Leave of Absence for \_\_\_\_\_ semester, effective school year \_\_\_\_\_
- 1<sup>st</sup> Semester
  - 2<sup>nd</sup> Semester
  - 1 Academic Calendar

Reason/s:

\_\_\_\_\_  
 Student signature over printed name/Date

With knowledge and consent:

\_\_\_\_\_  
 Parent/Guardian/ signature over printed name  
 (Present valid ID)

Noted:

Endorsed:

\_\_\_\_\_  
 Office of Guidance Services

\_\_\_\_\_  
 Department Head

Approved:

\_\_\_\_\_  
 Asst. Director for Academic Affairs

*Note: In case of illness/sickness, attach medical certificate from the attending physician.*  
**(Student Copy)**

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	<b>OGS</b>	<b>LEAVE OF ABSENCE</b>

Control Number \_\_\_\_\_ Date: \_\_\_\_\_

Dear Sir/ Madam:

I am \_\_\_\_\_, \_\_\_\_\_ with ID no. \_\_\_\_\_ would like to:  
 (Student Name) (Course/Year)

- File for Leave of Absence for \_\_\_\_\_ semester, effective school year \_\_\_\_\_
- 1<sup>st</sup> Semester
  - 2<sup>nd</sup> Semester
  - 1 Academic Calendar

Reason/s:

\_\_\_\_\_  
 Student signature over printed name/Date

With knowledge and consent:

\_\_\_\_\_  
 Parent/Guardian/ signature over printed name  
 (Present valid ID)

Noted:

Endorsed:

\_\_\_\_\_  
 Office of Guidance Services

\_\_\_\_\_  
 Department Head

Approved:

\_\_\_\_\_  
 Asst. Director for Academic Affairs

*Note: In case of illness/sickness, attach medical certificate from the attending physician.*  
**(OGS Copy)**

# Leave of Absence

This form is for those students who wants to apply for a leave of absence. Please fill out the following, rest assured that all of the information will treat with utmost confidentiality.

\* Required

1. Full Name \*

---

2. Course \*

---

3. Year and Section \*

---

4. Identification number \*

---

5. Contact Number \*

---

6. Applying for: \*

*Mark only one oval.*

Leave of Absence      *Skip to question 8*

## 7. Reasons for filing: \*

.....

.....

.....

.....

.....

## LEAVE OF ABSENCE

## 8. File for Leave of Absences for \_\_\_\_\_, effective S.Y. \_\_\_\_\_. \*

*Mark only one oval.*

1st semester, 2020-2021

2nd semester, 2020-2021

School Year 2020-2021

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Doc. No. TUPC-QSP-OAA-OSA-OGS-04

Rev. No. 00

Effective Date 03/13/2023

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**GROUP COUNSELING**


**Revision History**

Rev. No.	DCN No.	Originator/Process Owner	Details of Amendment	Approval Date	Effective Date
00	CN-22-OGS-55	Dinah Joy M. Villareal	Original Issue	11/17/22	03/13/23

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Prepared by:	Reviewed by:	Approved by:
 <b>DINAH JOY M. VILLAREAL</b> Guidance Counselor, OGS	 <b>MARIA CECILIA N. REYES</b> Assistant Director for Academic Affairs	 <b>MYRNA M. TEPORA</b> Campus Director

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		Rev. No.	00
		Effective Date	03/13/2023
		Page No.	Page 2/4
<b>GROUP COUNSELING</b>			

## 1.0 PURPOSE

- 1.1** The purpose of this procedure is to provide counseling services to students with common concern/s in their personal, social, emotional, physical, and psychological aspects. Towards the end, the goals are the improvement of one's social adjustment and personal development.

## 2.0 SCOPE

This procedure covers group counseling for students with the same concern/s in understanding their situations, referred by a faculty or through walk-ins, to help promote one's behavior and psychological well-being necessary in school life.

## 3.0 RESPONSIBILITY AND AUTHORITY

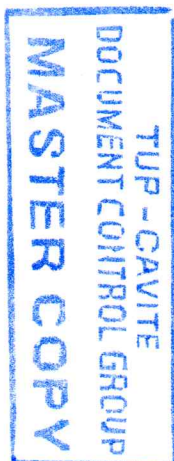
- 3.1** The Guidance Counselor shall accommodate students who visit the Office of Guidance Services either through referral or walk-in.
- 3.2** The Guidance Counselor identifies the students with the same concern/s and schedules for counseling within their common time.
- 3.3** The Guidance Counselor shall provide counseling to students who need guidance services.
- 3.4** Professional practitioners, advisers, and parents are involved in the intervention program for the holistic services of counseling

## 4.0 REFERENCES

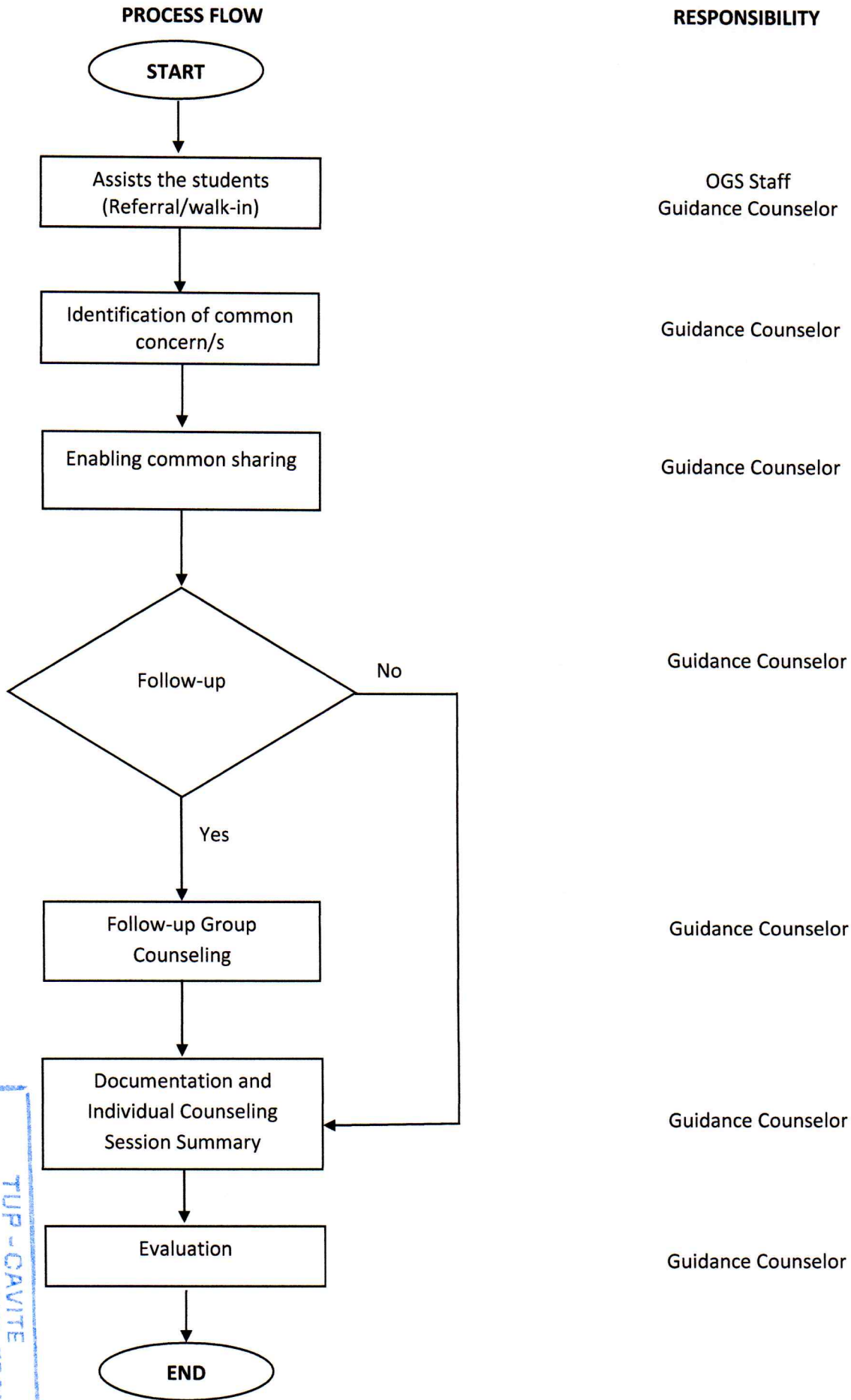
Guidance services procedures  
Psychological tests

## 5.0 TERMS AND DEFINITIONS


- 5.1** Group Counseling – refers to professional guidance and support given by a counselor to a group of students with the same concern/s.
- 5.2** Guidance – refers to assistance provided by the counselor to help the individual develop their potential (preventive).
- 5.3** Guidance services procedures – a reference book covering information about guidance and counseling.



### 6.0 PROCEDURE FLOWCHART



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<b>GROUP COUNSELING</b>			

## 7.0 PROCEDURE DETAILS

- 7.1 Guidance Counselor entertains, helps, and assists any student/s either referral or walk-in who visits the Office of Guidance Services (OGS) with immediate problem/s and concern/s.
- 7.2 The guidance counselor/facilitator identifies students with similar personal needs and concerns.
- 7.3 Guidance counselor orients the concerned students in the guidance office to ensure the confidentiality and privacy of the session. The guidance counselor/facilitator informs the students about the nature and importance of confidentiality and privacy will be during and after the sharing
- 7.4 Each member of the group shares their personal experiences on the specific concerns through the assistance of the guidance counselor/facilitator.
- 7.5 Upon assessing the student's status and initial counseling session, the guidance counselor decides if a follow-up session is necessary for further assessment and monitoring.
  - 7.5.1 If yes, follow up-counseling will be scheduled for the next counseling session. The guidance counselor will schedule another group counseling.
  - 7.5.2 If there is no need for a follow-up session, the student may proceed to documentation.
- 7.6 The guidance counselor must remark on the Individual Counseling Forms and collate all the necessary documentation used in counseling sessions. To ensure that the student/client is alright and does not want to have another counseling session or follow-up with the guidance counselor, they must agree and sign the portion of Closed at the Intake Form.
- 7.7 The guidance counselor provides a customer satisfaction survey and Counseling Evaluation to the client involved.







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Doc. No. TUPC-QSP-OAA-OSA-OGS-05

Rev. No. 00

Effective Date 03/13/2023

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**EXIT INTERVIEW FOR STUDENTS**

**Revision History**

Rev. No.	DCN No.	Originator/Process Owner	Details of Amendment	Approval Date	Effective Date
00	CN-22-OGS-56	Dinah Joy M. Villareal	Original Issue	11/17/22	03/13/23

<b>Prepared by:</b>  <i>D. Villareal</i> <b>DINAH JOY M. VILLAREAL</b> Guidance Counselor, OGS	<b>Reviewed by:</b>  <i>M. Reyes</i> <b>MARIA CECILIA N. REYES</b> Assistant Director for Academic Affairs	<b>Approved by:</b>  <i>M. Tepora</i> <b>MYRNA M. TEPORA</b> Campus Director
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		Rev. No.	00
		Effective Date	03/13/2023
		Page No.	Page 2/4
<b>EXIT INTERVIEW FOR STUDENTS</b>			

## 1.0 PURPOSE

Conducting Exit Interviews for the transferee and dismissed students are important services offered by OGS. The students will be interviewed based on the experiences they have had while they are enrolled in the University. Also, as part of the interview, the students can identify factors that affect their decision in leaving the university. The recommendations/suggestions can be used to improve the existing service and develop new ideas based on their suggestions.

## 2.0 SCOPE

**2.1** This procedure covers the identification of the reason for their transfers to other schools and factors that arose for the dismissal.

## 3.0 RESPONSIBILITY AND AUTHORITY

- 3.1** The Guidance Counselor shall validate the necessary documents like evaluation of grades and clearance from the Office of Registrar.
- 3.2** The Guidance Counselor provides the exit interview that discusses the experience of the student while in the university.

## 4.0 REFERENCES

Guidance services procedures

## 5.0 TERMS AND DEFINITIONS

- 5.1** Exit Interview – refers to a casual conversation that focuses on the experiences of the student while enrolled in the university. Also, recommendations and suggestions from the student will be collected for research and development purposes
- 5.2** Guidance – refers to an assistance provided by the counselor to help the individual develop their potential (preventive).
- 5.3** Guidance services procedures – a reference book covering information about guidance and counseling.



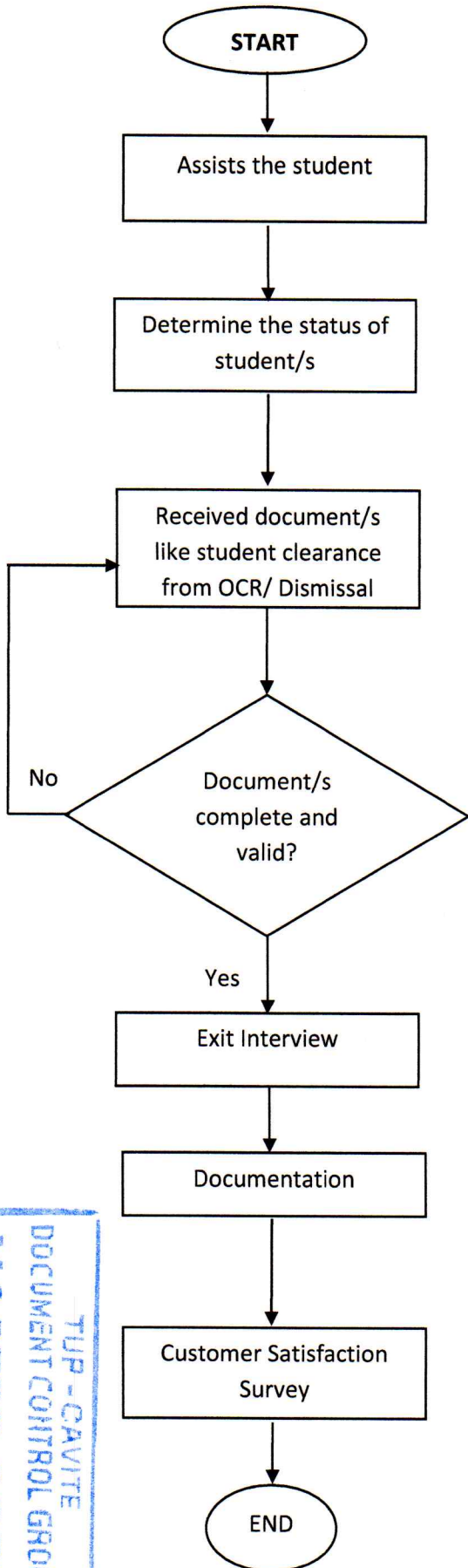


**EXIT INTERVIEW FOR STUDENTS**

**6.0 PROCEDURE FLOWCHART**

**PROCESS FLOW**

**RESPONSIBILITY**



OGS Staff  
Guidance Counselor

OGS Staff  
Guidance Counselor

OGS Staff  
Guidance Counselor


OGS Staff  
Guidance Counselor

Guidance Counselor

Guidance Counselor

OGS Staff  
Guidance Counselor

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<b>EXIT INTERVIEW FOR STUDENTS</b>			

## 7.0 PROCEDURE DETAILS

- 7.1 The OGS staff or guidance counselor entertains, helps, and assists any student/s either referral or walk-in for an exit interview.
- 7.2 The document/s that needs to accomplish by the student/s is based on their status.
  - 7.2.1 Graduating student/s accomplish the application for graduation
  - 7.2.2 Transfer to another college/university accomplish the student clearance from the Office of the Registrar
  - 7.2.3 Dismissed student/s must present the Conference slip from the Office of Guidance Service and Dismissal Notice
- 7.3 OGS staff or Guidance Counselor received and checked the document/s needed.
- 7.4 Upon assessing the student's documents, the guidance counselor validates the requirements
  - 7.4.1 If yes, an exit interview will be conducted;
  - 7.4.2 If there is no, the student needs to complete the requirements for the exit interview.
- 7.5 The guidance counselor must remark in the Exit Interview Form and sign the student clearance.
- 7.6 The guidance counselor provides a customer satisfaction survey to the client involved.

## 8.0 ATTACHMENT/FORMS

- 8.1 Exit Interview Form





**OGS**

**EXIT INTERVIEW FORM**

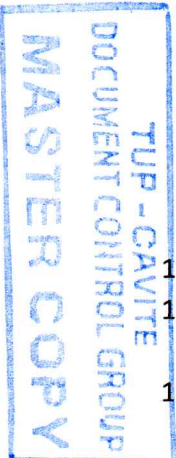
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Date: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_ Course: \_\_\_\_\_

Reason for Exit:       Transfer to other college/university       Dismissed from the university  
                                   Graduate       Other reason: \_\_\_\_\_

The following are questions that needs to be answered:

1. Are you satisfied with the program offered by the university? How? \_\_\_\_\_  
\_\_\_\_\_
2. Did your personal needs and expectation fulfill by the program? How? \_\_\_\_\_  
\_\_\_\_\_
3. What do you think is/are the factor/s that needs to considered in the admission of the program you belong? \_\_\_\_\_  
\_\_\_\_\_
4. Do you think faculty members possess the qualities to achieve the objectives of the program? Why or Why not? \_\_\_\_\_  
\_\_\_\_\_
5. Do you have suggestion/s to improve the program? \_\_\_\_\_ Write your suggestion/s \_\_\_\_\_  
\_\_\_\_\_
6. What is/are suggestion/s in the equipment/materials you use in your program that makes the learning process effective? \_\_\_\_\_  
\_\_\_\_\_
7. What is/are your suggestion/s in the facilities of the university that needs to improve? \_\_\_\_\_  
\_\_\_\_\_
8. Do you prefer a male or a female instructor? Why? \_\_\_\_\_  
\_\_\_\_\_
9. What can you say about the teaching method of the faculty members? Is it effective or not? \_\_\_\_\_  
\_\_\_\_\_
10. What can you say about the policies and services of the following?
  - a. Admission of student \_\_\_\_\_
  - b. Retention of student \_\_\_\_\_
  - c. Communication to the student \_\_\_\_\_
  - d. Student services \_\_\_\_\_
  - e. Maintenance of student discipline \_\_\_\_\_
  - f. Library \_\_\_\_\_
  - g. Guidance Services \_\_\_\_\_
  - h. Scholarship \_\_\_\_\_
  - i. Medical/Dental \_\_\_\_\_
  - j. Canteen/food \_\_\_\_\_
  - k. Security \_\_\_\_\_
  - l. Others \_\_\_\_\_
11. What is/are your plan/s after TUPC? \_\_\_\_\_
12. Will you recommend TUPC to your children/siblings? Why or why not? \_\_\_\_\_  
\_\_\_\_\_
13. Overall, are you satisfied with your stay in TUPC? \_\_\_\_\_



\_\_\_\_\_  
Signature over Printed Name

Thank you!!



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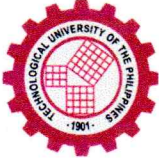
**INDIVIDUAL ROUTINE INTERVIEW**

**Revision History**

Rev. No.	DCN No.	Originator/Process Owner	Details of Amendment	Approval Date	Effective Date
00	CN-22-OGS-57	Dinah Joy M. Villareal	Original Issue	11/17/22	03/13/23

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<b>Prepared by:</b>   <u>DINAH JOY M. VILLAREAL</u> Guidance Counselor, OGS	<b>Reviewed by:</b>   <u>MARIA CECILIA N. REYES</u> Assistant Director for Academic Affairs	<b>Approved by:</b>   <u>MYRNA M. TEPORA</u> Campus Director
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		Rev. No.	00
		Effective Date	03/13/2023
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<b>INDIVIDUAL ROUTINE INTERVIEW</b>			

### 1.0 PURPOSE

This Individual Routine Interview will be conducted by OGS for the additional gathering of basic information about the student, establishing a rapport, and encouraging students to visit the guidance office.

### 2.0 SCOPE

**2.1** This procedure covers the scheduling of routine interviews of the students per level to check and assess their mental health, academic concerns, personal goals, feelings, emotions, and the like.

### 3.0 RESPONSIBILITY AND AUTHORITY

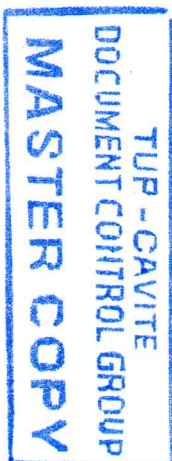
- 3.1** The Guidance Counselor shall schedule the routine interview based on the student's class schedule.
- 3.2** The Guidance Counselor shall provide counseling to students who need guidance services.
- 3.3** Professional practitioners, advisers, and parents are involved in the intervention program if the student needs to be referred.

### 4.0 REFERENCES

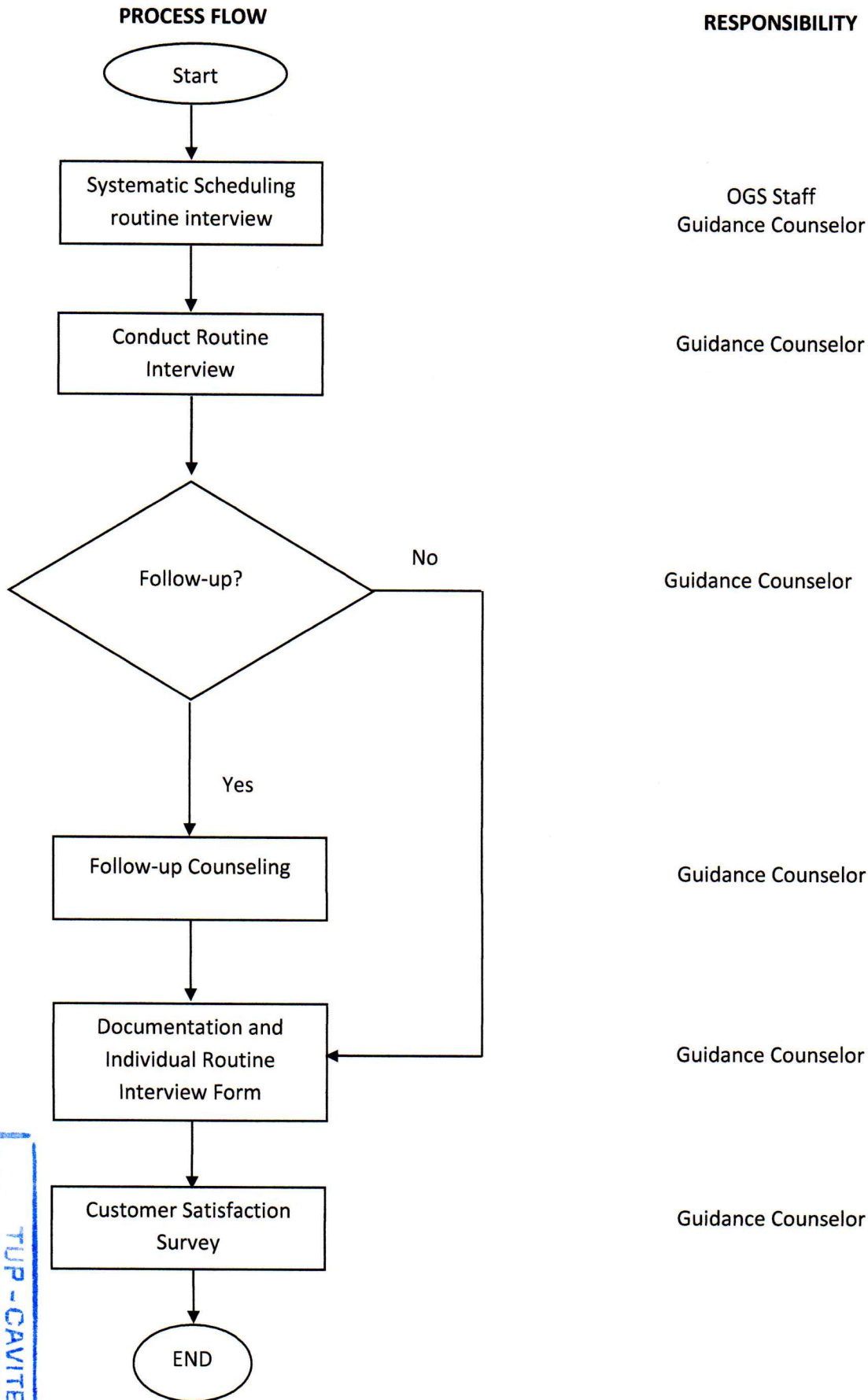
Guidance services procedures

### 5.0 TERMS AND DEFINITIONS

- 5.1** Individual Routine Interview – refers to a casual conversation with the students where the guidance counselor can address any concerns that might arise.
- 5.2** Guidance – refers to assistance provided by the counselor to help the individual develop their potential (preventive).
- 5.3** Guidance services procedures – a reference book covering information about guidance and counseling.




**6.0 PROCEDURE FLOWCHART**



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<b>INDIVIDUAL ROUTINE INTERVIEW</b>			

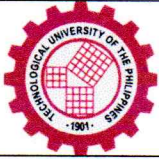
## 7.0 PROCEDURE DETAILS

- 7.1** The OGS coordinates with the department head to schedule the interview of the students or class visits.
- 7.2** Guidance Counselor conducts the interview sessions per student which may take 10 to 20 minutes.
- 7.3** Upon assessing the student's status and initial interview, the guidance counselor decides if a follow-up session is necessary for further assessment and monitoring.
  - 7.3.1** If yes, follow up-counseling will be scheduled for the next counseling sessions.
  - 7.3.2** If there is no need for a follow-up session, the student may proceed to documentation.
- 7.4** After the follow-up counseling session, if the guidance counselor sees that the case at hand needs counseling, the student will undergo individual counseling.
- 7.5** The guidance counselor must remark on the Individual Routine Interview Form and collate all the necessary documentation used in the Interview.
- 7.6** The guidance counselor provides a customer satisfaction survey to the client involved.

## 8.0 ATTACHMENT/FORMS

- 8.1** Individual Routine Interview Form

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**TECHNOLOGICAL UNIVERSITY OF THE PHILIPPINES  
CAVITE CAMPUS**

Carlos Q. Trinidad Avenue, Salawag, Dasmariñas City, Cavite, Philippines  
Telefax: (046) 416-4920  
Email: cavite@tup.edu.ph | Website: www.tup.edu.ph

**OGS**

**INDIVIDUAL ROUTINE INTERVIEW FORM**

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Name: \_\_\_\_\_ Date: \_\_\_\_\_

Course/Yr./Section: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_ Civil Status: \_\_\_\_\_

Address: \_\_\_\_\_ Contact #: \_\_\_\_\_

( ) Freshman      ( ) Transferee      ( ) Old Student      ( ) Foreign Student

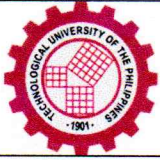
**EDUCATIONAL INFORMATION**

1. Present academic program \_\_\_\_\_  
\_\_\_\_\_
2. How did you choose your present course? \_\_\_\_\_
3. Performance in your subject/s \_\_\_\_\_  
\_\_\_\_\_
4. Subject/s with high grades: \_\_\_\_\_
5. Subject/s with low grades: \_\_\_\_\_
6. Your plan after college: \_\_\_\_\_  
\_\_\_\_\_
7. Problem that encountered in school: \_\_\_\_\_  
\_\_\_\_\_
8. Co-curricular Activities (Inside the university) \_\_\_\_\_
9. Co-curricular Activities (Outside the university): \_\_\_\_\_
10. Person who greatest influence your life: \_\_\_\_\_

**FAMILY BACKGROUND**

1. Father (Write the name, address, age, occupation, place of work, religion, etc) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Mother (Write the name, address, age, occupation, place of work, religion, etc) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Siblings (order, age): \_\_\_\_\_  
\_\_\_\_\_
4. Relationship of parents: \_\_\_\_\_  
\_\_\_\_\_
5. Guardian (if not living with parents, name, address, contact #): \_\_\_\_\_  
\_\_\_\_\_
6. In a relationship: \_\_\_\_\_
7. Friends in school: \_\_\_\_\_
8. Friends outside the school: \_\_\_\_\_
9. Any enemy: \_\_\_\_\_

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INDIVIDUAL ROUTINE INTERVIEW FORM

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CONFIDENTIAL

OTHER PERSONAL INFORMATION

1. Hobbies: \_\_\_\_\_
2. Talents: \_\_\_\_\_
3. Ambition/Goals: \_\_\_\_\_
4. Guiding Principle in Life: \_\_\_\_\_
5. Strength/s: \_\_\_\_\_
6. Weakness/es: \_\_\_\_\_
7. Characteristics that describe you most: \_\_\_\_\_
8. Significant event in your life: \_\_\_\_\_
9. Present Concerns/problems: \_\_\_\_\_
10. Present Fears: \_\_\_\_\_
11. Expectation in TUPC: \_\_\_\_\_
12. Can you adapt now in new environment? \_\_\_\_\_
13. Experience any abuse/harassment: \_\_\_\_\_
14. Consulted a Psychiatrist before: Yes \_\_\_\_\_ No \_\_\_\_\_
15. Consulted a Psychologist before: Yes \_\_\_\_\_ No \_\_\_\_\_
16. Consulted any Counselor before: Yes \_\_\_\_\_ No \_\_\_\_\_
17. Consulted any Medical Doctor: Yes \_\_\_\_\_ No \_\_\_\_\_
18. Take any medication: Yes \_\_\_\_\_ No \_\_\_\_\_
19. Take any drugs: Yes \_\_\_\_\_ No \_\_\_\_\_
20. Involve in any criminal case: Yes \_\_\_\_\_ No \_\_\_\_\_
21. Feeling right now? \_\_\_\_\_

I certify that all the facts and information stated in this form are true and correct.

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Date

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