

Republic of the Philippines

Tanagam State Hnitrersity
Sanchez Mira, Campus
Manila North Road, Centro 2, Sanchez Mira 3518
Cagayan Valley, Philippines

Telefax nos. :(078)396-9918 Trunk lines : 01-07





GUIDANCE AND COUNSELING SERVICE

COLLEGE APPTITUDE TEST (CAT)

Schedule of Availability of Service: November-June: 8:00 am - 5:00 pm (Monday to Friday)

9:00 am - 3:00 pm (Saturday and Sunday) (as required)

September – October: 8:00 am – 5:00 pm (Monday to Friday)

Clients/Customers: **Incoming First Year College Students/ Transfer students**

Requirement/s: Pencil, Testing Fee Receipt of 150.00

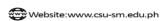
Processing Time: 2 hours and 8 minutes

STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
1	Secures and fills up registration form	Issues registration form	5 minutes	None	Guidance Staff	CSU CAT Registration Form
2	Pays the CAT fee at the cahier's Office	Issues official receipt to the applicant	I minute	P150	Editha S. Sanchez	Official Receipt
3	Gets the schedule of examination at the Guidance center	Gives the schedule of CAT	2 minute	None	Guidance Counselor	Guidance Logbook
4	Takes the CSU CAT	Administers the CSU CAT and announces the date of release of the result	2 hours	None	Guidance Counselor	CSU CAT Booklet, Answer Sheet
		Σ1	of Transaction*			











GUIDANCE AND COUNSELING SERVICE

ORIENTATION

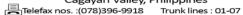
Schedule of Availability of Service: June: 8:00 am - 5:00 pm (Monday to Friday) Clients/Customers: **First Year College Students and Transfer students**

Requirement/s: **Attendance Sheet** Processing Time: 4 hours and 3 minutes

STEPS	CLIENT/APPLICANT	SERVICE PROVIDER	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS			
1	Proceeds to the designated venue	Usher the students	2 minutes	None	Guidance Staff	None			
2	Participates actively	Conduct orientation	4 hours	None	Guidance Counselor	None			
3	Signs in the Attendance Sheet	File attendance Sheets	1 minute	None	Guidance Staff	Attendance Sheet			
	*End of Transaction *								











GUIDANCE AND COUNSELING SERVICE

GROWTH SESSION

Schedule of Availability of Service: July, September and February: 8:00 am – 5:00 pm (Monday to Friday)

Email: csusm@csu-sm.edu.ph

Clients/Customers: **College Students**

Requirement/s: **Guidance Activity Sheet, attendance Sheet, and Certificate of Participation**

Processing Time: 1 hours and 35 minutes

STEPS	CLIENT/APPLICANT	SERVICE PROVIDER	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
1	Proceed to the designated Growth Session Room	Ushers the students in the Session Room	2 minutes	None	Guidance Staff	None
2	Participates In The Growth Session	Conducts the Growth Session	1 hour and 30 minutes	None	Guidance Counselor	Answer Sheets
3	Signs in the Attendance Sheet	Distributes Certificate of Participation	3 minutes	None	Guidance Staff	Attendance Sheet and Certificate of Participation
	1	*E	nd of Transaction *	*	1	1



Email: csusm@csu-sm.edu.ph

Republic of the Philippines (Languar State Hnifversity Sanchez Mira, Campus Manila North Road, Centro 2, Sanchez Mira 3518 Cagayan Valley, Philippines

Telefax nos. :(078)396-9918 Trunk lines : 01-07





GUIDANCE AND COUNSELING SERVICE

ISSUANCE OF CERTIFICATION OF GOOD MORAL CHARACTER

Schedule of Availability of Service: 8:00 am - 5:00 pm (Monday to Friday) Clients/Customers: **Undergraduate Students/Graduates**

Requirement/s: **Official Receipt of Payments**

Processing Time: 6 minutes

nforms any of the guidance taff of the purpose of his isit Pays the certification fee at the cahier's office	Instructs the client to pay at the cashier's office Issues the Official	1 minute	None	Guidance Staff	None
	Issues the Official				
	Receipt for the payment	2 minutes	P30.00	Editha S. Sanchez	Official Receipt
Gives the official receipt to ny of the Guidance Staff	Checks the accuracy of the data as well as prints and issues the certification	1 minute	None	Guidance Counselor Guidance Staff	Certification of Good Moral Character
deceives the Certification and signs in the logbook	Assists the client in signing the logbook	I minute	none	Guidance Staff	Counselor's Logbook
		ceives the Certification d signs in the logbook Assists the client in signing the logbook	ceives the Certification d signs in the logbook Assists the client in signing the logbook	ceives the Certification Assists the client in I minute none signing the logbook	ceives the Certification





Telefax nos. :(078)396-9918 Trunk lines : 01-07





GUIDANCE AND COUNSELING SERVICE

SIGNING OF STUDENT'S CLEARANCE

Schedule of Availability of Service: 8:00 am - 5:00 pm (Monday to Friday)

Clients/Customers: **Students**

Requirement/s: **Clearance Form** Processing Time: 7 minutes

STEPS	CLIENT/APPLICANT	SERVICE PROVIDER	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
1	Informs any of the guidance staff of the purpose of his/her visit	Instructs the client to pay the fee at the cashiers office	I minute	None	Guidance Staff	None
2	Fills up the exit/ terminal form	Talks/interviews the client and signs the clearance form	5 minutes	None	Guidance Counselor	Clearance Form
3	Signs in the Counselor's/ Director's logbook	Assists the client in signing the logbook	I minute	None	Guidance Staff	Counselor's Logbook
		*F	and of Transaction	*		I





Republic of the Philippines Canayan State University Sanchez Mira, Campus

Manila North Road, Centro 2, Sanchez Mira 3518 Cagayan Valley, Philippines

Telefax nos. :(078)396-9918 Trunk lines : 01-07





GUIDANCE AND COUNSELING SERVICE

EMPLOYMENT COUNSELING AND PRC ONLINE ORIENTATION

Schedule of Availability of Service: March: 8:00 am - 5:00 pm (Monday to Friday)

Email: csusm@csu-sm.edu.ph

Clients/Customers: **CSU College Graduating Students (FOR Employment Counseling)**

Graduating Students with board courses (for PRC Online Orientation)

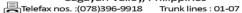
Requirement/s: Request letter, attendance sheet, certificates of appreciation and participation

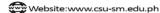
Processing Time: 4 hours and 7 minutes

STEPS	CLIENT/APPLICANT	SERVICE PROVIDER	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
1	Proceeds to the forum venue	Ushers the students to the venue	5 minutes	None	Guidance Staff	Technical Interview Form
2	Participates actively in the forum	Conducts the Seminar- Forum Facilities and moderates the forum	4 hours	None	Guidance Counselor/Guidance Counselor Speaker	None
3	Signs in the attendance sheet and gets his/her Certificate of Participation	Distributes the certificates of participation to the student-attendees	2 minutes	None	Guidance Staff	Counselor's Logbook
		*17	nd of Transaction ?	k		











GUIDANCE AND COUNSELING SERVICE

INDIVIDUAL INVENTORY (FOR 2ND AND 3RD YEAR STUDENTS)

Schedule of Availability of Service: November and December: 8:00 am - 5:00 pm (Monday to Friday)

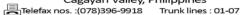
Clients/Customers: **Second Year and Third Year Students** Requirement/s: **Individual Record Update Form**

Processing Time: 15 minutes

STEPS	CLIENT/APPLICANT	SERVICE PROVIDER	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
1	Informs any of the guidance	Issues and instructs the	2 minutes	None	Guidance Staff	None
	staff of the purpose of	students on the process				
	his/her visit	of filling up the form				
2	Fills up the form	supervises the filling up of the form	10 minutes	None	Guidance Staff	Individual Record Update Form
3	Submits the accomplishment form to any of the Guidance Staff	Check the correctness and completeness of data/ information	1 minute	None	Guidance Staff	None
4	Signs in the logbook	Files the IRF	2 minutes	None	Guidance Staff	Guidance Logbook
		***************************************	and of Transaction :	**		











GUIDANCE AND COUNSELING SERVICE

INITIAL INTERVIEW

Schedule of Availability of Service: July and August: 8:00 am - 5:00 pm (Monday to Friday)

November and December: 8:00 am - 5:00 pm (Monday to Friday)

Clients/Customers: **First Year College and Transfer Students**

Requirement/s: **Initial Interview Form**

Processing Time: 8 minutes

STEPS	CLIENT/APPLICANT	SERVICE PROVIDER	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
1	Informs any of the Guidance Staff of the purpose of his/her visit	Provides/ instructs/assists student in filling up the Initial Interview Form	2 minutes	none	Guidance Staff	Initial Interview Form
2	Enters the counseling cubicle and hands in the filled out form to the Counselor for interview	Conducts the Interview	5 minutes	None	Guidance Counselor	None
3	Signs the Counselor's Logbook	Files the form	1 minute	None	Guidance Counselor	Counselor's Logbook
		*L	nd of Transaction ?	<u> </u>		





Telefax nos. :(078)396-9918 Trunk lines : 01-07





GUIDANCE AND COUNSELING SERVICE

REFERRAL SERVICE

Schedule of Availability of Service: 8:00 am - 5:00 pm (Monday to Friday)

Clients/Customers: **CSU Students** Requirement/s: **Referral Form**

Processing Time: 50 minutes to 1 hour and 4 minutes

STEPS	CLIENT/APPLICANT	SERVICE PROVIDER	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
1	Gives the referral form to the guidance counselor incharge	Talks with the clients/referring party about the referral	3 minutes	None	Guidance Counselor	Referral form
2	Undergoes the counseling process	Conducts the counseling	4 minutes	None	Guidance Counselor	None
3	Signs the Counselor's Logbook	Films the referral form	1 minutes	None	Guidance Counselor	Guidance logbook
	1	*E	nd of Transaction *	:		





Telefax nos. :(078)396-9918 Trunk lines : 01-07





GUIDANCE AND COUNSELING SERVICE

INDIVIDUAL INVENTORY SERVICE (NEW STUDENTS)

Schedule of Availability of Service: June, July and August: 8:00 am - 5:00 pm (Monday to Friday)

November and December: 8:00 am - 5:00 pm (Monday to Friday)

Clients/Customers: **CSU Freshmen and Transfer Students**

Requirement/s: Individual Record Form, 2 pcs. 2x2 I.D. Pictures

Email: csusm@csu-sm.edu.ph

Processing Time: 1 hour and 5 minutes

STEPS	CLIENT/APPLICANT	SERVICE PROVIDER	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
1	Informs any guidance staff of the purpose of his/her visit	Issues and instruct the students on the process of filling up the form	2 minutes	None	Guidance Staff	None
2	Fills up the Individual Record Form(IRF)	Supervises the filling up form of the form	1 hour	None	Guidance Staff	Individual Record Form(IRF)
3	Submits the accomplishment from to any of the Guidance Staff	Checks the correctness and completeness of data/information	I minute	None	Guidance Counselor	None
4	Signs in guidance Logbook	Files the IRF	2 minutes	none	Guidance Staff	GUIDANCE Logbook





Email: csusm@csu-sm.edu.ph

Republic of the Philippines (Languar State Hnifversity Sanchez Mira, Campus Manila North Road, Centro 2, Sanchez Mira 3518 Cagayan Valley, Philippines

Telefax nos. :(078)396-9918 Trunk lines : 01-07





GUIDANCE AND COUNSELING SERVICE

PSYCHOLOGICAL TESTING (FOR OUTSIDE CLIENTS)

Schedule of Availability of Service: 8:00 am - 5:00 pm (Monday to Friday)

Clients/Customers: **Outside Clients**

Requirement/s: Agency I.D., letter of REQUEST, PROOF OF PAYMENT FOR the requested test

Processing Time: 40 minutes- 2 hours

STEPS	CLIENT/APPLICANT	SERVICE PROVIDER	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
1	Gives the letter of request to the guidance counselor	Approves/ disapproves the request	10 minutes	none	Guidance Counselor	Guidance Director's Logbook
2	Of approved, the client/s pay/s the psychological testing fee at the cashier's office	Issues official receipt to the applicant	5 minutes	15/examinee(student researchers) 30/examinee(graduat e & post graduate)	Editha S. Sanchez	Official Receipt
3	Presents the official receipt and gets the schedule for the conduct of test	Gives the schedule and other requirements needed	5 minutes	none	Guidance Counselor	Guidance Logbook
4	Takes the psychological test on the schedule date and signs in the logbook	Administers the test	20 minutes to 2 hours	none	Guidance Counselor	Guidance Logbook
		*L	nd of Transaction :	 		





Republic of the Philippines Canayan State University Sanchez Mira, Campus

Manila North Road, Centro 2, Sanchez Mira 3518 Cagayan Valley, Philippines

Telefax nos. :(078)396-9918 Trunk lines : 01-07





GUIDANCE AND COUNSELING SERVICE

PSYCHOLOGICAL TESTING (FOR ADMINISTRATORS, FACULTY AND ADMINISTRATIVE STAFF)

Schedule of Availability of Service: 8:00 am - 5:00 pm (Monday to Friday)

Clients/Customers: **Administrators, Faculty and Administrative staff**

Email: csusm@csu-sm.edu.ph

Requirement/s: Request letter, Attendance Sheet

Processing Time: 25 minutes- 2 hours

STEPS	CLIENT/APPLICANT	SERVICE PROVIDER	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
1	Proceeds to the guidance testing room or designated venue for the interpretation	Gives orientation about the purpose of the test	2 minutes	None	Guidance Counselor	None
2	Takes the psychological test	conducts the Psychological Test	20 minutes to 2 hours	None	Guidance Counselor	Psychological Test Booklets, Answer Sheets
3	Signs in the attendance sheet	Facilitates the signing of the students in the attendance sheet	3 minutes	None	Guidance Staff	Attendance Sheet
	•	*E	nd of Transaction *	•	<u> </u>	





Telefax nos. :(078)396-9918 Trunk lines : 01-07





GUIDANCE AND COUNSELING SERVICE

PSYCHOLOGICAL TESTING SERVICE (FOR CSU STUDENTS)

Schedule of Availability of Service: November- December: 8:00 am - 5:00 pm (Monday to Friday)

Clients/Customers: **CSU College Students** Requirement/s: **Attendance Sheet**

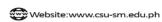
Processing Time: 36minutes- 1 hour and 6 minutes

STEPS	CLIENT/APPLICANT	SERVICE PROVIDER	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS		
1	Proceeds to the Guidance Testing Room or designated venue for the interpretation	Conducts the interpretation of the test	30 minutes to 1 hour	none	Guidance Counselor	none		
2	Listen to the interpretation and clarifies concerns on the results	Addresses queries of students	5 minutes	none	Guidance Counselor	Psychological Test Booklets, Answer Sheets		
3	Signs in the activity attendance sheet	Facilitates the signing of the students in the attendance sheet	1 minute	none	Guidance Staff	Attendance sheet		
	*End of Transaction *							





Telefax nos. :(078)396-9918 Trunk lines : 01-07





GUIDANCE AND COUNSELING SERVICE

TERMINAL INTERVIEW

Schedule of Availability of Service: October: 8:00 am - 5:00 pm (Monday to Friday)

Email: csusm@csu-sm.edu.ph

February and March: 8:00 am - 5:00 pm (Monday to Friday)

Clients/Customers: **College Graduating Students** Requirement/s: **Terminal Interview Form**

Processing Time: 8 minutes

STEPS	CLIENT/APPLICANT	SERVICE PROVIDER	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
1	Proceeds to the Guidance Testing Room or designated venue for the interpretation	Conducts the interpretation of the test	30 minutes to 1 hour	none	Guidance Counselor	none
2	Listen to the interpretation and clarifies concerns on the results	Addresses queries of students	5 minutes	none	Guidance Counselor	Psychological Test Booklets, Answer Sheets
3	Signs in the activity attendance sheet	Facilitates the signing of the students in the attendance sheet	1 minute	none	Guidance Staff	Attendance sheet





Telefax nos. :(078)396-9918 Trunk lines : 01-07





GUIDANCE AND COUNSELING SERVICE

EXIT INTERVIEW

Schedule of Availability of Service: 8:00 am - 5:00 pm (Monday to Friday)

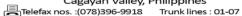
Clients/Customers: **HS/College Students**

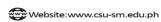
Requirement/s: **Exit Form** Processing Time: 8 minutes

STEPS	CLIENT/APPLICANT	SERVICE PROVIDER	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS			
1	Informs any of the guidance staff of the purpose of his/her visit	Provides/ instructs the student to fill up the Personal Background Information on the form	2 minutes	None	Guidance Staff	Exit Interview Form			
2	Enters the counseling cubicle and hands in the filled out form to the counselor for interview	Conducts the interview	5 minutes	None	Guidance Counselor	None			
3	Signs the counselor's logbook	Files the form	1 minute	None	Guidance Staff	Counselor's logbook			
	*End of Transaction *								











GUIDANCE AND COUNSELING SERVICE

PSYCHOLOGICAL TEST INTERPRETATION (FOR CSU STUDENTS)

Schedule of Availability of Service: 8:00 am - 5:00 pm (Monday to Friday)

Clients/Customers: **CSU College Students** Requirement/s: **Attendance Sheet** Processing Time: 20 minutes- 2 hours

STEPS	CLIENT/APPLICANT	SERVICE PROVIDER	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS			
1	Proceeds to the Guidance Testing Room or designated venue for the Psychological Test	Gives orientation about the purpose of the test	2 minutes	None	Guidance Staff	None			
2	Listens to the interpretation and clarifies concerns on the results	Conducts the Psychological Test	2 hours and 20 minutes	None	Guidance Staff	Answer Sheets			
3	Signs in the Activity Attendance Sheet	Facilitates the signing of the students in the attendance sheet	3 minutes	None	Guidance Counselor	Attendance Sheet			
	*End of Transaction *								





Email: csusm@csu-sm.edu.ph

Republic of the Philippines Ungayan State Hniversity Sanchez Mira. Campus Manila North Road, Centro 2, Sanchez Mira 3518 Cagayan Valley, Philippines

Telefax nos. :(078)396-9918 Trunk lines : 01-07





GUIDANCE AND COUNSELING SERVICE

EVALUATION SERVICE

Schedule of Availability of Service: 8:00 am - 5:00 pm (Monday to Friday)

Clients/Customers: **College Students** Requirement/s: **Evaluation Form**

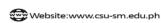
Processing Time: 8 minutes

STEPS	CLIENT/APPLICANT	SERVICE PROVIDER	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
1	Assesses the activity conducted	Issues the evaluation form	1 minute	None	Guidance Staff	Evaluation form
2	Fills up the form	Supervise the filing up of the form	5 minutes	None	Guidance Staff	None
3	Submits the accomplished form to any of the guidance staff	Checks on the correctness and completeness of the filled up form	1 minute	None	Guidance Counselor	None
4	Signs in the logbook	Files evaluation	I minute	None	Guidance Staff	Guidance Logbook
		*E	and of Transaction *			











GUIDANCE AND COUNSELING SERVICE

INTAKE INTERVIEW/ COUNSELING

Schedule of Availability of Service: 8:00 am - 5:00 pm (Monday to Friday)

HS/College Students/Walk-In-referred Clients

Clients/Customers: **College Students**

Requirement/s: **Intake Interview Form**

Processing Time: 48 minutes- 1 hour and 2 minutes

1	Informs any of the Guidance		ACTIVITY		RESPONSIBLE	
	Staff of the purpose of his/her visit	Endorses the client to the counselor in-charge	1 minute	None	Guidance Staff	None
2	Undergoes to Counseling Session	Conducts counseling	45 minutes to 1 hour	None	Guidance Counselor	Intake Interview Form
3	Signs the guidance Counselor's Logbook	Files the intake interview form	1 minute	None	Guidance Counselor	Guidance Counselor's Logbook

