

Republic of the Philippines
Cagayan State University
CARIG CAMPUS

Palm Avenue, CSU Carig Compound, Carig Sur,
 Tuguegarao City 3500, Cagayan Valley, Philippines

Email: csucarig@yahoo.com

Website: www.csucarig.edu.ph



CAMPUS GUIDANCE AND COUNSELING CENTRE

LOCATION : Administration Building 2nd Floor Left Wing
AVAILABILITY OF SERVICE : 8:00 AM – 5:00 PM (Monday to Friday)
CLIENTS : Primarily Students

Guidance Services

CSU College Admission Test (CAT)

Schedule of Availability of Service : November-June; September-October for 2ND Semester
 Clients/Customers : Incoming First Year College Students/Transferees
 Requirements : School I.D., Testing Fee of Php 150.00
 Processing Time : 2 hours and 8 minutes

STEPS	CLIENT/ APPLICANT	TYPES OF FRONTLINE SERVICE	FEES	FORMS	PROCESSING TIME/ DURATION OF ACTIVITY	PERSON RESPONSIBLE
1	Requests and fills up registration form	Issues registration form	N/A	CSU CAT Registration Form	5 minutes	Babilyn C. Bautista, RGC, RPm – Guidance Counselor Jona A. Cambri, RGC – Guidance Counselor Maricris P. Tagumasi, RPm – Guidance Staff Michael T. Zinampan – Guidance Staff Reneo A. Arao – Guidance Staff Rosemarie A. Agpoon – Guidance Staff
2	Pays the CAT fee at the Cashier's Office	Issues official receipt to the applicant	P 150	Official Receipt	1 minute	Nikko John B. Tannagan – Cashier Ma. Salvadora C. Tungcul – Cashier
3	Gets the schedule of examination at the Guidance Office	Gives the schedule of CAT	N/A	Guidance Logbook	2 minutes	Babilyn C. Bautista, RGC, RPm – Guidance Counselor Jona A. Cambri, RGC – Guidance Counselor Maricris P. Tagumasi, RPm – Guidance Staff

Vision

Transforming lives by educating for the best.

Mission

Cagayan State University is committed to transform the lives of people and communities through high quality instruction and innovative research, development, production, and extension.

Core Values

Productivity, Accessibility, Compassion, Accountability, Relevance and Excellence



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						Michael T. Zinampan – Guidance Staff Reneo A. Arao – Guidance Staff Rosemarie A. Agpoon – Guidance Staff
4	Takes the CSU CAT	Administers the CSU CAT and announces the date of release of the CAT	N/A		2 hours and 15 minutes	Babilyn C. Bautista, RGC, RPm – Guidance Counselor Jona A. Cambri, RGC – Guidance Counselor Maricris P. Tagumasi, RPm – Guidance Staff Michael T. Zinampan – Guidance Staff Reneo A. Arao – Guidance Staff Rosemarie A. Agpoon – Guidance Staff

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CAMPUS GUIDANCE AND COUNSELING CENTRE

Guidance Services

Initial Interview Service

Schedule of Availability of Service : June, July, November and December
 Client/Customers : First Year College and Transferees
 Requirements : Initial Interview Form
 Processing Time : 8 minutes

STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE	FEES	FORMS	PROCESSING TIME/ DURATION OF ACTIVITY	PERSON RESPONSIBLE
1	Informs the Guidance Staff/ Counselor of the purpose of the visit	Provides students with Initial Interview Form and instructs/assists him/her to fill up the Initial Interview Form	N/A	Initial Interview Form	2 minutes	Babilyn C. Bautista, RGC, RPm – Guidance Counselor Jona A. Cambri, RGC – Guidance Counselor
2	Hands in the filled out form to the Counselor and enters the counselling cubicle for interview	Conducts the Initial Interview	N/A		5 minutes	Maricris P. Tagumasi, RPm – Guidance Staff Michael T. Zinampan – Guidance Staff Reneo A. Arao – Guidance Staff Rosemarie A. Agpoon – Guidance Staff
3	Signs in the Counselor's Logbook	Files the Form for profiling	N/A	Counselor's Logbook	1 minute	
End of Procedure						

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CAMPUS GUIDANCE AND COUNSELING CENTRE

Guidance Services

Terminal Interview Service

Schedule of Availability of Service : October, February and March

Client/Customers : College Graduating Students

Requirements : Terminal Interview Form

Processing Time : 8 minutes

STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE	FEES	FORMS	PROCESSING TIME/ DURATION OF ACTIVITY	PERSON RESPONSIBLE
1	Informs the Guidance Staff/ Counselor of the purpose of the visit	Provides the students with Terminal Interview Form and instruct him/her to fill up the Personal background Information of the form	N/A	Terminal Interview Form	2 minutes	Babilyn C. Bautista, RGC, RPm – Guidance Counselor Jona A. Cambri, RGC – Guidance Counselor Maricris P. Tagumasi, RPm – Guidance Staff
2	Hands in the form to the Counselor and enters the counselling cubicle for interview	Conducts the Terminal Interview	N/A		5 minutes	Michael T. Zinampan – Guidance Staff Reneo A. Arao – Guidance Staff
3	Signs in the Counselor's Logbook	Files the form for profiling	N/A	Counselor's Logbook	1 minute	Rosemarie A. Agpoon – Guidance Staff
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CAMPUS GUIDANCE AND COUNSELING CENTRE

Guidance Services

Intake Interview (Counseling) Service

Schedule of Availability of Service : Year Round
 Client/Customers : College Students/ Walk-In Clients
 Requirements : Intake Interview Form
 Processing Time : 48 minutes – 1 hour and 2 minutes

STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE	FEES	FORMS	PROCESSING TIME/ DURATION OF ACTIVITY	PERSON RESPONSIBLE
1	Informs the Guidance Staff/ Counselor of the purpose of the visit	Invites the clients inside the counselling cubicle	N/A		1 minute	Babilyn C. Bautista, RGC, Rpm – Guidance Counselor Jona A. Cambri, RGC – Guidance Counselor
2	Undergoes the Counseling Session	Conducts the Intake Interview (Counseling Session)	N/A	Intake Interview Form	45 minutes to 1 hour	
3	Signs in the Guidance Director/s Logbook	Files the Intake Interview Form for profiling	N/A	Guidance Director's/ Counselors Logbook	1 minute	
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CAMPUS GUIDANCE AND COUNSELING CENTRE

Guidance Services

Growth Session Service

Schedule of Availability of Service : July, September and February

Client/Customers : College Students

Requirements : Guidance Activity Attendance Sheet, Certificates of Participation

Processing Time : 1 hour and 35 minutes

STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE	FEES	FORMS	PROCESSING TIME/ DURATION OF ACTIVITY	PERSON RESPONSIBLE
1	Proceeds to the designated Growth Session Room	Usher the students in the Session Room	N/A		2 minutes	Babilyn C. Bautista, RGC, Rpm – Guidance Counselor
2	Participate in the Growth Session	Conducts the Group Growth Session	N/A	Activity Sheets	1 hour and 30 minutes	Jona A. Cambri, RGC – Guidance Counselor Maricris P. Tagumasi, Rpm – Guidance Staff
3	Signs in the Attendance Sheet	Distributes Certificate of Participation	N/A	Attendance Sheet, Certificate of Participation	3 minutes	Michael T. Zinampan – Guidance Staff Reneo A. Arao – Guidance Staff Rosemarie A. Agpoon – Guidance Staff

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CAMPUS GUIDANCE AND COUNSELING CENTRE

Guidance Services

Psychological Testing (for CSU students)

Schedule of Availability of Service : November - December
 Client/Customers : CSU College Students
 Requirements : School I.D.
 Processing Time : 27 minutes – 2 hours and 7 minutes

STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE	FEES	FORMS	PROCESSING TIME/ DURATION OF ACTIVITY	PERSON RESPONSIBLE
1	Proceeds to the Guidance Testing Room or designated for the Psychological test	Gives orientation about the purpose of the test	N/A		2 minutes	Babilyn C. Bautista, RGC, RPm – Guidance Counselor Jona A. Cambri, RGC – Guidance Counselor
2	Takes the Psychological Test	Conducts the Psychological Test	N/A	Psychological Test Booklets, Answer Sheets	20 minutes to 2 hours	Maricris P. Tagumasi, RPm – Guidance Staff Michael T. Zinampan – Guidance Staff Reneo A. Arao – Guidance Staff Rosemarie A. Agpoon – Guidance Staff
3	Signs in the Activity Attendance Sheet	Facilitates the signing of the students in the attendance sheet	N/A	Attendance Sheet	5 minutes	Babilyn C. Bautista, RGC, RPm – Guidance Counselor Jona A. Cambri, RGC – Guidance Counselor

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						Maricris P. Tagumasi, Rpm – Guidance Staff Michael T. Zinampan – Guidance Staff Reneo A. Arao – Guidance Staff Rosemarie A. Agpoon – Guidance Staff
End of Procedure						

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CAMPUS GUIDANCE AND COUNSELING CENTRE

Guidance Services

Psychological Testing for External Client Service : CSU Administrators, CSU Faculty, CSU Administrative Personnel, Researchers from other agencies

Schedule of Availability of Service : Year Round
 Client/Customers : Other Clients except CSU Students
 Requirements : Agency I.D.
 Processing Time : 20 minutes – 2 hours and 7 minutes

STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE	FEES	FORMS	PROCESSING TIME/ DURATION OF ACTIVITY	PERSON RESPONSIBLE
1	Proceeds to the Guidance Testing Room or designated for the Psychological test	Gives orientation about the purpose of the test	N/A		2 minutes	Babilyn C. Bautista, RGC, RPm – Guidance Counselor Jona A. Cambri, RGC – Guidance Counselor
2	Takes the Psychological Test	Conducts the Psychological Test	N/A	Psychological Test Booklets, Answer Sheets	20 minutes to 2 hours	Maricris P. Tagumasi, RPm – Guidance Counselor Michael T. Zinampan – Guidance Counselor
3	Signs on the Attendance Sheet	Facilitates the signing of the clients on the attendance sheet	N/A	Attendance Sheet	5 minutes	Reneo A. Arao – Guidance Counselor Rosemarie A. Agpoon – Guidance Counselor
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CAMPUS GUIDANCE AND COUNSELING CENTRE

Guidance Services

Psychological Testing (for Outside Clients)

Schedule of Availability of Service : Year Round

Client/Customers : Outside Clients

Requirements : Agency I.D. Letter to request, Proof of Payment for the Requested Test

Processing Time : 40 minutes to 2 hours

STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE	FEES	FORMS	PROCESSING TIME/DURATION OF ACTIVITY	PERSON RESPONSIBLE
1	Gives the Letter of Request to the Guidance Director	Discusses with the client why she approves /disapproves the request	N/A		10 minutes	Febe Marl G. Paat, RGC – Guidance Director
2	If the request is approved the client pays for the Psychological Testing Fee at the Cashier's Office	Receives and files the Official receipt	Php 150	Guidance Director's Logbook	5 minutes	Babilyn C. Bautista, RGC, Rpm – Guidance Counselor Jona A. Cambri, RGC – Guidance Counselor
3	The client gets the schedule and requirement for the conduct of the	Gives the Schedule and other requirements for the conduct of the Psychological Test	N/A		1 minute	Maricris P. Tagumasi, Rpm – Guidance Staff Michael T. Zinampan – Guidance Staff Reneo A. Arao – Guidance Staff Rosemarie A. Agpoon – Guidance Staff

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	requested Psychological test and signs in the Logbook					
4	Takes the psychological test on the schedule date and sign in the logbook	Administers the test	N/A		20 minutes to 2 hours	
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CAMPUS GUIDANCE AND COUNSELING CENTRE

Guidance Services

Referral Service

Schedule of Availability of Service : Year Round
 Client/Customers : CSU Students
 Requirements : Referral Form, Request Letter
 Processing Time : 50 minutes to 1 hour and 40 minutes

STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE	FEES	FORMS	PROCESSING TIME/ DURATION OF ACTIVITY	PERSON RESPONSIBLE
1	Gives the Letter or fills out the Referral Form and hands in to the Guidance Center/Office	Talks with the client about the referral/request	N/A	Referral Form	3 minutes	Febe Marl G. Paat, RGC – Guidance Director
2	Undergoes the counselling process	Conducts the counselling	N/A		45 minutes to 1 hour	Babilyn C. Bautista, RGC, Rpm – Guidance Counselor
3	Signs in the Guidance Logbook	Asks the client to sign in the logbook and files the referral form	N/A	Guidance Director's / Counselor's Logbook	1 minute	Jona A. Cambri, RGC – Guidance Counselor

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CAMPUS GUIDANCE AND COUNSELING CENTRE

Guidance Services

Individual Inventory Service

Schedule of Availability of Service : June, July, August, November and December

Client/Customers : Freshmen and Transferees

Requirements : Individual Record Form, 2x2 I.D. Picture

Processing Time : 1 hour and 5 minutes

STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE	FEE S	FORMS	PROCESSING TIME/ DURATION OF ACTIVITY	PERSON RESPONSIBLE
1	Informs the Guidance Staff present at the Guidance Office of his/her purpose of the visit	Issues an Individual Record Form (IRF) to the student and instructs the student on how to fill out the form	N/A	IRF	2 minutes	Babilyn C. Bautista, RGC, RPm – Guidance Counselor
2	Fills out the IRF	Supervises the student in filling out of the Form	N/A		1 hour	Jona A. Cambri, RGC – Guidance Counselor Maricris P. Tagumasi, RPm – Guidance Staff
3	Submits the accomplished form to the Guidance Director/Guidance Counselor/Guidan	Asks the client to sign in the logbook and files the referral form	N/A	IRF	1 minute	Michael T. Zinampan – Guidance Staff Reneo A. Arao – Guidance Staff Rosemarie A. Agpoon – Guidance Staff

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	ce Staff					
4	The student signs in the Logbook	The Guidance Counselor/Staff tells the student to sign in the logbook Files IRF	N/A	Guidance Logbook	2 minutes	

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CAMPUS GUIDANCE AND COUNSELING CENTRE

Guidance Services

Employment Counseling and PRC Online Orientation

Schedule of Availability of Service : March
 Client/Customers : CSU College Graduating Students (for employment counselling) and Graduating Students with Board Courses (for PRC Online Orientation)
 Requirements : Request Letter, Attendance Sheet, Certificates of Appreciation and Participation
 Processing Time : 4 hours and 7 minutes

STEPS	CLIENT/ APPLICANT	TYPES OF FRONTLINE SERVICE	FEES	FORMS	PROCESSING TIME/ DURATION OF ACTIVITY	PERSON RESPONSIBLE
1	Proceeds to the forum venue	Ushers the students to enter the forum	N/A		5 minutes	
2	Actively participates in the forum	Conducts the Seminar-Forum Facilitates the conduct of the forum	N/A		4 hours	Babilyn C. Bautista, RGC, Rpm – Guidance Counselor Jona A. Cambri, RGC – Guidance Counselor
3	Signs in the Attendance Sheet and gets their Certificate of Participation	Distributes the certificates of participation to the student-attendees	N/A	Attendance Sheet	2 minutes	Maricris P. Tagumasi, Rpm – Guidance Staff Michael T. Zinampan – Guidance Staff Reneo A. Arao – Guidance Staff Rosemarie A. Agpoon – Guidance Staff
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CAMPUS GUIDANCE AND COUNSELING CENTRE

Guidance Services

Requests for Certification of Good Moral Character

Schedule of Availability of Service : Year Round

Client/Customers : Undergraduate and Graduate CSU students

Requirements : Official Receipt of Payments

Processing Time : 16 minutes

STEPS	CLIENT/ APPLICANT	TYPES OF FRONTLINE SERVICE	FEES	FORMS	PROCESSING TIME/ DURATION OF ACTIVITY	PERSON RESPONSIBLE
1	Informs the guidance counsellor/staff of the purpose of the visit	Gives the Request form for Certificate of Good Moral Character	N/A		1 minute	Babilyn C. Bautista, RGC, RPm – Guidance Counselor Jona A. Cambri, RGC – Guidance Counselor Maricris P. Tagumasi, RPm – Guidance Staff Michael T. Zinampan – Guidance Staff Reneo A. Arao – Guidance Staff Rosemarie A. Agpoon – Guidance Staff
2	Seeks the signature of the Dean and OSSW Coordinator	Verifies the form if it is properly signed	N/A	Certificate of Good Moral Character Request Form	10 minutes	College Deans Prof. Rogelio Bangayan OSSW Coordinator

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3	Pays the Certification fee at the Cashier's Office	Issues the Official Receipt for the payment	Php 30.00	Official receipt	2 minutes	Nikko John B. Tannagan – Cashier Ma. Salvadora C. Tungcul – Cashier
4	Gives the official receipt to the Counselor-in-charge	Checks for accuracy of data, prints and issues the Certification	N/A	Certification of Good Moral Character	1 minute	Babilyn C. Bautista, RGC, Rpm – Guidance Counselor Jona A. Cambri, RGC – Guidance Counselor Maricris P. Tagumasi, Rpm – Guidance Staff
5	Receives the Certification and Signs in the Logbook	Assists the client in signing the logbook	N/A	Guidance Logbook	1 minute	Michael T. Zinampan – Guidance Staff Reneo A. Arao – Guidance Staff Rosemarie A. Agpoon – Guidance Staff
End of Procedure						

Prepared by:

BABILYN CALIMAG – BAUTISTA, RGC, Rpm
Campus Guidance Counselor

Noted by:

ARCHIMEDES C. ARTICULO, DPLA
Campus Executive Officer

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