



## 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 cashier's Office	Issues official receipt to the applicant	1 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

**\*End 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
<b>*End of Transaction *</b>						





## GUIDANCE AND COUNSELING SERVICE

### GROWTH SESSION

Schedule of Availability of Service:

**July, September and February: 8:00 am – 5:00 pm (Monday to Friday)**

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
<b>*End of Transaction *</b>						





## 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**

STEPS	CLIENT/APPLICANT	SERVICE PROVIDER	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
1	Informs any of the guidance staff of the purpose of his visit	Instructs the client to pay at the cashier's office	1 minute	None	Guidance Staff	None
2	Pays the certification fee at the cashier's office	Issues the Official Receipt for the payment	2 minutes	P30.00	Editha S. Sanchez	Official Receipt
3	Gives the official receipt to any 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
4	Receives the Certification and signs in the logbook	Assists the client in signing the logbook	1 minute	none	Guidance Staff	Counselor's Logbook

**\*End of Transaction \***





## 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	1 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	1 minute	None	Guidance Staff	Counselor's Logbook
<b>*End of Transaction *</b>						





## 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)**

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

**\*End of Transaction \***





## GUIDANCE AND COUNSELING SERVICE

### INDIVIDUAL INVENTORY (FOR 2<sup>ND</sup> AND 3<sup>RD</sup> 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 staff of the purpose of his/her visit	Issues and instructs the students on the process of filling up the form	2 minutes	None	Guidance Staff	None
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

**\*End 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

**\*End of Transaction \***







## 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 in-charge	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
<b>*End of Transaction *</b>						





## 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**

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	1 minute	None	Guidance Counselor	None
4	Signs in guidance Logbook	Files the IRF	2 minutes	none	Guidance Staff	GUIDANCE Logbook

**\*End of Transaction \***





## 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(graduate & 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

**\*End of Transaction \***





## 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**  
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
<b>*End of Transaction *</b>						





## 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
<b>*End of Transaction *</b>						





## GUIDANCE AND COUNSELING SERVICE

### TERMINAL INTERVIEW

Schedule of Availability of Service:

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

**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

**\*End of Transaction \***





## 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
<b>*End of Transaction *</b>						





## 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
<b>*End of Transaction *</b>						







## 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	1 minute	None	Guidance Staff	Guidance Logbook

**\*End 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**

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	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

**\*End of Transaction \***

