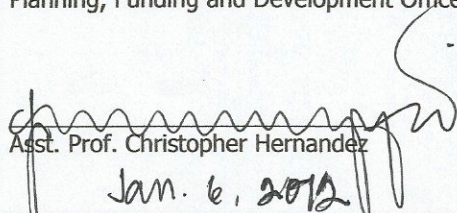


Policy No:	ACA-POL-GCC-0001
Policy Title:	Initial Interview Policy
Implementation Procedure:	ADM-PROC-GCC-0001 Initial Interview Procedure
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2010 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Guidance and Counseling Center
"Supersedes" Notification:	
Purpose of Policy:	The main purpose of the Initial Interview is to secure personal information from the students as reference for profiling and counseling sessions.
Detailed Policy Statement:	<ul style="list-style-type: none"> • The Initial Interview is given to new students from Basic Education to Collegiate Departments. • The Guidance Counselors are responsible for conducting the Initial Interview. • All information gathered from the Initial Interview is strictly confidential.
Applicability:	All students from the Elementary to the Collegiate departments
Policy Approval Authority:	Director of the Guidance and Counseling Center
Related Policies or References	
Definition:	
Prepared by	Planning, Funding and Development Office
Approved by	 Asst. Prof. Christopher Hernandez
Date of Approval	Jan. 6, 2012

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