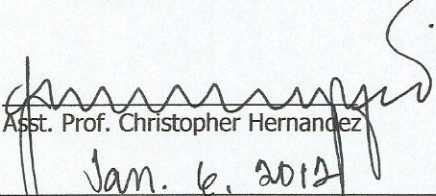


Policy No:	ACA-POL-GCC-0007
Policy Title:	Case Management Policy
Implementation Procedure:	ACA-PROC-GCC-0007 Case Management Procedure
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2010 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Guidance and Counseling Center
"Supersedes" Notification:	
Purpose of Policy:	The policy aims to establish the terms and conditions in handling Case Management.
Detailed Policy Statement:	<ul style="list-style-type: none"> • Case Management involves students whose concerns are more complex and may involve more than one student. • The Office of the Student Affairs may refer students to be handled under Case Management. • Case Management involves series of counseling sessions and coordination. • All the details that transcribed during the counseling sessions are strictly confidential.
Applicability:	All students
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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