### Procedure No: ADM-PROC-GCC-0006
### Procedure Title: Referral Counseling Procedure
### Related Policy: ADM-POL-GCC-0006 Referral Counseling Policy
### Date of Issuance: S.Y. 2010 to 2011
### Effectivity: S.Y. 2010 to present
### Page Number: One (1)
### Office of Origin: Guidance and Counseling Center
### “Supersedes” Notification: 
### Procedure Description: This procedure details the initiation and termination of all Referral Counseling.
### Areas of Responsibility: Guidance and Counseling Center
### Procedure Details:

- **Step 1.** A student or an employee recommends a student for counseling.
- **Step 2.** The designated Guidance Counselor informs the student that he needs to report to the Guidance Office through the ID System or call slips.
- **Step 3.** The Guidance Counselor assesses the situation of the student and recommends succeeding counseling sessions if needed.
- **Step 4.** After several sessions, the Guidance Counselor makes final recommendation on the case of the student. The Guidance Counselor terminates the sessions if he observes improvement or refers the student to a medical professional when needed.

### Procedure Approval Authority: Director of the Guidance and Counseling Center
### References: 
### Definition: 
### Help Page: Guidance and Counseling Center
### Prepared by: Planning, Funding and Development Office
### Approved by: 

**Asst. Prof. Christopher Hernandez**

### Date of Approval: Jan. 14, 2010