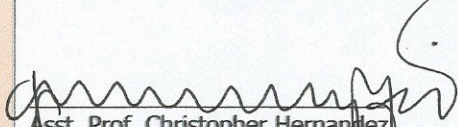


Procedure No:	ADM-PROC-GCC-0006
Procedure Title:	Referral Counseling Procedure
Related Policy:	ADM-POL-GCC-0006 Referral Counseling Policy
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Guidance and Counseling Center
"Supersedes" Notification:	
Procedure Description:	This procedure details the initiation and termination of all Referral Counseling.
Areas of Responsibility:	Guidance and Counseling Center
Procedure Details:	<p>Step 1. A student or an employee recommends a student for counseling.</p> <p>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.</p> <p>Step 3. The Guidance Counselor assesses the situation of the student and recommends succeeding counseling sessions if needed.</p> <p>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.</p>
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. 6, 2012

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