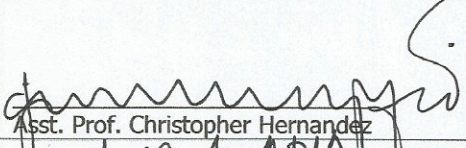


Procedure No:	ADM-PROC-GCC-0011
Procedure Title:	Career Orientation Procedure
Related Policy:	ACA-POL-GCC-0001 Career Orientation Policy
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Guidance and Counseling Center
"Supersedes" Notification:	
Procedure Description:	This procedure details the Career Orientation system of the Guidance and Counseling Center.
Areas of Responsibility:	Guidance and Counseling Center
Procedure Details:	<p>Step 1. The Guidance Office plans the schedule and activities lined up for the Career Orientation.</p> <p>Step 2. The Guidance Office coordinates with the academic departments on the proposed schedule and target participants of the activity.</p> <p>Step 3. The target participants are informed of the schedule and line-up of activities for the Career Orientation.</p> <p>Step 4. The Guidance Counselors conduct and evaluate the Career Orientation.</p> <p>Step 5. The director and staff of the Guidance and Counseling Services discuss the results of the evaluation report and formulates actions for improvement.</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. 16, 2012

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