

GUIDANCE AND COUNSELING SERVICES

Schedule of Availability of Service: 8:00 am – 5:00 pm; Monday to Friday

Clients/Customers: Students

Requirements: Referrals from the College Dean or Institute Directors ,Guidance Coordinators, or any Faculty

Processing Time: 1 hour and 40 minutes

STEP	CUSTOMER/APPLICANT	SERVICE PROVIDER	DURATION OF THE ACTIVITY	FEE	PERSON RESPONSIBLE	FORMS
1	Seeks pieces of advice and fill-in the Individual Inventory Form	Entertains and accommodates client with understanding and enthusiasm. Provides assistance to clients in search for self-development and self-realization.	1 hour	None	Counselor	Individual inventory form
2	Listens to the suggestions/ recommendations of the counselor and fills-in the Personal History form	Discusses aspects that need improvement Sets next schedule*	35 minutes	None	Counselor	Personal History form
3	Agrees on next schedule of counselling	Note down the schedule on the logbook.	4 minutes	None	Counselor/Counselor	Logbook
4	Signs the logbook	Checks entry.	1 minutes	None	Staff	Logbook
END OF TRANSACTION						

**Optional. This is only for those with broad issues of concern, the same with the whole Step 3.*