

COUNSELING CALL-IN CLIENTS

STEP 1

The Guidance Counselor prepares and delivers a Call Slip to the client in need of counseling services.




STEP 2

The client appears to the Guidance and Counseling Section with the given Call Slip duly signed by his/her consenting teacher/adviser/dean and registers name in the log sheet.



STEP 3

The Guidance Counselor ushers the client to the counseling room and conducts counseling session. A follow-up counseling shall be scheduled with the client, when deemed necessary, otherwise, the counseling session will be terminated.




STEP 4

The client shall accomplish the Client Feedback Form and drop it in the Evaluation Dropbox before leaving the office.

COUNSELING WALK-IN CLIENTS


STEP 1

The client appears to the Guidance and Counseling Section and registers name in the log sheet.



STEP 2

The Guidance Counselor ushers the client to the counseling room and conducts counseling session. A follow-up counseling shall be scheduled with the client, when deemed necessary, otherwise, the counseling session will be terminated.




STEP 3

The client shall accomplish the Client Feedback Form and drop it in the Evaluation Dropbox before leaving the office.

COUNSELING REFERRED CLIENTS

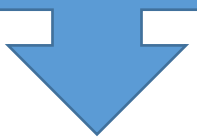
STEP 1

The Guidance Counselor receives the referral slip from the requesting party, prepares and delivers a Call Slip to the referred client.



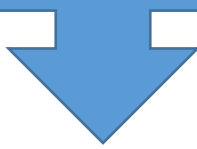
STEP 2

The referred client appears to the Guidance and Counseling Section with the given Call Slip duly signed by his/her consenting teacher/adviser/dean and registers name in the log sheet.



STEP 3

The Guidance Counselor ushers the client to the counseling room and conducts counseling session. A follow-up counseling shall be scheduled with the client, when deemed necessary, otherwise, the counseling session will be terminated.



STEP 4

The client shall accomplish the Client Feedback Form and drop it in the Evaluation Dropbox before leaving the office.