



**C.12. COPY OF THE
INSTRUMENT TO EVALUATE
THE GUIDANCE PROGRAM**



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

EVALUATION OF GUIDANCE SERVICES

Name: _____ Semester _____ School Year _____

College: _____ Year/Course/Section: _____

General Direction:

We would like to obtain your honest appraisal on the statements below in order to improve our guidance program and its services. Check the mark indicates the following descriptions:

O – Outstanding
VS – Very Satisfactory

S – Satisfactory
NI – Needs Improvement

NE – Not Existing

Services	O	VS	S	NI	NE
I. PHYSICAL FACILITIES					
A. University Guidance Center					
1. Accessibility					
2. Ambiance/ physical set-up					
2. Ventilation					
3. Adequacy of the Counseling Room					
4. Adequacy of the Testing Room					
5. Provision for Privacy					
B. College-based Guidance Office					
1. Accessibility					
2. Ambiance/physical set-up					
3. Ventilation					
4. Adequacy of the Counseling Room					
5. Provision for Privacy					
II. GUIDANCE SERVICES					
1. INDIVIDUAL INVENTORY					
1. Systematic gathering of students data/information					
2. Systematic filling and retrieval					
3. Usefulness of these data/information					
4. Sufficiency of Guidance Forms					
5. Confidentiality observed					
6. Accessibility of files					
7. Sufficiency of record storage					
2. INFORMATION SERVICE					
1. Adequate orientation of the Guidance Services					
2. Adequate source of information of the school's varied offices, programs, offerings & activities.					
3. Adequate bulletin board space utilized in posting different types of guidance information					
4. Adequate Information about scholarship opportunities					
5. Adequate source of any job-related information					
6. Significance of seminars/trainings/workshops conducted					
7. Awareness of the functions of the Guidance office and its staff					



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3. COUNSELING SERVICE					
A. Individual Counseling					
1. Awareness and knowledge of my guidance counselors					
2. Observance on the ethical obligations of the counselors towards his counselees, school administration, colleagues, community and to his profession					
3. Talk with the guidance counselor about the:					
a. academic adjustments					
b. interest and career choices					
c. personality					
d. emotional adjustment					
e. others: specify:					
4. Attends to client referrals					
5. Efforts to make counseling available for those who need Assistance					
6. Competence of the guidance counsellor					
7. Assured confidentiality of the counseling session					
Group Guidance					
1. Group activities provide venue for students growth and development					
2. Adequate time for discussion and interaction					
3. Significance of the topic in focus					
4. Ability of the guidance counselors in facilitating					
5. Ability of the peer counselors to handle the GGP sessions					
5. Assistance for students to socialize and deal with others					
4. TESTING /APPRAISAL SERVICE					
1. Testing schedules					
2. Testing rooms					
3. Adequacy of tests taken					
4. Significance/usefulness of tests taken					
5. Competence of the counselor in test interpretation					
6. Confidentiality observed					
7. Usefulness of test data in making different interventions/ programs to meet the needs of students					
5. ACADEMIC FOLLOW-UP					
1. Adequacy of follow-up on students with academic difficulties					
2. Adequacy of follow-up on students with attendance problems					
3. Adequacy of follow-up on students with misbehavior cases					
4. Facilitating students needs on the following:					
a. subject sequencing					
b. no subject teachers					
c. thesis					
d. problem/conflict with subject teachers					
e. financial					