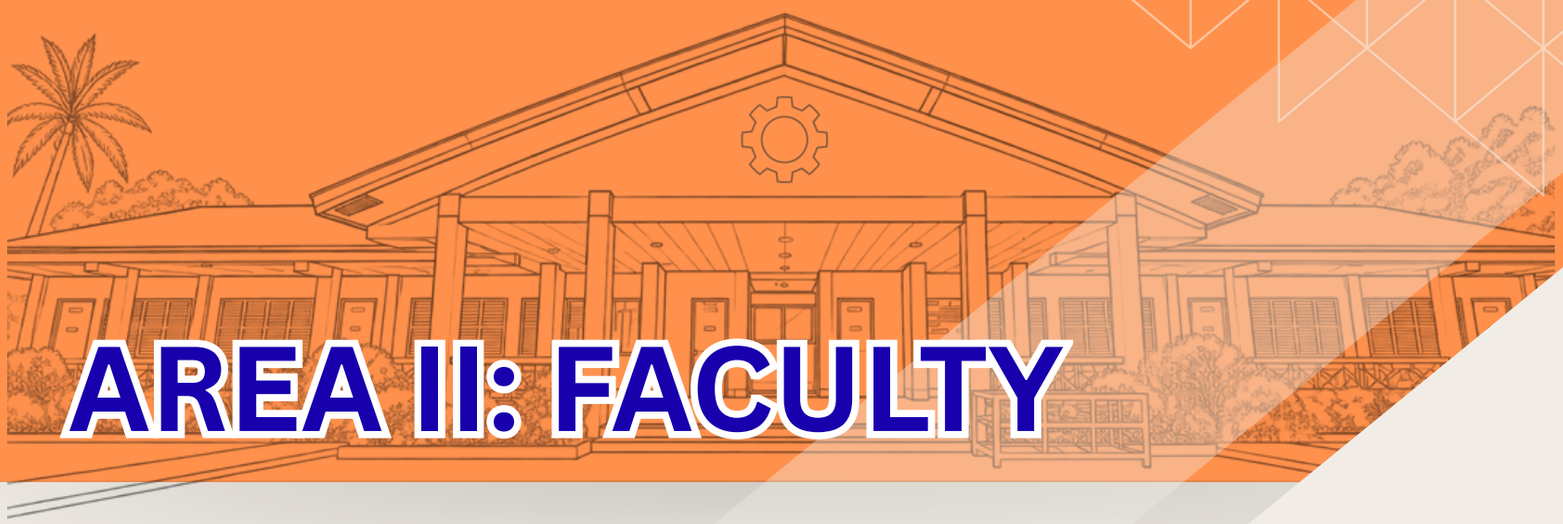
UNIVERSITY OF SOUTHERN MINDANAO
COLLEGE OF TRADES AND INDUSTRIES

AACCUP

LEVEL 1 SURVEY VISIT

BTVTED

BACHELOR OF
TECHNICAL - VOCATIONAL
TEACHER EDUCATION



AREA II: FACULTY

PARAMETER B:
RECRUITMENT, SELECTION AND ORIENTATION

IMPLEMENTATION

I.1.6. psychological examination result;

GUIDANCE MANUAL FOR PSYCHOLOGICAL EXAMINATION

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

GUIDANCE MANUAL
University Guidance Center

Second Edition

COLLEGE OF INDUSTRIAL TECHNOLOGY

4. Testing Service

This service aims to provide an efficient testing service through administration of standardized tests and inventories as tool for appraisal of students' personal growth and this is also extended to faculty and staff.

Objectives:

1. Predict future performance and to obtain a measure of ability, achievement and other characteristics that will offer a solid basis upon which individuals can make decisions.
2. Help students gain self-understanding.
3. Provide basis for group guidance or counseling.
4. Help students make decisions basic to their personal growth and educational planning.
5. Guide students in making decisions regarding their academic life.
6. Diagnose students' problems.
7. Provide data base for every colleges to help the administrators make decisions in their overall educational planning or appropriate interventions to address the academic needs of their students.
8. Provide data for administrators as one of the basis for selection of faculty and staff.

Utilization:

1. Provide profile of interpreted materials.
2. Serve as basis for guidance program planning and development.
3. Discuss findings and implication with faculty and administration.
4. Make relevant recommendations.
5. Provide data base for every college.
6. Come up with a plan of action/s and help in its implementation.
7. Evaluate outcomes.

and Administration of Guidance Services, Psychological Tests and Measurement, Group Process/Group Facilitating and Career Guidance ; and have, at least *seven (7) years* of experience in counseling work; and

1. Had completed academic requirements for a master's degree in guidance and counseling and had *five (5) years*experience as full-time guidance counselor/part time guidance counselor with officially designated teaching load in guidance and counseling.

The following documents *in addition to (a) to (e) enumerated in Sec. 13 hereof* shall be submitted in support of the above requirements:

1. Certificate of Good Moral Character from the employer, and two other certifications in her/his community one of which must be issued by the Barangay Captain/Chairman in the community where the applicant resides or works;
2. Ombudsman and NBI clearance for government employed applicants or NBI clearance for private-employee applicants;
3. A Certificate of Active Membership and Good Moral Character from the Accredited Professional Organization(APO) to be issued by the President and two (2) other officers thereof; and
4. Two (2) copies of Passport size I.D. pictures with name tag.

Those who qualify under *any of the foregoing categories* shall be given two (2) years starting from the creation of the Board of Guidance and Counseling (January 26, 2007) within which to apply for registration without examination under Sec. 14, Art. III of R.A. No. 9258.

SEC. 15. *Scope of Examination*. – The examination shall be in English and shall consist of a written test covering the following subjects:

1. Philosophical , Psychological and Sociological Foundations of Guidance
2. Counseling Theories, Tools and Techniques
3. Psychological Testing
4. Organization, Administration and Supervision of Guidance Services, and Program Development
5. Group Process
6. Career Guidance

SEC. 16. *Report of Ratings*. – The Board shall report the ratings obtained by each candidate to the Commission within ten (10) days after the last day of the examination.

SEC. 17 . *Ratings in the Examination and Re-examination*. – To be qualified as having passed the Licensure Examination for Guidance Counselors, a candidate must have obtained a weighted general average of seventy-five percent (75%), with no grade lower than sixty percent (60%), in any given subject. However, an examinee who obtains a weighted average

1.

a. Be a citizen of the Philippines, or a foreigner whose country has reciprocity with the Philippines for the practice of guidance and counseling; *Provided*, that the country of which he/she is a subject or citizen permits Filipino Counselors to practice within its territorial limits on the same basis as the subject or citizen of such country;*Provided, Further*, that the requirements for admission to and from said country are substantially the same as those provided under R. A. No. 9258;
b. Not have been convicted of an offense involving moral turpitude; and
c. Be a graduate of a baccalaureate in guidance and counseling or in other allied discipline/degree from an accredited college or university with subject units covering those in Sec. 15, Rule III of this RR ***and*** a holder of an MA, MAEd, MAT, or MS, in guidance and counseling the curriculum of which covers the core subjects in guidance and counseling on the masteral level, or those in Sec. 15, Rule III of this RR; *or* a holder of the PhD or Ed.D in guidance and counseling, the curriculum of which covers the core subjects in guidance and counseling on the doctoral level, or those in Sec. 15, Rule III of this RR.

The following documents shall be submitted in support of the above requirements:

a. Certificate of Live Birth in National Statistics Office (NSO) Security Paper,
b. Marriage Contract in NSO Security Paper for married female applicants,
c. College Diploma with indication therein of graduation date and Special Order Number unless it is not required,
d. Transcript of Records with indication therein of date of graduation and Special Order Number unless the latter is not required; and
e. National Bureau of Investigation (NBI) Clearance.

The Board may require other documents in support of the above qualifications.

SEC. 14. *Registration Without Examination.* – The Board shall grant to any person who possesses the pertinent qualifications which will be evaluated and approved upon application and payment of the required fees a Certificate of Registration and Professional Identification Card as a Guidance Counselor without taking the Licensure Examination who ON OR BEFORE March 2, 2004, the date of the effectivity of R.A. No. 9258, possesses the requirements contained in Section 14 of R.A. No. 9258 , and who qualifies under *any* of the following three (3) categories .

1. Had been a Doctoral or a Masteral degree holder in guidance and counseling with at least *three (3) years* of teaching experience in guidance and counseling courses and/or full time counseling practice for the *same period*;

1. Had passed at least eighteen (18) units of Masteral level core courses in guidance and counseling such as Counseling Theories, Tools, and Techniques, Organization

conducted by the Commission, may remove or suspend any member on the following grounds:

a. Neglect of duty or incompetence;
b. Violation or tolerance of violation of R.A. No. 9258, the RR thereof, the Code of Ethics and the Code or Manual of Professional and Technical Standards for Guidance Counselors;
c. Conviction by final judgment of crimes involving moral turpitude;
d. Manipulation or rigging of the Board licensure examination for guidance counselors' results, disclosure of secret information, or the examination questions prior to the conduct of the said examination, or tampering of grades therein; or
e. Conviction by final judgment of any criminal offense by the courts.

The Commission in the conduct of the investigation shall be guided by Sec. 7(s) of R.A. No. 8981 and PRC Resolution No. 06-342(A), Series of 2006.

SEC. 11. *Annual Report.* – The chairman of the Board shall, after the close of the fiscal year, submit an annual report to the Commission, giving a detailed accounting of the proceedings of the Board during the year and embodying such recommendations as the Body may desire to make.

RULE III

EXAMINATION, REGISTRATION, AND LICENSURE

SEC. 12. *Examination Required.* – All applicants for registration for the practice of guidance and counseling shall be required to undergo a Board Licensure Examination for Guidance Counselors to be given by the Board and the Commission in such places and dates as the Commission may designate in accordance with R.A. No. 8981 subject to compliance with the requirements prescribed by the Commission.

Form of Application. – An application for examination and registration must be properly accomplished in hand writing of the applicant on the PRC form and shall be filed not later than twenty (20) days in the Central Office, or not later than thirty (30) working days in the Regional Office, before the date of the examination. A recent photo with name tag must be attached. Prescribed fees must be paid.

Approval of Application. – The PRC Application Division shall go over the application. At least two (2) Members of the Board shall approve the application. In case the former cannot do so, the Application Division shall satisfy itself that each applicant possesses the qualifications prescribed by R.A. No. 9258 and this RR.

SEC. 13. *Qualifications of Applicants.* – To qualify for the examination, an applicant at the time of the filing of the application must: