AREA IV

SUPPORT TO STUDENTS

S.4.1. information and inventory;

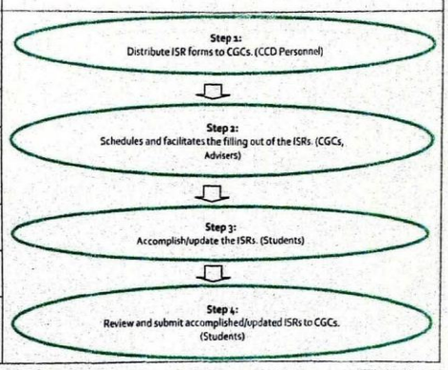
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UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

Originator: MARIA ANGELIKA T. BALUNGAY, SHEILA ROSE P. NICOR, IMELDA D. SILAO	Revision No.: Ø
Reviewed: CONCEPCION E. MAGALLON	Effective Date: 2024.10.29
Approved: LAWRENCE ANTHONY U. DOLLENTE	Page 1 of 2

WORK INSTRUCTION FOR ACCOMPLISHING THE OSA-CCD INDIVIDUAL STUDENT RECORD (ISR)

Accomplishing the OSA-CCD Individual Student Record (ISR)		ILLUSTRATION
OBJECTIVE	To ensure that information in the Individual Student Record (ISR) is up-to-date	
STEPS	1. The Counseling and Career Department (CCD) personnel shall distribute the printed copies of the ISR to College Guidance Coordinators (CGCs).	
	2. The CGCs shall schedule and facilitate the filling out of the ISRs. They may seek the assistance of class advisers.	
	3. Students shall fill out the ISR. All ISRs shall be initially accomplished by freshmen and transferees upon entrance in the University, and shall be updated every semester. Filling out shall be done within the first month of the semester.	
	4. After filling out, students shall review the details and submit the accomplished/updated ISR to the CGCs.	
	5. The CGCs shall review carefully whether the ISRs are duly accomplished/updated.	
	6. The CGCs shall organize and keep the accomplished ISRs in filing cabinets/drawers with locks in the College Guidance Office. Access is restricted to CGCs, Guidance Counselors and the CCD Head to prevent unauthorized access.	



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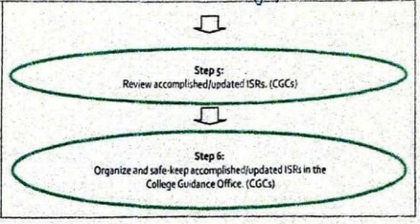
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WORK INSTRUCTION FOR ACCOMPLISHING THE OSA-CCD INDIVIDUAL STUDENT RECORD (ISR)

MATERIALS	a. Individual Student Record b. Filing Cabinets/Drawers



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S.4.2. counseling;

CHAPTER 63
STUDENT WELFARE SERVICES

Article 219. Guidance and Counseling

Section 1. The University shall provide guidance and counseling services to students relevant to their programs of studies.

Section 2. The University may also provide guidance and counseling assistance to students with special needs.

Section 3. The OSA Guidance and Counseling section shall provide the following services:

a. guidance services to develop well-functioning individuals to realize their full potential;
b. counseling services to facilitate positive change in student behavior, feelings, and attitude;
c. assessment to gather information about students using psychological tests and non-psychometric devices for possible interventi reinforcement, or car placement;
d. academic follow-up determine effectiveness guidance activities; and
e. referral to coordinate w multidisciplinary team specialists to ensure t special needs of students met.

Section 4. The academic ur shall likewise designate selec faculty members as Guidar Coordinators to perform, but limited to, the following tasks:

a. profile and process stude basic information subject the pertinent provisions Data Privacy Law;
b. facilitate the training development of students;
c. initiate tracer stuc in partnership with department offering program;
d. facilitate the conduct career placement program partnership with the OSA;
e. prepare college briefer orientation;
f. conduct scheduled acade follow-up; and
g. perform other functions deemed necessary

S.4.3. appraisal and testing;

Section 5. The University shall deploy adequate number of registered guidance counselors, as required by law, to undertake gender- sensitive individual and group counseling.

Section 6. The University Guidance Center shall maintain standard counseling rooms to ensure the privacy and confidentiality of data, practice, and counseling sessions, in accordance with law and existing policy.

Section 7. The Guidance and Counseling Section shall, as much as practicable:

a. administer appropriate and pro-active intervention programs and strategies such as, but not limited to, group growth and tutorial program to ensure that every student's need for guidance and counseling and psycho-social services is provided;
b. spearhead the conduct of regular comprehensive orientation program held for new and continuing students responsive to their needs, including orientation on the dynamics and nature of persons with disabilities, and relevant laws and policies affecting persons with disabilities;
c. maintain individual student cumulative record which contains relevant and updated information such as, but not limited to, family background, test data, and disability records, consistent with the relevant provisions of Data Privacy Act; and
d. provide a well-planned assessment program for students with appropriate standardized psychological tests administered, scored, and interpreted by licensed psychometricians. The test results are interpreted and released to the concerned client.

Article 220. Information and Orientation Services

Section 1. The University shall conduct information campaigns and provide materials to students such as, but not limited to:

a. its mission, vision, and goals, quality policy statement, academic policies, rules and

UNIVERSITY OF SOUTHERN MINDANAO
Office of Student Affairs
Counseling and Career Department
Second Semester, S.Y. 2025-2026

CALENDAR OF ACTIVITIES

Activities	Schedule	Units Involved
College- and Department-based Orientation Program for Transferees and Shifters	January 15, 2026	College/Institutes, Deans, CGCs
Call for and Conduct of Wellness Sessions (Brief Psychosocial Well-being Screening and Coaching Program)	January 19-30, 2026	CGCs
Election of SPFO Officers	January 23, 2026	CCD, SPFs
First Meeting with CGCs for 2nd Semester, SY 2025-2026 and Reecho of Trainings Attended in 2025	January 30, 2026	CCD, CGCs
Drafting of CCS and MPQ Testing Schedule	January 2026 - February 2026	CCD, CGCs
Installation of the New Set of Officers/ Training for the New Set of Officers	February 06 , 2026	CCD, SPFO Officers
Conduct of Coaching Sessions (Brief Psychosocial Well-being Screening and Coaching Program)	February 2026	CCD, 4 ABPsych Interns
Approval and Dissemination of Testing Communication	February 2026	CCD, CGCs, 4 ABPsych Interns
Results Interpretation (WHAPS 2025)	February 2026	CCD, CGCs, 4 ABPsych Interns
Administration of CCS and MPQ (Second and Third Year Students)	March 2026 – April 2026	CCD, CGCs, 4 ABPsych Interns
Results Interpretation (CCS and MPQ)	March 2026 – May 2026	CCD, CGCs, 4 ABPsych Interns
Conduct of Post-Test (Brief Psychosocial Well-being Screening and Coaching Program)	March 2026	CCD, 4 ABPsych Interns
Second Meeting with CGCs	March 27, 2026	CCD, CGCs
Data Analysis and Writing a Report of the Findings (Brief Psychosocial Well-being Screening and Coaching Program)	April - May 2026	CCD, 4 ABPsych Interns
SPFO Members Team Building Activity	April 03, 2026	CCD, All SPFs
Group Growth Program Culmination Activity	April 24, 2025	CCD, CGCs, SPFs
Inventory of Testing and Results Report	May 2026 – June 2026	CCD
Conduct of Exit Interviews for Graduating Students	May 2026 – June 2026	CCD, CGCs
Accomplishing of Forms for the PESO Employment Information System	May 2026 – June 2026	CGCs

Philippine Guidance Counselors Association (PGCA) Annual Conference	May 2026 (TBA)	CCD, CGCs
Seminar 1: Labor Education for Graduating Students	May 29, 2026 – AM	CCD, CGCs, SPFs
Seminar 2: Pre-employment Coaching Workshop for Graduating Students (Application Letter/Resume Writing/Job Interview Skills)	May 29, 2026 - PM	CCD, CGCs, SPFs
Job Fair (Graduating Students, Alumni)	June 05, 2026	CCD, CGCs, DOLE, PESO
Third Meeting with CGCs	June 19, 2026	CCD, CGCs
Planning and Team Building/Rest and Recreation	June 26-27, 2026	CCD, CGCs
Suicide Prevention, Intervention, and Postvention Strategies/Orientation on the University Suicide Protocol	July 17, 2026	CCD, CGCs, OSA, Infirmary, Resource Speaker/s

Note: Schedule is tentative and subject to change.

Prepared by:

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Testing In-charge

IMELDA D. SILAO, MAGC, RGC
University Guidance Counselor

MARIA ANGELIKA F. BALUNGAY, RPsy, RPm
Head, CCD

Approved by:

MARIA LEIDA M. DONQUE, EdD
Director, Office of Student Affairs

S.4.4. placement and follow-up; and

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Office of Student Affairs
Counseling and Career Department
Second Semester, S.Y. 2025-2026

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University Guidance Counselor

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Director, Office of Student Affairs

S.4.5. referral.

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

REFERRAL FORM
(Internal Referral)

Name: _____ Yr/Cr/Sec: _____ Date: _____
Client No.: _____ Contact no.: _____

Reason/s for referral: (Put a check if observed)

Emotional/Personal:	Social:	Academic:	Misbehavior	Physical:
___ grief	___ bullying	___ absenteeism	___ aggression	___ lack of appetite
___ excessive worrying	___ family concerns	___ career choice	___ cheating	___ low energy
___ extreme sadness	___ relationship concerns	___ risk of failing	___ disrespectful	___ lack hygiene
___ identity crisis	___ peer concerns	___ tardiness	___ destruction of property	___ lack of sleep
___ suicidal thoughts	___ withdrawn	___ teacher problem	___ indecent acts	___ self-harm
Others: _____	Others: _____	Others: _____	Others: _____	Others: _____

Others/Additional Observation/s:
_____
_____
_____

Referred by (name & sign.): _____ Contact #: _____
Relationship (to referred individual):_____ Referred to: _____
Date Received: _____

Priority:
_____ Emergency (urgent)
_____ High (as soon as possible)
_____ Low (schedule when available)

_____
Guidance Counselor/College Guidance Facilitator
License Number: _____ (if applicable)
Expiration Date:_____ (if applicable)

USM-CCD-F22-Rev.1.2022.12.20