



PSYCHOLOGICAL ASSESSMENT AND COUNSELING CENTER

1/F Dr. Leoncio Ancheta Bldg. II | (075) 529-5223 local 2118

MONETTE S. LOCQUIAO, MAEd, RGC

Director/Assistant Professor II

VISION

To become a functional Students' Center in order to answer the needs of students in their adjustments throughout college.

MISSION

To provide sincere and active assistance where students are properly guided in all aspects of man's development.

GOAL AND OBJECTIVES

1. To provide for more adequate guidance services which will be of help in meeting the needs and problems of students of the Urdaneta City University.
2. To assist students to achieve a desired level of their capacities and meet, classify and help solve their problems to become self-directing individuals.
3. To encourage faculty members and University personnel to perform their guidance functions and support the vision, mission, goals and objectives of UCU.
4. Understand themselves better to make a meaningful decision in order to be relieved of disabling tension by harnessing their emotions productively.



EXTERNAL/INTERNAL SERVICES

1. Information

Who may Avail of the Service		Students, faculty, staff, alumni, parents, and walk-in clients				
Step	Client	Service Provider	Duration	Person	Fees	form
1	Visit our office or official Facebook Page (UCU-Psychological Assessment and Counseling Center) for inquiry.	Provide the necessary information needed by the client or referring to other offices.	2-3 mins	Guidance Counselor / Counselor-Associate	none	General Logsheet
End of Transaction						

2. Individual Inventory

Who may Avail of the Service		Freshmen and Transferees				
Step	Client	Service Provider	Duration	Person	Fees	form
1	Fill up Interview Questionnaire and Consent to Release Information.	Provide the Interview Questionnaire and Consent to Release Information.	5-10 mins	Guidance Counselor / Counselor-Associate	None	Interview Questionnaire Form
2	Submit to the counselor-in-charge together with the 1 original and 2 photocopies of admission requirements.	Receive and check accomplished forms and organize documents for admission. Endorse original copy to Registrar and photocopy to College Dean	3-5 mins			
3	Be ready to answer interview or follow-up questions by the counselor-in-charge.	Ask questions and clarify information written on the interview sheet and/ or consent to release information.	3-5 mins			
4	Proceed to the Registrar for the next step of enrolment process	Receive arranged original documents from the enrollee, PDS and photocopy of requirements for Dean's copy.	1-2 mins			
End of Transaction						



3. Testing

Who may Avail of the Service		UCU Employees / Students for OJT				
Step	Client	Service Provider	Duration	Person	Fees	form
1	Submit the Endorsement Letter from the Human Capital Management Office / College Internship Coordinator and the official receipt of testing fee	Receive and verify the endorsement letter, official receipt, and provide schedule for testing to employee via SMS	2-5 mins	Psychometrician-in-Charge	₱250	Personal Data Sheet, Informed Consent, Test Battery, Test Report
2	Take the Psychological Test	-Test Administration -Test Scoring	1-2 hours			
3	Result/s of Psychological Test	-Schedule of release of test result -Submit test result of employee to HCMO & discussion of test report after 3-5 days -Submit test result of internship students to the Dean's Office after 3-5 days	2-5 mins			
End of Transaction						

4. Adding, Changing, and Dropping Subjects

Who may Avail of the Service		Officially Enrolled Students				
Step	Client	Service Provider	Duration	Person	Fees	form
1	Present the Adding, Changing, or Dropping Form (for Dropping All Subjects) Fill up Student Dropping Record Form	Determine validity of reasons indicated on the form and sign	1-2 mins	Guidance Counselor / Counselor-Associate	None	Adding, Changing, or Dropping Form
2	Take the Psychological Test	-Test Administration -Test Scoring	1-2 hours			Student Dropping Record Form
End of Transaction						



5. Shifting of Course

Who may Avail of the Service		Students				
Step	Client	Service Provider	Duration	Person	Fees	form
1	Fill up the Shifting form. The student shall be ready to answer some questions and clarifications by the College Dean concerned and counselor-in-charge	Provide Shifting form	1-3 mins	Guidance Counselor / Counselor-Associate	None	Shifting Form
2	The former and receiving Dean shall sign on the space provided for approval	Direct the student to the next signatories (PACC and Registrar)	2-5 mins			
3	The student shall return to the counselor-in-charge to sign and indicate remarks on the form	Sign and return the form to the client.	1-2 mins			
4	The Registrar's Office shall sign and the student shall submit one copy to the concerned offices (PACC, Registrar, Accounting)	Receive the copy for proper filing of records.	1-2 mins			
End of Transaction						

6. Signing of Clearance for Graduation

Who may Avail of the Service		Graduating Students				
Step	Client	Service Provider	Duration	Person	Fees	form
1	-Present clearance, resume, and application letter to the counselor-in-charge -Fill up graduate profile, feedback form, and student satisfaction survey via Google Forms	-Accept the application letter and resumé for filing -Provide the link of the Google Form after checking that the student has a clear record or no pending cases from CSLD	2-5 mins	Guidance Counselor / Counselor-Associate	None	Graduate Profile Form
2	Confirm to the counselor-in-charge the accomplished Google Forms	Verify the Google Forms and facilitate interview based on the graduate profile form				Feedback Form
3	Give the clearance for signing	Sign the clearance after establishing that the student complied with the QPE & Jobs Fair requirements				Student Satisfaction Survey
End of Transaction						



7. Signing of General Clearance

Who may Avail of the Service		Students				
Step	Client	Service Provider	Duration	Person	Fees	form
1	Present the filled-up Clearance form provided by the Registrar's office to the counselor in-charge	Check the information provided in the form and sign the clearance after checking that the student has a clear record or no pending cases from CSLD.	2-3 mins	Guidance Counselor / Counselor-Associate	None	None
End of Transaction						

8. Singing of Clearance for Transferees

Who may Avail of the Service		Students				
Step	Client	Service Provider	Duration	Person	Fees	form
1	Present the accomplished Clearance to Transfer Form provided by the Registrar's office to the counselor in-charge	Check the information provided in the form	1-2 mins	Guidance Counselor / Counselor-Associate	None	Student Transfer Record Form
2	Fill up form given by the counselor-in-charge	Provide the form after checking that the student has a clear record or no pending cases from CSLD	1-2 mins			
3	Process the student Transfer Record Form	Interview the student on the reasons of transfer; conduct counseling if necessary	3-10 mins			
4	Submit form and proceed to final interview with the Director of PACC	Sign and receive the transfer form. Then sign the clearance form	1 min			
End of Transaction						



9. Filing for Leave of Absence / Application for Reactivation of Enrolment

Who may Avail of the Service		Graduating Students				
Step	Client	Service Provider	Duration	Person	Fees	form
1	Fill up the needed information in the form	Provide the form and guide the student to fill-up properly; inform the process on how to file leave of absence/ reactivation	2-3 mins	Guidance Counselor / Counselor-Associate	None	Application for Leave of Absence / Reactivation Form
2	Let the DEAN and VPAA sign the form for approval	Sign the application for leave of absence/ reactivation form	1-2 mins			
3	Let the registrar's office sign and submit one copy each to them, accounting, and PACC	Receive copy for the office and keep on file.	1-2 mins			
End of Transaction						



10. Referral

Who may Avail of the Service		Teaching and Non-Teaching Staff				
Step	Client	Service Provider		Person	Fees	form
Academic Challenges						
1	Students' Problems / Concern The referring person shall give a brief nature of case to assess the referral if it suits to this category	Referral is directed to Academic Admission and Retention Officer	3-5 mins	Faculty / Academic Staff, Program Head, College Dean, VP Academic Affairs	None	Referral Form
Nonconformity to School Norms						
1	Teaching and Non-Teaching Personnel The referring person will direct their referral to CSLD	-Accomplish and submit referral slip to Character & Values Formation (C&VF) Unit Head -Letter to Deans & Parents for case conference -Deliberation of the case -if counseling is needed, refer to PACC	3-5 mins	C&VF Unit Head, College Dean concerned, Parents, CSLD Director, PACC Director	None	Explanation Form
Psychological Difficulties						
1	Academic and Non-Academic Personnel The referring person shall fill up referral form if it falls to this category	Accomplish and submit referral slip to PACC	2-5 mins	Psychometrician, University Psychologist	None	Guidance Form 2 (for teaching personnel)
2	The referred student will fill up and sign the Confidentiality Statement Form	The Counselor will discuss and explain with the client the contents of the Confidentiality Statement Form	15-30 mins			Guidance Referral Form (non-teaching)
3	The referred student shall be ready for an intake interview by the Counselor	Ask questions and clarify information about the referral. Use intake interview form.	5-10 mins			Counseling Intake Interview Form
4	The referred student shall fill up blank form stating his/her concerns	Provide the explanation form to the student	3-5 mins			Blank Form Confidentiality Statement Form
5	Follow-up sessions will be scheduled for the referral student. Case conference will be held if necessary	Follow-up sessions will be conducted on an agreed schedule.	15-20 mins			Endorsement Letter Psychological Tests
End of Transaction						