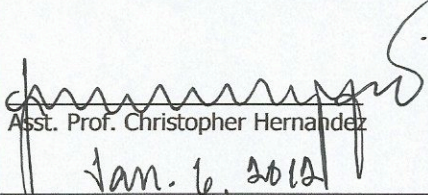


Policy No:	ACA-POL-GCC-0006
Policy Title:	Referral Policy
Implementation Procedure:	ACA-PROC-GCC-0006 Referral Counseling Procedure
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2010 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Guidance and Counseling Center
"Supersedes" Notification:	
Purpose of Policy:	The policy aims to establish the terms and conditions in conducting Referral Counseling.
Detailed Policy Statement:	<ul style="list-style-type: none"> • Referral is intended for students who need counseling sessions. • Any student, faculty member, administrator and non-teaching personnel can refer students for counseling. • The parent or the legal guardian of the student may be requested by the Guidance Counselor to visit the school if needed. • Findings and results on referred students are treated strictly confidential. • The Guidance Counselor terminates the counseling sessions if he observes the student has already manifested independence or maybe referred for further medical treatment.
Applicability:	All students
Policy Approval Authority:	Director of the Guidance and Counseling Center
Related Policies or References	
Definition:	
Prepared by	Planning, Funding and Development Office
Approved by	 Asst. Prof. Christopher Hernandez
Date of Approval	Jan. 16, 2012

This is a controlled document, any reproduction other than the original is considered unofficial unless indicated.