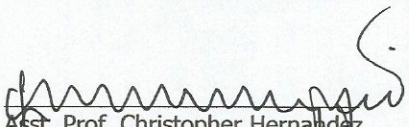


Procedure No:	ADM-PROC-GCC-0001
Procedure Title:	Initial Interview Procedure
Related Policy:	ADM-POL-GCC-0001 Initial Interview Policy
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Guidance and Counseling Center
"Supersedes" Notification:	
Procedure Description:	This procedure is designed to provide a face-to-face encounter between the counselor and the prospective student for the purpose of introducing to the student the services offered by the Guidance Center and establishing rapport between the two parties.
Areas of Responsibility:	Guidance and Counseling Center
Procedure Details:	<p>Step 1. The student is scheduled for at least a 30-minute interview with the designated Guidance Counselor.</p> <p>Step 2. The Guidance Counselor asks questions that are related to the socio-demographic background of the student.</p> <p>Step 3. During the interview, the Guidance Counselor also establishes rapport with the student and checks all the other information provided by the student.</p> <p>Step 5. The Guidance Counselor files the gathered information from the student and are kept confidential in an individual folder.</p>
Procedure Approval Authority:	Director of the Guidance and Counseling Center
References:	
Definition:	
Help Page:	Guidance and Counseling Center
Prepared by:	Planning, Funding and Development Office
Approved by:	 Asst. Prof. Christopher Hernandez
Date of Approval:	Jan. 6, 2010

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