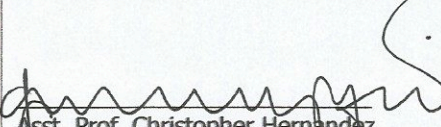


Procedure No:	ACA-PROC-GCC-0007
Procedure Title:	Case Management Procedure
Related Policy:	ACA-POL-GCC-0007 Case Management Policy
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Guidance and Counseling Center
"Supersedes" Notification:	
Procedure Description:	This procedure details the commencement and termination of Case Management.
Areas of Responsibility:	Guidance and Counseling Center
Procedure Details:	<p>Step 1. The Office of the Student Affairs / employees / parent / student can refer students for Case Management to the Guidance and Counseling Center.</p> <p>Step 2. The Guidance Counselor schedules the counseling sessions with the students involved.</p> <p>Step 3. The parents or any significant other of the student maybe requested to coordinate with the Guidance Counselor.</p> <p>Step 4. The Guidance Counselor evaluates the case of the student.</p> <p>Step 5. Termination of the case maybe done after the Counselor's evaluation or referral to other department or agency can be undertaken.</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, 2012

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