



**STUDENT SERVICES: GUIDANCE AND COUNSELING UNIT (SSM Doc. No. 7.0)  
(Student Handbook – Revised in 2022)**

The Guidance and Counseling Unit (GCU) follows a developmental and preventive approach in its program. The guidance counselor/life coach acts as an agent of change through innovative approaches to the education of gifted students. The GCU aims to bridge the gifted program's various components through identification, planning intervention, in-service education, program coordination, counseling, and consultation.

**CORE SERVICES**

- I. Counseling Service
- II. Testing and Appraisal Services
- III. Career and Placement Service
- IV. Individual Inventory Service
- V. Research and Evaluation
- VI. Information Service
- VII. Mental Health Program
- VIII. Referral Service

**SUPPORT SERVICES**

- I. Peer Facilitators' Program (AKAY)
- II. Tutorial Program
- III. Kaagapay Program(Underprivileged scholars)

**SCHOLARS WITH MEDICAL / MENTAL HEALTH CONCERNS**

Whether a medical or mental health condition exists shall be based on the best available scientific and medical evidence.

It is the responsibility and obligation of the parents/guardian to disclose to the PSHS any condition that may affect the academic performance and well-being of the scholar awardee (SSM Doc No. 7.5)

During the transition years, proper coordination and necessary interventions are necessary for a better campus life adjustment for the scholar. However, the guidance counselor/life coach should also be informed in writing if the scholar observes unusual behavior during their actual stay on campus.

All information about medical or mental health cases of the students shall be kept confidential within and among the responsible school units and officials (adviser, guidance counselor, parents, guardian, school physician, campus director, members of



the management committee, members of the executive committee, members of the BOT, and subject teachers) who are part of this policy and its outlined processes. Sharing of information shall be based on the Data Privacy Act of 2012.

### **GUIDELINES IN COUNSELING AND REFERRAL SERVICE**

The Guidance and Counseling Unit (GCU) shall observe the following important considerations in responding to referrals:

1. If the concerned teacher or school personnel has already done necessary interventions and has coordinated the scholar's concern with the class adviser, but the maladaptive behavior persists;
2. If there are indications of suicide, abuse, depression, severe anxiety, family issues, poor self-concept, or other unusual behaviors;
3. If the scholar's behavior warrants a disciplinary case, the guidance counselor/life coach may talk to the scholar before the preliminary inquiry;
4. If there are reports of death in the family (grief) or threat to life (e.g., calamity, etc.) that require psychological intervention;
5. If there are cases that may require crisis intervention.

Under most circumstances, all information obtained in the counseling session is confidential and will be released to other parties only with written consent.

The GCU reserves the right to withhold information that will protect the counseling relationship. Information obtained through counseling sessions may still be subject to disclosure in the following:

- With the scholar's consent
- If the scholar is reasonably suspected to be in imminent danger of harming themselves or others
- If the law requires that the guidance counselor/life coach makes a report or disclosure (e.g., to child protection authorities when a scholar needs protection)
- Upon the issuance of a court order or lawfully issued subpoena

However, information may be shared with parents of scholars who access counseling



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services in the best interests of the scholars and to ensure that any disclosures do not harm the relationship between the guidance counselor/life coach and the scholar.

A scholar has the right to refuse a referral. However, suppose their behavior endangers one's well-being, and those of others, the referring person and the GCU must provide such assistance to the scholar without necessarily getting their consent.

Referral Form: [https://drive.google.com/drive/u/1/folders/1acwjfj\\_FlcV3r6rc-KVhmXGjfGfMRO2?fbclid=IwAR2bgbny2DEUubW9ah19NSqT1hY2QWI5xvajyWhx-vFzvoeRXzZbcQM3mzk](https://drive.google.com/drive/u/1/folders/1acwjfj_FlcV3r6rc-KVhmXGjfGfMRO2?fbclid=IwAR2bgbny2DEUubW9ah19NSqT1hY2QWI5xvajyWhx-vFzvoeRXzZbcQM3mzk)

Requests for appointment (counseling or consultation) shall be made through PISAY CALABARZON Guidance and Counseling Unit Page.

<https://www.facebook.com/guidance.clbrzn>



- Referral to an external provider is made when an issue presented is beyond the expertise of the guidance counselor/life coach.
- The GCU maintains a pool of competent specialists to further assess the scholar's mental health. The guidance counselor/life coach may discuss information about the scholar with other professionals for diagnosis, treatment planning, or clinician supervision. This includes sharing information that may be helpful in the conduct or planning of treatment.

Page 3 of 3