



Republic of the Philippines
TARLAC AGRICULTURAL UNIVERSITY
 Camiling, Tarlac

Office of Student Services and Development
STUDENT WELFARE UNIT



GUIDANCE COUNSELING AND TESTING PROGRAM 2024

MAJOR FINAL OUTPUT/KEY RESULT AREAS / THRUSTS AND PRIORITY PROGRAMS	GOALS / OBJECTIVES	STRATEGIES / ACTIVITIES	ANNUAL SUCCESS INDICATORS / TARGETS	PERSON/S RESPONSIBLE <i>Magnitude</i>	RESOURCES TO BE UTILIZED INCLUDING SOURCE OF FUND	TIME FRAME <i>(Pls write specific month)</i>
Individual Inventory	To gather significant information about the students personal, family, and educational background using the Cumulative Form	Distribute and retrieve Cumulative Forms to all students from Junior High School, Senior High School, College and Graduate Program	100% of the students from Junior High School, Senior High School, College and Graduate Program have cumulative record.	<ul style="list-style-type: none"> - College Guidance Counselors -College Guidance Associates LS Guidance Associate - College SSD Chairs 	<ul style="list-style-type: none"> • Long brown envelope • Bond papers, printer, ink • Filing Cabinets <p>Source of Fund: OSSD - PPMF</p>	2 nd sem. February-March 1 st sem. August-September
	To gather information about the students through interview and analyze the gathered information.	Conduct interview <ul style="list-style-type: none"> • Exit interview for graduating students, shifters, drop-outs and transfer-outs. 	100% of the data gathered were analyzed and used for the improvement of the guidance program.	<ul style="list-style-type: none"> - College Guidance Counselors -College Guidance Associates 	<ul style="list-style-type: none"> • In-take Interview form • Exit Interview Forms form. 	2 nd sem. February-March 1 st sem.

		<ul style="list-style-type: none"> In-Take Interview for new students, transferees & shifters 		LS Guidance Associate	Source of Fund: OSSD - PPMP	August-September
Information Service	To orient the first year and transferee students on academic and non-academic matters which will help them adjust in their new undertakings	<ul style="list-style-type: none"> Conduct a university wide orientation for all new students, returnees and transferees. Conduct general assembly and orientation for graduate program students. Conduct college based orientation for all new students, returnees and transferees. 	<ul style="list-style-type: none"> 90% attendance of students 90% attendance of students 90% attendance of students 	<ul style="list-style-type: none"> - College Guidance Counselors - College Guidance Associates - College SSD Chairs 	<ul style="list-style-type: none"> Laptop Internet connection Board papers certificates snacks Source of Fund: OSSD - PPMP	August
	To orient the Laboratory School students on academic and non-academic subjects that will help them adjust to their new endeavors.	<ul style="list-style-type: none"> Conduct orientation for Laboratory school. 	90% attendance of students	LS Guidance Associate		August
	To assist the students in developing their character thru seminars and workshop	<ul style="list-style-type: none"> Conduct seminars and workshop about the following: Guidance Week Awareness 	90% attendance of the target participants	<ul style="list-style-type: none"> - College Guidance Counselors 	<ul style="list-style-type: none"> Laptop Internet connection Board papers certificates 	September to November

		Time Management & Study Habit Values Re-Orientation		-College Guidance Associates LS Guidance Associate -College SSD Chairs -OSSD Director	<ul style="list-style-type: none"> snacks Source of Fund: OSSD - PPM	Last week of March
	To provide information needed by the students for their daily undertakings and as an aid for their development.	Post/share infographic materials on the face book page of TAU Guidance and Counseling Office based on the monthly themes. Update the Guidance bulletin boards of each college based on the monthly themes.	At least one infographic material every month. Updated every month	-College Guidance Counselors -College Guidance Associates LS Guidance Associate	Laptop and internet connection cartolina, colored papers, glue, scissors, etc. Source of Fund: OSSD - PPM	January to December
Counseling Service	To guide the students toward self-knowledge self-realization, and self-development.	Conduct individual & group counseling related to personal, social, family, academic, career, financial and other concerns of the students using different platform.	100% of students needing counseling were accommodated.	-College Guidance Counselors -College Guidance Associates LS Guidance Associate	<ul style="list-style-type: none"> Laptop/ mobile phone Internet connection Counseling forms Ball pen Guidance Office Source of Fund: OSSD - PPM	January to December
	To assist the students in progressive development.	Conduct follow-up counseling session using different platform.	100% of students needing follow-up counseling sessions were given attention.	College Guidance Counselors -College Guidance Associates	<ul style="list-style-type: none"> Laptop/ mobile phone Internet connection 	January to December


				LS Guidance Associate	<ul style="list-style-type: none"> • Counseling forms • Ball pen • Guidance Office 	
			90% attendance of the target participants	- LS Guidance Associate	<ul style="list-style-type: none"> • Laptop/ mobile phone • Internet connection • Counseling forms • Ball pen • Guidance Office 	January to December
Program for LS Students	To guide the students toward self-knowledge, self-realization, and self-development toward realization of their career goals and development	Homeroom Guidance <ul style="list-style-type: none"> ➤ Self-Awareness ➤ Self-Esteem ➤ Career Interests ➤ Career Mapping 		LS Guidance Associate	<ul style="list-style-type: none"> • Laptop/ mobile phone • Internet connection • Counseling forms • Ball pen • Guidance Office 	January to December
	To promote student's career development, in particular, guidance advising, education, placement, coaching, and mentoring.	Career Counseling <ul style="list-style-type: none"> ➤ Individual Counseling ➤ Group Counseling 	90% of students received career counselling services	LS Guidance Associate	<ul style="list-style-type: none"> • Laptop/ mobile phone • Internet connection • Counseling forms • Ball pen • Guidance Office 	January to December
Program for Peer Facilitators	To recruit new set of peer facilitators.	Conduct recruitment and screening of applicants for TAU peer facilitators.	At least 5 students per college and from LS	LS Guidance Associate	<ul style="list-style-type: none"> • -Laptop/mobile phone • Internet connection • Application forms 	March-May
	To train/re-train the Peer Facilitator's Group members in assisting and guiding	Conduct seminar, training and workshop for TAU Peer facilitators.	At least 50 members from TAU Peer Facilitator's Group received training.	LS Guidance Associate	<ul style="list-style-type: none"> • Laptop/ mobile phone • Internet connection • Venue 	August to September
				-College Guidance Associates	<ul style="list-style-type: none"> • Source of Fund: OSSD - PMP 	August to September

	students thru seminars and workshop			-College Guidance Counselors -College Guidance Associates	<ul style="list-style-type: none"> • Resource speaker • Snacks/Lunch Source of Fund: OSSD - PPMIP	
Mental Health Services	To assess the mental health status of TAU students	Administer, score and interpret of psychological test	25 % of the students are assessed	College Guidance Counselors -College Guidance Associates LS Guidance Associate	Depression Anxiety and Stress Scale Source of Fund: <ul style="list-style-type: none"> • OSSD - PPMIP 	August to November
	To develop a mental health intervention program for the students	Analyze the data gathered through mental health assessment	1 mental health intervention program developed	College Guidance Counselors -College Guidance Associates LS Guidance Associate	Depression Anxiety and Stress Scale (DASS) Results Source of Fund: <ul style="list-style-type: none"> • OSSD - PPMIP 	January to April
	To raise awareness and provide ways on how to address issues and concerns on Mental Health.	Conduct seminar/webinars/online discussion for: <ul style="list-style-type: none"> • LS Students • College Students • Graduate Program Students • Parents • Faculty Managing Anxiety	At least 3 seminar/webinar/online discussion conducted	College Guidance Counselors -College Guidance Associates LS Guidance Associate TAU Peer Facilitators	Resource Speakers Snacks Token Certificates Source of Fund: <ul style="list-style-type: none"> • OSSD - PPMIP 	October

	interests, abilities, aptitudes, and potentials.				LS Guidance Associate	OSSD - PPMP	
Research and Evaluation Service	To continuously assess the needs of the students by conducting research.	Conduct at least 1 research.	1 research conducted	College Guidance Counselors -College Guidance Associates LS Guidance Associate	-Bond paper (drafts and questionnaires) -Ink -Psychological Test materials Source of Fund: OSSD - PPMP		January to December
	To improve the services offered by the guidance, counseling and testing unit using evaluation responses.	Evaluation every after program or activities.	At least a very satisfactory rating in all the programs and activities.	College Guidance Counselors -College Guidance Associates LS Guidance Associate	• Laptop/ mobile phone • Internet connection Source of Fund: OSSD - PPMP		January to December
Referral Service	To refer clients to competent professionals for a highly specialized intervention.	Refer clients to experts or competent professionals who can address the problem or issue of the clients.	100% of the students needing highly specialized intervention are referred to experts or competent professionals.	College Guidance Counselors -College Guidance Associates LS Guidance Associate	Referral form Source of Fund: OSSD - PPMP		January to December
	To accommodate students referred by teachers, parents and staff.	Provide necessary counseling intervention to the student/s being referred.	100% of the referred students received counseling intervention.	College Guidance Counselors -College Guidance Associates	• Laptop/ mobile phone • Internet connection • Counseling forms		January to December

				LS Guidance Associate	<ul style="list-style-type: none"> • Ball pen • Guidance Office 	
Professional Advancement of Guidance Counselors & Guidance Associates	To update the knowledge and enhance the skills of the guidance counselors and guidance associates for them to be more equip in meeting the needs and concerns of the students.	Active Participation in the Seminar-Workshops and other professional advancement activities	The Guidance Counselors and Guidance Associates attend at least one convention/ training/ seminar.	College Guidance Counselors -College Guidance Associates LS Guidance Associate	Budget for the convention/ training/ seminar. Narrative Report and Certificate of Attendance/ Participation Source of Fund: OSSD - PPMIP	As scheduled
Administration of Admission Tests	To assess the aptitude of the students as basis for the admission of incoming first year and transfere.	Administer, score, and interpret the College Admission Test DAT (Differential Aptitude Test) and TAT (Teaching Aptitude Test)	100% of first year college applicants and transferees took the admission test	College Guidance Counselors -College Guidance Associates	DAT & TAT Test booklets, answer sheets, testing room Source of Fund: SWU Source of Fund: OSSD - PPMIP	February to April
	To assess the ability and intelligence of the students applying for admission for Junior High School.	Administer, score and interpret the admission test for incoming Junior high school RAIT (Reynolds Adaptable Intelligence Test)	100% of the JHS applicants took the admission test	LS Guidance Associate	RAIT -Reynolds Adaptable Intelligence Test (Test booklets, answer sheets) Source of Fund: OSSD - PPMIP	April
Extension Services	To extend guidance services and expertise outside the community	Administer psychological tests for scholarship screening, serve as resource speakers during seminars, facilitate trainings and workshop, provide psychological first aid when needed	Requested services and expertise from outside agencies were attended to.	College Guidance Counselors -College Guidance Associates LS Guidance Associate	TAU vehicle Source of Fund: OSSD - PPMIP	As requested

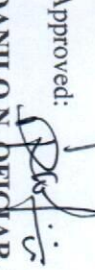
Prepared by:


MARIA C. TABAG
University Guidance Counselor

Recommending Approval:


BENNY S. SOLIMAN, Ph. D
Director, Office of Student Services and Development

Approved:


DANILO N. OFCIJAR, Ph. D
Vice President, Student Affairs and Services