

Guidance and Testing Monthly Activities AY 2011-2012

	Month/ Date	Activity	Participants/ Clientele	Links/ Remarks
	June 2011	Orientation/ Reorientation of guidance services to Faculty and Staff, pupils and parents.	BED USC NC Elementary <ul style="list-style-type: none"> • Faculty, staff, pupils & parents • New pupils • Pupils under Academic & Behavioral Probation • Pupils, parents and teachers 	
	JUNE 2011	06 Re-orientation of guidance services to faculty and staff. 10 Meeting with home-room advisers to review and update the HR program. 17 Orientation program for new students. 25 Orientation for parents of new students. 13 2 nd week of July – updating of students’ records 13–21 Room to room guidance re-orientation for old Students	BED USC North High School	
	JUNE 2011	<ul style="list-style-type: none"> • Preparation of Guidance Program & Calendar of Activities • Admission Interview of late applicants • Preparation of GS Guidance Bulletin Board • Room to Room Guidance Orientation • Orientation of Parents • Conduct Needs Assessment Survey for Faculty & Pupils • Update of IAS/Gather fresh data from pupils 	<ul style="list-style-type: none"> • BED USC SC Elementary • GS Dept. • USC BED SC GS • USC BED SC Family Kindergarten, Grade 1 – 6 • PARENTS of New Pupils 	

		<ul style="list-style-type: none"> • Consultation Meeting with Teachers 	<ul style="list-style-type: none"> • USC BED SC Faculty & Pupils • USC BED SC GS Pupils • By Grade Level 	
	JUNE 2011	<p>13 Start of Classes</p> <p>Accomplishing of Forms and Questionnaires</p> <p>PF Meeting re: Campus Tour</p> <p>14 Guidance Services Orientation simultaneous with Campus Tour</p> <p>15 & 16 Guidance Services Reorientation</p> <p>20 Guidance Services Reorientation</p> <p>21 (AM)PF Campaign</p> <p>23 Meeting with YLCs re: Homeroom Implementation</p> <p>25 (PM)Parents' Orientation</p> <p>30 Student Data Profiling Basic Ed (SC & NC) Counselors' Meeting</p>	<p>BED USC SOUTH High School</p> <ul style="list-style-type: none"> • Student Intake Interview Form 1st to 4th Years • Learning Styles 1st to 4th Years • Sentence Completion 1st Year and Transferees • MIDAS 1st Year and Tranferees • 1st Year and Transferees • 2nd and 3rd Years • 4th Year • 2nd Year • for new and transferees 	
	JULY 2011	<ul style="list-style-type: none"> • Continuation of Routine Interview of new pupils and transferees • Academic & Behavioral Follow-up • Homeroom Skills Training for New Teachers and interested advisers • Start of Leadership Training Seminar for Class and Club Officers 	<p>BED USC North Elementary</p> <ul style="list-style-type: none"> • New pupils • Pupils under probation • New teachers and advisers 	

		<ul style="list-style-type: none"> • Counseling • Continuation of sorting and updating of cumulative records for pupils 	<ul style="list-style-type: none"> • Class and club officers from Gr. 1-6 • Pupils, parents and teachers 	
	JULY 2011	<p>10 Homeroom Skills Training for New Teachers</p> <p>11 Forum on Puberty – 1st Yr.</p> <p>23 Study Improvement Program for all Academic Probationary Students</p> <p>PACT & POIS Interpretation – 4th Year</p> <p>Career Counselling</p>	BED USC North High School	
	JULY 2011	<ul style="list-style-type: none"> • Follow-up (Academic/Behavior/Adjustment) • Leadership Training Seminar (Class Officers) • Filing application for Candidacy • Nomination Rally • PGEC Election Campaign Period • Miting de Avance • PGEC Elections • Consultation Meeting with Teachers 	<p>BED USC SC Elementary</p> <p>New Pupils/Transferees</p> <p>Grade 3 – 6</p> <p>Nominees for PGEC Election</p> <p>Grades 3, 4, 5, 6</p> <p>Grades 3, 4, 5, 6</p> <p>Grades 3, 4, 5, 6</p> <p>Grades 3, 4, 5, 6</p> <p>By Grade Level</p>	
	JULY 2011	<p>2 - Refresher Course on RHGP Implementation (for Class Advisers)</p> <p>4 – 8 Follow-up Interview for transferees</p> <p>9 (PM) Guidance Partnering with Parents:</p> <ul style="list-style-type: none"> • Presentation of Guidance Survey Results and Other Data • Identifying Parents for Support Group of OFW and the Separated/Abandoned Students <p>11 – 22 Intake Interview</p> <p>4, 11, 18 & 25 Homeroom Implementation: About Self Go for Care Sessions for Academic Probationary Students</p>	<p>BED USC SOUTH High School</p> <p>2nd to 4th Years</p> <p>for 1st Year</p> <p>1st to 4th Years</p>	

		<p>4 to 30 Student Data Profiling continued Presentation of Guidance Data Results/Recommendations to the Principal, SAC/GLC and Faculty during Community Meeting, on:</p> <ul style="list-style-type: none"> • Students' Profile • Students' Need Assessment • Learning Styles • MIDAS • Survey on Family Dynamics, Internet Utilization • Behavior and Academic Performance of Students <p style="text-align: center;">Parent Discussion Group date depends on the parents' availability</p>	(for parents of 1 st & 4 th Year Academic and Disciplinary Probationary Students)	
	AUGUST 2011	<ul style="list-style-type: none"> • Continuation of Academic and Behavioral follow-up of probationary pupils • Continuation of Leadership Training for class and club officers • Conduct Study Improvement Program for probationary and underachievers • Administer evaluation for group guidance activities undergone • Facilitate Parent-Teacher conference of pupils with unsatisfactory grades • Routine Interview • Counseling 	<p>BED USC North Elementary</p> <ul style="list-style-type: none"> • Pupils under probation • Class and club officers from Gr. 1-6 • Gr. 1 to 6 pupils • Participants of Group Guidance Activities • Parents • Old pupils (Gr. 1-6) • Pupils, parents and teachers 	
		<p>1-4 Forum on Bullying – All Yr. Levels 23 Forum on Handling Emotions – 2nd Yr. 27 SAP Leadership Seminar – All Yr. Levels 31 Forum on Responsible Dating – 3rd Yr.</p>	BED USC North High School	
	AUGUST 2011	<p>2 & 3 PF Applicants' Interview 6 (AM) Celebrating Life Session (Part 2) Faculty</p>	<p>BED USC SOUTH High School for 3rd Year 1st and 4th Years</p>	

		<p>8 (AM) Homeroom Show and Tell - 2 hours -</p> <p>27 PF Basic Seminar</p> <p>1, 8 & 22 Homeroom Implementation:</p> <p>About Others Go for Care Sessions for Disciplinary Probationary Students</p> <p>1 to 31 - Follow-up on Academic Probationary Students</p> <p>- Parent Discussion Group date for this month needs to be finalized</p>	<p>1st to 4th Years</p> <p>(for parents of 2nd & 3rd Year Academic and Disciplinary Probee)</p>	
	<p>SEPTEMBER 2011</p>	<ul style="list-style-type: none"> • Teambuilding Activity as requested by moderators/teachers • Task Orientation and Program Planning for SSM Officers in coordination with the SSM Moderator • Academic follow-up for pupils with failures • Test interpretation • Routine interview of pupils • Counseling 	<p>BED USC North Elementary</p> <ul style="list-style-type: none"> • Club members (Gr. 4 – 6) • SSM Officers • Pupils with low academic performance (Gr. 1-6) • Parents of Gr. 1-3 pupils; Gr. 4-6 pupils • Gr. 1-6 pupils • Pupils, parents and teachers 	
	<p>SEPTEMBER 0211</p>	<p>8 Survey on Students' Chosen Career - 4th Yr.</p> <p>15 Career Talk – 4th Yr.</p> <p>19 NCAE Orientation – 4th Yr.</p>	<p>BED USC North High School</p>	

	<p>25 Leadership Training Seminar - 1st Yr.</p> <p>29 NCAE day</p> <p>Follow – up of Failures</p>		
	<ul style="list-style-type: none"> • Academic/Behavioral Follow-up • Behavioral Follow-up • Individual /Group Counseling • Consultation Meeting with Teachers • Session with children of separated parents • Teacher-parent conferences with referrals • Routine Interview 	<ul style="list-style-type: none"> • BED USC SC Elementary • Referrals from teachers“ • By grade Level • Identified SC GS pupils (Gr. 4 – 6) • Case to case basis • Grade 1-3 	
	<p>3 (AM) Celebrating Life</p> <p>Session (Part 1)</p> <p>7 Career Symposium</p> <ul style="list-style-type: none"> ✓ On Career Planning and Exploration ✓ Scholarships as a Way to College <p>10 Organization and Training of the Parents’ Support Group</p> <p>12 (AM) Homeroom Show & Tell for - 2 hours</p> <p>5, 19 & 26 Homeroom Implementation: About Studies Go for Care Follow-up Sessions for Academic Probee Students</p> <p>1-20 NCAE Preparations</p> <p>21/28 NCAE</p>	<p>BED USC SC-HS</p> <p>1st Year Faculty</p> <p>(3rd Year)</p> <p>(2nd and 3rd Years)</p> <p>(1st to 4th Years)</p> <p>(4th Year)</p> <p>(4th Year)</p>	
	<ul style="list-style-type: none"> • Continuation of academic follow-up of pupils with failures • Routine interview of pupils • Teambuilding Activity as requested by teachers/moderator 	<p>BED USC North Elementary</p> <ul style="list-style-type: none"> • Pupils with low academic performance (Gr. 1-6) • Gr. 1-6 pupils • Club members (Gr. 4-6) 	

	<p style="text-align: center;">OCTOBER 2011</p>	<ul style="list-style-type: none"> • Counseling <p>1,8, 15, & 22</p> <ul style="list-style-type: none"> • LTS for 1st,2nd, 3rd and 4th Yr. Class Officers • Follow –up of Failures • Career Counselling – 4th yr students • Administration of PACT & POIS - 2nd yr. level • Session with children of OFWs • Session with children of absentee parents • Consultation Meeting with Teachers • Study Improvement Session • Academic Follow-up <p>1 (AM) Celebrating Life Session (Part 1)</p> <p>6 & 7 USC Showcase of College Offerings and Facilities – Campaign and Tour at TC & MC</p> <p>4, 11, 18 & 25 Homeroom Implementation: About Goals Go for Care Follow-up Activities for Academic Probee Students</p> <p>1-31 Academic Follow-up</p>	<p>Pupils, parents and teachers</p> <ul style="list-style-type: none"> • BED USC North High School • BED USC SC Elementary • Identified pupils • Identified pupils • By grade level • Pupils with failures <p>BED USC SOUTH High School</p> <p>2nd Year Faculty</p> <p>(4th Years)</p> <p>(1st to 4th Years)</p>	
	<p style="text-align: center;">NOVEMBER 2011</p>	<p>24 Career Field Trip of 4th yr. Students</p> <ul style="list-style-type: none"> • Psycho-Spiritual Activity – 2nd yr students • Psycho-Spiritual Activity – 2nd yr students • Parenting Seminar • Consultation Meeting with Teachers • Conduct Research RE: Impact of Parenting Styles on Pupils’ Academic Performance • Parenting Seminar • Consultation Meeting with Teachers • Conduct Research RE: Impact of Parenting Styles on Pupils’ Academic Performance 	<ul style="list-style-type: none"> • BED USC NC BED • BED USC SC Elementary • Parents • By grade level <p>Sample population</p> <ul style="list-style-type: none"> • BED USC SC Elementary Parents • By grade level • Sample population 	

	NOVEMBER 2011- May 2012	Admission Services (For the Next School Year)	BED USC SOUTH High School	
	NOVEMBER 2011	<p>10-11 Preparation & Putting up of Career Exhibit</p> <p>12 Celebrating Life Session (Part 1)</p> <p>14 (AM)Formal Launching of Career Celebration during the assembly</p> <p>18 PACT/POIS & IQ Results Interpretation</p> <p>22 Career Related Inputs (4th Year)</p> <ul style="list-style-type: none"> ▪ Symposium on: <ul style="list-style-type: none"> ✓ Fastest Careers for the Next Ten Years ✓ Career Decision-making <p>24 Career Related Inputs (4th Year)</p> <ul style="list-style-type: none"> ▪ Talk Show on: <ul style="list-style-type: none"> ✓ All About College Life ✓ Thoughts From Inspiring Professionals <p>8, 15 & 22 Homeroom Implementation: About Career</p> <p>26 USC College Entrance Examination</p> <p>7-30 Career Counseling</p>	<p>BED USC SOUTH High School</p> <p>4th Year Faculty</p> <p>(4th Year)</p>	
	DECEMBER 2011	<ul style="list-style-type: none"> • Routine interview of pupils • Academic and behavior follow-up • School Campaign • Start of admission interview of applicants for S.Y. 2012-2013 	<p>BED USC North Elementary</p> <ul style="list-style-type: none"> • Gr. 1-6 pupils • Pupils w/ academic and/or behavioral concerns • Different schools w/in Cebu City • Pupil applicants from Nursery to Gr. 5 	

		<ul style="list-style-type: none"> • Counseling 	<ul style="list-style-type: none"> • Pupils, parents and teachers 	
	DECEMBER 2011	<ul style="list-style-type: none"> • Admission Campaign • Conference with parents of referred cases • Session with Underachievers 	<ul style="list-style-type: none"> • BED USC NC-HS • BED USC SC Elem. • Case to case basis Identified Pupils USC SC-HS 	
		2 & 3 PF Retooling and Tribute		
		11 Parents Support Group Congress during Family Day		
		5 & 12 Homeroom Implementation: About Family		
	JANUARY 2012	<ul style="list-style-type: none"> • Academic and behavioral follow-up • Routine Interview of pupils • Admission Interview for pupil applicants • Counseling 	BED USC North Elementary <ul style="list-style-type: none"> • Pupils w/ academic and/or behavioral concerns • Gr. 1-6 pupils • Pupil applicants from Nursery to Gr. 5 • Pupils, parents and teachers 	
		Admission Campaign	BED USC NC-HS	
		<ul style="list-style-type: none"> • Career appreciation activities • Group Guidance Sessions with Study Improvement Session • Academic Follow-up/ Counseling • START of Admission Period for AY 2012-2013 	<ul style="list-style-type: none"> • BED USC SC-Elem • Identified groups • Pupils with multiple failure New Applicants/Transferees • BED USC SC-HS • Interested ADEA-SC 1 st Year <ul style="list-style-type: none"> • 2nd Year 	
		7 (AM)Celebrating Life Session (Part 1)		
		24 Symposium About Drugs and Sexuality		
	26 Symposium About Drugs and Sexuality			
	23 & 30 Homeroom Implementation: About Values and Citizenship			
		<ul style="list-style-type: none"> • Conduct Orientation Talk in Preparation for High 	<ul style="list-style-type: none"> • BED USC North Elementary 	

	FEBRUARY 2012	<p>School to Grade 6 pupils</p> <ul style="list-style-type: none"> • Routine interview of pupils • Facilitate Parent-Teacher conference for pupils with unsatisfactory grades • Admission Interview for pupil applicants <ul style="list-style-type: none"> • Exit Interview for Gr. 6 pupils • Counseling 	<ul style="list-style-type: none"> • Gr. 6 pupils • Gr. 1-6 pupils • Parents • Pupil applicants from Nursery to Gr. 5 • Gr. 6 pupils • Pupils, parents and teachers 	
		<p>Follow-up of Failures DT on all levels (Post Test)</p>	BED USC North High School	
		<ul style="list-style-type: none"> • Case Conferences • CEM DT Administration • Consultation Meetings with Teachers 	<ul style="list-style-type: none"> • BED USC SC Elementary • Parents, Faculty, etc. • USC BED SC GS • By grade level 	
		<p>1 Symposium About Drugs and Sexuality</p> <p>3 Symposium About Drugs and Sexuality</p> <p>6 -10 Exit Survey</p> <p>11 (AM)Celebrating Life Session (Part 1)</p> <p>13-29 NAT Preparation</p> <p>6, 13, 20 & 27 Homeroom Implementation: About Love and Relationship</p>	<p>BED USC SC-HS</p> <ul style="list-style-type: none"> • (3rd Year) • (4th Year) • (4th Year) • Interested Parents • (2nd year) 	
	MARCH 2012	<ul style="list-style-type: none"> • Administer evaluation on guidance services • Admission Interviews and Sectioning of qualified pupil applicants 	<p>BED USC North Elementary</p> <ul style="list-style-type: none"> • Pupils and teachers • Pupil applicants from Nursery to Gr. 5 	

		<ul style="list-style-type: none"> • Academic and Behavioral Follow-up • Continuation of Exit Interview for Gr. 6 pupils • Counseling 	<ul style="list-style-type: none"> • Pupils w/ academic and/or behavioral concerns • Gr. 6 pupils • Pupils, parents and teachers 	
		<ul style="list-style-type: none"> • DT on all levels (Post Test) • National Achievement Test • Evaluation of Homeroom Guidance Program and Guidance Services 	BED USC North High School	
		<ul style="list-style-type: none"> • Deliberation Meetings • Preparation of Reports 	BED USC SC Elementary By grade level Case to case basis	
		7/14 National Achievement Test 1-31 Accomplishment of Reports/Research	BED USC SOUTH High School (2 nd Year)	
	APRIL to MAY 2012	<ul style="list-style-type: none"> • Collation of evaluation results • Admission Interviews and Sectioning of qualified pupil applicants • Cumulative records updating 	BED USC North Elementary <ul style="list-style-type: none"> • Administration • Pupil applicants from Nursery to Gr. 5 • Gr. 1-6 pupils 	
	APRIL 2012	1-30 Entrance Interview for Incoming	BED USC SOUTH High School 1 st Year students and Transferees	
	MAY 2012	<ul style="list-style-type: none"> • Interview applicants for admission • Conferences with parents of applicants for admission • Year –end Evaluation and Planning 	BED USC SC Elementary New Applicants/Transferees USC Guidance Staff	
	MAY – JUNE 2012	Admission Services (For the Current School Year)	BED USC SOUTH High School	
	MAY 2011	1 - 31 Entrance Interview for Incoming 12-16 Guidance Staff Development (Pangasinan/Baguio/Manila)	BED USC SOUTH High School 1 st Year students and Transferees	

	Year – round activities	<ul style="list-style-type: none"> • Individual/Group Counseling • Guidance Counselors’ Meeting (Monthly) • Update if IAS forms • Preparation of Reports • Data gathering for research 	<ul style="list-style-type: none"> • BED USC SC Elementary • Referrals/ Walk-in Clients • USC Guidance Counselors • USC BED SC GS Pupils • USC BED SC Family • USC BED SC Family 	
		Consultation and Coordination with the Following: <ul style="list-style-type: none"> • Head of Guidance • Fellow Counselors • Academic Personnel • Support Service Staff • University Administrators 	BED USC SOUTH High School	
	Every Quarter	Deliberation Meetings	BED USC SOUTH High School	
	Monthly	<ul style="list-style-type: none"> • Counselor’s Meetings • Year Level Faculty Meetings • Peer Friend Meetings • Bulletin Board Display 	BED USC SOUTH High School	
	Year Round	<ul style="list-style-type: none"> • Individual and Group Counseling • Behavioral Follow-up • Follow-up Case Conferences • Regular Consultation with the Principal/Admin Assistants • Coordinating with Faculty/Staff • Linkage with the University/Community Resources • Partnering with Parents/Guardians • Community Meetings • Research & Evaluation 	BED USC SOUTH High School	