



## **Cainta Catholic College** **Guidance Center**

### **Guidance Program for the New Normal** **SY 2020-2021**

Our office caters eight significant services to our students which are the following: Individual Inventory, Information, Career Development, Placement, Testing, Counseling, Followup and Research and Evaluation Services. For decades now, we are still armed by this duty and also live by this responsibility to provide our students with the services that would eminently respond to their specific needs. However, due to unforeseen circumstances brought about by the rise of this Covid 19 incident, we had to adapt, adjust and remodify several office protocols including which services will better serve everyone – the students, their parents/guardians and our fellow employees, during this time of pandemic.

From the traditional face to face setup when dealing with our students, we have to evolve to online approach. From eight services, we had to streamline and focus on what are essentially needed at this time and we came up with these two: Information and Counseling Services.

Nonetheless, we need to point out that we are still going to provide the other services, but not all, to a reduced degree for we have to stringently abide by the IATF Guidelines regarding no face to face interaction, no mass gathering and practice of social distancing to assure the safety of the students, their parents/guardians and the Guidance Personnel.

#### **Manner of Implementation: Information Service**

The Information Service by our definition is, *“It involves the creation of a clearing house of data about the school community, in general, and the guidance program, in particular. It provides for educational, vocational, psycho-spiritual and social information of orientation to parents and students; career orientations, published materials like books, brochures, pamphlets, posters and classroom guidance.”*

We remain faithful to this purpose but for this time, we are going to provide such educational, vocational, psycho-spiritual and social information to our students, their parents and co-employees through the use of several platforms such as:

- a. Emails
  - b. Facebook
  - c. Zoom or Google Meet (for webinars and watch parties)
- In coordination with the class advisers, we will reach out to our students (and their parents/guardians) through emails by sending them timely contents about the ‘Hows and Whys’ of our current condition and effective ways to adapt rather than resist the new normal. It may be in the form of snippets, articles, newsletters, etc.

- Using our official Facebook page, it will serve as our electronic bulletin board wherein:
  - our students will be able to see the announcements regarding our offered services, programs and other institutional activities.
  - we will post relevant and multifaceted information regarding our new normal situation, symptom education and self-enhancement techniques in relation to combating anxiety and building resiliency among others in addition to our already existing Media Awareness, Responsible Media Usage and Anti-Bullying Information Campaigns that we are annually providing to our students.
  - we will share watch parties of past webinars that tackle about the current presses and concerns that may have been encountered or presently being encountered by our students and their parents/guardians.
  - we will also incorporate our other services such as Career Development and Placement in educating and enlightening our students about career planning and pathing by also posting helpful video guides about career exploration, skills development and other related contents.
- Using Zoom or Google Meet in conducting appropriate webinars especially designed for students and for parents/guardians.

### **Manner of Implementation: Counseling Service**

Counseling Service is, *“It is the heart of the guidance program and services. It provides for the student a trusting and helping relationship enabling the experience of being cared for and wanted for what he/she really is. Its purpose is to establish a trusting and helping relationship with the counseling partners in order to create an environment where they can become more fully aware of themselves, establish personal meaning, develop and clarify their value system and achieve positive behavior modification.”*

The system of communication between the students, their parents/guardians and the Guidance Advocates, through the assistance of the class advisers, will employ the use of several media platforms such as:

- a. Emails
- b. Facebook Messenger
- c. Google Forms
- d. Zoom or Google Meet (for videoconferencing)
- e. Telephone

Before any counseling session will take place, a student referral will be initially done (except for ‘virtual walk in’ wherein the student might take the first move in reaching out to his/her Guidance Advocate and seek for counseling).

### **The Referral Process**

1. The person concerned (class adviser, subject teacher etc.) must completely fill in and submit an online Referral Form (now in Google Form) along with required attachments. The Google Form links will be

made available to him/her through coordination with the Guidance Advocates via Facebook Messenger or through telephone.

2. The referred student/s will be contacted by the Guidance Advocate via Email, Facebook Messenger or through telephone and a counseling session will be scheduled. The student will be provided the option of which platform he/she will be more comfortable with or has better ease of access, either Web Counseling or Tele Counseling. Videoconferencing using Zoom or Google Meet may also be employed. The counseling session which will strictly last for a maximum of 50 minutes to an hour only per session will then proceed as scheduled.
3. After counseling, the Guidance Advocate will communicate the outcome and progress of the session to the referrer either through online or by telephone. Videoconferencing using Zoom or Google Meet may also be considered most especially if there is a further need for Parent-Referrer-Guidance Advocate discussion regarding the case at hand.
4. There might be a necessity to conduct additional counseling sessions with the student/s depending on the nature, gravity and progress of the case and when the need for it arises.
5. If the student failed to comply with the agreement (Behavioral Agreement or Contract) for three times, he/she will be referred to the Student Discipline through the class adviser.

#### **Other Related Programs in Line:**

- We are open to conduct Debriefing Sessions to our co-employees who might be in need of this directive intervention. This procedure , which is not the same with Counseling, will primarily help them process the ‘distressing event’ we are all encountering right now which is the pandemic, reflect on its impact on their lives, identify triggers and normalize reactions, educate about coping and give support in integrating their potential improvement into their future performance.
- We will also launch our ‘Online Kumustahan’ program as part of our Building Resiliency Campaign and will cater to the rest of the CCC Community. Through this effort, we can help our colleagues deal with the strain and anxiety they are experiencing while at the same time, curtail its impact on their psychological, emotional and physical wellbeing. We will also utilize virtual platforms such as Facebook Messenger and Google Meet or Zoom for videoconferencing sessions.
- We will still provide our Tracer Study Google Form links to our alumni as part of our ongoing Followup Service.

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