

CAMARINES NORTE STATE COLLEGE
 Daet, Camarines Norte
ACTION PLAN
Guidance & Testing Program
 A.Y. 2016-2017

| Program/ Services Activities | Objectives | Target Group | Suggested Activities/Materials | Time Frame | Persons Involved | Expected Outcome |
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| I.Student Development A. Orientation | To help students adjust and be familiarized with their new env't. and to provide on hand info. about the college policies. | Freshmen , transferees and returning students | Orientation Program -Electronic presentation of all offices and personnel. -Discussion of college policies, proper conduct of students and grading system. -Presentation of faculty members | By the end of June 2016 | OSS and Guidance Counselors | Fully informed and adjusted students |
| B. Group Dynamics Activity and Special Orientation | To develop among students a sense of responsibility and to create a better understanding about social relationships. Awareness of student's conduct inside the school premises and rules and regulations of CNSC. | All Freshmen and other year level | An activity that will go through a process of self-awareness, disclosure and self-direction. CLASSROOM ACTIVITIES: Activities vary depending on the needs of students by means of regular monitoring specially in the adjustment of freshmen. <ul style="list-style-type: none"> • TIME MANAGEMENT • STRESS MANAGEMENT Discussion of the student's hand book | Year round As requested/as need arises Pre scheduled as per approved and in coordination with the college Dean | Guidance Counselor and invited guest speaker | Self-awareness and improved classroom relationships |
| C. Spiritual and Moral Enhancement | To develop/enhance spiritual aspect of students | Graduating students | AnnualRecollection (one day activity at the CNSC social hall) | March 26, 2016 (CBPA & Mercedes Campus) March 2016 (CE & CAS) March –other campuses | Priest/ Spiritual leader | Morally and spiritually prepared graduating students |

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| D. Counseling and Follow-up | To provide students the assistance they need in their emotional, psychological, spiritual aspects and academics related problem. | Scholars Students | Individual or group counseling to walk-in or referred student/ client. <i>Home visitation</i> – this service is conducted to specific scholars/students to background check and coordinate with parents regarding their sons/daughters’ performance as referred by the SFAU Chairman and teachers. Coordination and follow-up with previously assisted client. | Daily Year round As need arises | Guidance Counselors and SFAU Chairman | Self-directed individual Properly monitored scholars /students |
| E. Placement & Career Service | a. To screen and to prepare students for their chosen course b. To assist & provide graduating students the necessary information about job opportunities and applying a job. | Freshmen & transferees Graduating students | Interview and screening of freshmen and transferees (Official admission) Job clinic Seminar Program contents: *PESO updates-Labor education, job opportunities and current trends of employment, local & abroad. *Interview techniques, writing an application letter, proper dress code. | April – May 2016 March, 2016 (CBPA & Mercedes Campus) March 2016 (CE & CAS) March – other campuses | Guidance Counselors Guidance Counselors | Proper placement based on their ability and interest. Confident graduates and a better chance to land a job. |
| F. Individual Inventory Service | To update students record/profile. | Freshmen and transferees Regular students | Regular Guidance Office visits and completion of the individual inventory form | June- December 2016 | Guidance Counselors | Updated and reliable student’s profile/ records |

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| G. Information Service | To make available to students certain kinds of information not ordinarily provided through instructional program. | Students Graduating students (CoEng) | Providing reading materials, reproduction of memos, flyers and updated bulletin of information Activities: *Labor Education (Seminar) * Work Values Formation | Year round February 18, 2016 | Guidance Counselors Guidance Counselors | Proper dissemination of opportunities and improved self-awareness and adjustments |
| H. Testing Service | To provide comprehensive & integrated measurement of the student's general mental ability, aptitude, interests, personality patterns based on standard instruments. | Incoming freshmen and transferees Regular students | Administration of College Admission Test to walk-in applicants who graduated from High School prior to 2016 under the basic education curriculum before K12 and transferees. Personality Test and Ability Test | April 2016 Year round or as requested | Guidance Counselors Guidance Counselors | Placement of applicants for college program Improved self-awareness |
| II. Staff Development A. PGCA attendance and other related seminar B.Phil. Psychological Corp. seminar workshop on Testing & Evaluation | To update new trend of policies and advancement of guidance services To update new trend in Testing & Evaluation | | Attendance to annual convention Attendance to seminar workshop | May 2016 As scheduled by the Phil Psychological Corporation | Guidance Counselors Guidance Counselors | Effective delivery of service Effective delivery of service |

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| III. Physical Facilities | To establish a conducive & functional Guidance & Testing Office | | Renovation of old NSTP Office <ul style="list-style-type: none"> • Floor and Roofing improvement • Repainting • Counseling cubicles | 2016 | VPAd Guidance Counselors | Conducive & functional office for a more effective of delivery of service. |
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Submitted by:

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