



6. Guidance and Counseling

The process of helping individuals discover and develop their educational, vocational, and psychological potentialities and thereby to achieve an optimal level of personal happiness and social usefulness.

Office or Division	Office of the Municipal Social Welfare and Development Officer			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen			
Who may avail	Client who needs Counseling			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
None				
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Log in the client at the Information Officer / Officer of the Day	1. Log in and do the initial interview.	None	5 Minutes	<i>Social Welfare Aide</i> <i>Social Welfare Assistant</i> Office of the Municipal Social Welfare and Development Officer
2. Proceed to case worker	2. In depth interview and conduct the actual guidance and counseling.	None	1 Hour	<i>Social Welfare Officer I</i> <i>Social Welfare Officer II</i> <i>Social Welfare Officer III</i> <i>Municipal Social Welfare and Development Officer</i> Office of the Municipal Social Welfare and Development Officer
	TOTAL:	None	1 Hour and 5 Minutes	