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	COUNSELING PWDs	Effective Date: November 17, 2020 Supersedes: N/A
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I. PURPOSE

This Reference Guidelines shall provide a set of regulations for counseling service offered to persons with disabilities (PWDs) in Mapua University.

It aims to help PWDs make important choices in their personal, socio-emotional, and educational concerns that greatly affect their lives so they could attain personal happiness and social usefulness. It also intends to respond to PWDs who may seek support to manage the conflicts that characterize their social encounters.

II. SCOPE

This covers all enrolled students with disabilities of MAPUA University.

The following are the types of disabilities mentioned in RA No. 7277 (Magna Carta for Persons with Disability) which definitions were taken verbatim from the Department of Health A.O. No.2009-0011:


- Psychosocial disability
 - Any acquired behavioral, cognitive, emotional, social impairment that limits one or more activities necessary for effective interpersonal transactions and other civilizing process or activities for daily living, such as but not limited to deviancy or anti-social behavior.

- Chronic illness
 - A group of health conditions that last a long time. It may get slowly worse over time or may become permanent or it may lead to death. It may cause permanent change to the body and it will certainly affect the person’s quality of life.

- Learning disability
 - Any disorder in one or more of the basic psychological processes (perception, comprehension, thinking, etc.) involved in understanding or in using spoken or written language.



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- Mental disability
 - Disability resulting from organic brain syndrome (i.e., mental retardation, acquired lesions of the central nervous system, or dementia) and/or mental illness (psychotic or non-psychotic disorder).

- Visual disability
 - Impairment of visual functioning even after treatment and/or standard refractive correction, with visual acuity in the better eye of less than 6/18 for low vision and 3/60 for blind, or a visual field of less than 10 degrees from the point of fixation. A certain level of visual impairment is defined as legal blindness. One is legally blind when the best corrected central visual acuity in the better eye is 6/60 or worse or side vision of 20 degrees or less in the better eye.

- Orthopedic disability
 - Disability in the normal functioning of the joints, muscles or limbs.


- Communication disability
 - An impairment in the process of speech, language or hearing, further broken down into two types: (a) Hearing Impairment is a total or partial loss of hearing function which impede the communication process essential to language, educational, social and/or cultural interaction; and (b) Speech and Language Impairment means one or more speech/language disorders of voice, articulation, rhythm and/or the receptive or and expressive processes of language.

III. DEFINITIONS

- Counseling is designed to facilitate positive change in student behavior, feelings, and attitudes.

- Persons with Disabilities (PWDs), under RA 10524 - An act expanding the positions reserved for persons with disability, amending for the purpose of Republic Act No. 7277 (Magna Carta for Persons with Disability), refer to individuals who suffer long-term physical, mental, intellectual or sensory impairments which, upon interaction with various barriers, may hinder their full and effective participation in society on an equal basis with others.

- Walk-in Clients are counselees who voluntarily request to avail of the counseling service.

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- Referred Clients are students who are referred by the different units of the university such as the Health Services, Office of the Prefect for Discipline, the Center for Student Advising, Office of the Registrar, or from the academic community such as the Deans, Program Chairpersons, and Faculty Members.

IV. RESPONSIBILITY AND AUTHORITY

- Guidance Director supervises the guidance counselors in their case management. The guidance director may also conduct case conference.
- Guidance Counselor (GC) is responsible in the implementation of the counseling service. The guidance counselor may consult the guidance director regarding students' problems for better case management.

V. DETAILS OF REFERENCE GUIDELINES

1. The guidance counselor shall accommodate all enrolled Mapuans who are walk-in and referred clients/counselees with disabilities.
2. The guidance counselor shall conduct counseling session through face-to-face or online delivery.
3. Face-to-face counseling session shall be conducted in MAPUA Center for Guidance and Counseling while online counseling shall be conducted through videoconferencing via Zoom, Microsoft Teams, or via Facebook Messenger depending on the preference of the counselee.
4. The guidance counselor shall apply ethics and professional practice involved in counseling PWDs.
5. Should the concern of the client/counselee is beyond the competencies of the guidance counselor after initial session, the counselee shall be referred to external agencies.
6. Should the concern of the client/counselee is resolved to his satisfaction, the guidance counselor shall terminate the counseling session.
7. Follow-up sessions shall be conducted by the guidance counselor to monitor the client/counselee's progress.
8. The client/counselee shall accomplish the Counselee Evaluation form after every session.

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VI. REACTION PLAN

When the guidance counselor determines that the problem of the student is beyond his level of competencies, he shall consult with the Guidance Director for better case management and resolution of the problem. Referral of the client to external agencies shall be done as the need arises.

VII. PERFORMANCE INDICATOR


The effectiveness of the counseling service shall be determined through the Counselee Evaluation Form accomplished by the clients/counselees. At least an average rating is obtained.

VIII. REPORTORIAL REQUIREMENTS

Report Title	Frequency of Update	Responsible Personnel
Accomplishment Report of Counseling Cases	Annually	Guidance Counselor

IX. REFERENCE DOCUMENTS

Document Code	Title
FM-GC-01	Students' Log
FM-GC-19	Counselee Evaluation Form
FM-GC-20	Referral Form

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