F. GUIDANCE AND COUNSELLING SERVICES

This Office provides a range of psychological assessment, diagnostic, therapeutic and or case management services for individuals, couples, groups and or families as appropriate to the specific expeditions of the position of the client.

Office of Division:	Municipal Social Welfare & Development Office
Classification:	Simple
Type of Transaction:	G2C-Governement to Client
Who may avail:	Families, Women, Children and Youth
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Referral Letter	Barangay or other concerned agencies

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register on logbook	**1.1** Conduct interview to determine client's problem and provide guidance and counseling	None	3 hours	MSWDO / SWO I
	1.2 Refer clients to other agencies based on the determined needs of the client			
	TOTAL	None	3 hours	