

ORIENTATION PROGRAM GUIDANCE SERVICES



Transforming human resources for increased productivity and global competitiveness

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**STUDENTS
AFFAIRS
SERVICES (SAS)**

**GUIDANCE AND
COUNSELING
UNIT (GCU)**

STUDENTS

**TUTORS
PERSONNEL**



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GOAL

The DOUS Guidance and Counseling Unit (GCU) embraces the challenges of global competitiveness, with the aim of recognizing and accepting individual uniqueness, vital to learning. It strongly upholds the Guidance and Counseling Republic Act 9258, and advocates professional interventions and helping styles to address students' difficulties.



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O B J E C T I V E S

To enrich students' self-awareness for deeper understanding of the self and of others enabling them to adapt to various aspects of living

To encourage students to create and sustain a continuous relationship with the guidance and counseling unit

To empower students' resilience and decision making in addressing their needs and concerns



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INDIVIDUAL INVENTORY

- To collect, assess and interpret pertinent data

Activities:

- 1. Filling up of forms**
 - a. Individual Inventory Form**
 - b. Other forms**
- 2. Creation of database of students' records**



INFORMATION

To provide:

1. Personal-social Information necessary for development;
2. Educational-academic Information to assist students in their adjustment and academic requirements; and
3. Vocational-occupational Information to guide students in their career path and career decision making

Activities:

1. Orientation on Guidance Services
2. Learning Skills Seminar
3. Information Drive (dmmmsu-ous-org)
4. Job Placement Seminar
5. Preventive and Wellness Program



COUNSELING

1. To assist and guide students towards their growth and development;
2. To help students identify, recognize, accept and enhance their strengths to maximize their potentials and use it to attain their goals;
3. To aid students in their decision making skills to prevent further psychological weakening; and
4. To reinforce, affirm and modify acceptable/appropriate behavior necessary for coping and adjusting



S E R V I C E S

Activities:

1. Routine interview

a. DOUS applicants

b. Exit interview for students transferring & graduating

c. Students on leave

d. Returning students

2. Counseling (personal/academic/placement-vocational)

- By appointment (Mon. to Sat.)
- Self-paced/Group/Online Learners
- e-counseling

3. Self-help Guides (dmmmsu-ous-org)



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CONSULTATION

- To inform the administration and tutors issues that concerns students

Activities:

1. Regular consultation (feedback)
2. Consultation with administration/tutors/parents/guardians



PREVENTION AND WELLNESS

1. To encourage students who may be afflicted with crisis, or diagnosed with a condition to undergo prevention program
2. To promote positive lifestyle for students necessary for healthy living

Activities:

1. Information Drive Campaign on Stress Management/Basic Life Skills/Coping Skills/Crises Management via dmmmsu-ous-org
2. Free Film Viewing
3. Brochures/Leaflets Distribution



REFERRAL

1. To extend further psychological assistance to students through the involvement of specialists/external consultant
2. To involve tutors in the referral program for faster identification of problems of students

Activities:

1. Referral program
2. Database of Specialists
3. MOA with Linkages



PLACEMENT

1. To provide variety of options, alternatives and opportunities for students for a sound career decision making
2. To ensure that students are in the right school, with the right course/program, at the right time

Activities:

1. DOUS Career Campaign
2. Career Guidance and Counseling
3. Career Seminar/Job Placement Seminar
4. Job Fairs
5. Posting of Job Vacancies via dmmmsu-ous-org



FOLLOW-UP

- To determine the extent of psychological services provided to students

Includes those:

- *Enrolled (self-paced/face-to-face/online learners)*
- *counseled*
- *referred*
- *drop-outs*
- *school leavers*
- *graduates*



S E R V I C E S

RESEARCH AND EVALUATION

1. To conduct researches beneficial in the enhancement and effectiveness of the guidance program
2. To assess guidance activities implemented for the school year, as basis for improvement

Activities:

1. Researches
2. Evaluation of guidance services



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OTHER STUDENTS' SERVICES



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PSYCHOLOGICAL SERVICES

- 1. To assess the general capacity of students**
- 2. To measure the personality traits and characteristics of students**

Activities:

- 1. Linkage with other campuses for testing services**
- 2. Administration and interpretation of tests**



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SCHOLARSHIP

1. To provide sustainability of education for poor and deserving students
2. To collaborate with private and public agencies for possible scholarship offerings

Activities:

1. Linkages
2. Advising of applicants for scholarship
3. Scholarship programs
 - a. Government
 - b. DOUS – Adopt-a-Student, Alumni



ADMISSION POLICIES AND REQUIREMENTS



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PROGRAM OFFERINGS



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GRADUATE PROGRAMS

Doctorate in Philosophy in Development (PhD DA)

Master in Development Administration (MDA)

Major in Local Development Administration (MDA)

Major in Law Enforcement Administration (LEA)

Master of Arts in Science Education (MASE)

POST BACCALAUREATE PROGRAMS

Diploma in Local Government Administration

Diploma in Law Enforcement Administration

Diploma in Teaching

Certificate in Teaching

Certificate in Early Childhood Education

Certificate in Entrepreneurship



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BACCALAUREATE PROGRAMS

Bachelor of Science in Agriculture

Bachelor of Science in Business Administration

Bachelor in Elementary

CONTINUING EDUCATION (CEP) – SHORT TERM TRAININGS

Language Proficiency Training/Courses

Agri-based Training Courses

Secretarial, Finance and Entrepreneurship



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ADMISSION REQUIREMENTS



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UNDERGRADUATE

Section 1 Freshmen Students

a. Undergraduate

a.1 Students shall be accepted regardless of age, sex, nationality, religious beliefs, SES or political affiliations

a.2 Students must have graduated from government recognized secondary schools/Alternative Learning System

a.3 Students must meet all the following admission requirements:

- DMMMSU CAT**
- Form 138 or ALS Rating**
- Certificate of Good Moral Character**
- Certificate of Employment**
- NSO Birth certificate**
- Medical certificate with chest x-ray**
- 6 pcs. 2x2 ID picture**
- 3 pcs. Long folder with fastener**



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OPEN UNIVERSITY SYSTEM

An applicant to the DOUS program with relevant working experience or graduate of other programs is exempted from taking the CAT

GRADUATE STUDIES

c.1 Student must be bachelor's degree or master's degree holders relevant to the degree applied for with a grade point average (GPA) of 2.00 or better for the master's degree and 1.75 or better for the doctoral degree

c.2 Academic competency/proficiency shall be determined through the following:

- I. OTR**
- II. Recommendations of two former professor or recognized authorities**
- III. Interview with the applicant or other appropriate means**



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FOREIGN STUDENTS

Sec. 2 Foreign students

A foreign student must meet all the following admission requirements of the University and the course applied for:

- I. DMMMSU CAT
- II. Certificate of Completion of a Secondary Curriculum
- III. OTR
- IV. Personal Data
- V. Affidavit of Support
- VI. Alien Certificate of Registration (ACR)
- VII. Results of TOEFL/IELTS (for non-native speakers of English)
- VIII. Student Visa
- IX. Security Clearance from his/her Embassy
- X. Resident Guarantor of his/her character
- XI. CHED permit
- XII. Alien fee

A foreign student may be admitted based on the availability of slot of the course applied for.



TRANSFEREES

A transferee must meet the following admission requirements of the University and the concerned College:

- I. DMMMSU CAT
- II. Weighted average grade of 2.5 (excluding NSTP)
- III. OTR or copy of grades signed by the Registrar for reference purposes
- IV. Certificate of Transfer Credential
- V. Must qualify in the interview
- VI. Physical/Medical Examination conducted by DMMMSU or any government physician (with x-ray result)
- VII. Certificate of good moral character
- VIII. 6 pcs 2x2 ID picture



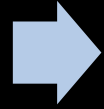
ADMISSION PROCEDURES & REQUIREMENTS



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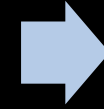
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**Inquiry about the
programs offered
(MIS Office)**



2

**Undergo interview
Pass admission
requirements
Fill-up forms
(Admission/GCU)**



3

**Payment of testing
fee (CAT)
(Finance)**

NEW STUDENTS

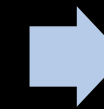
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**Administration and
issuance of
DMMMSU CAT/result
(Admission/GCU)**



5

**Evaluation of
credentials
(Program Adviser)**

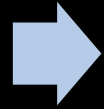


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**Submit enrolment
requirements
Fill-up forms
(Registrar)**

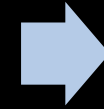
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**Approval of forms
(Prog. Adviser,
Chairperson,
Director)**



8

**Assessment of fees
(Registrar)**



9

**Payment of fees
(Finance)**

NEW STUDENTS

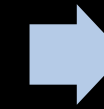
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**Application for
Library Card
(Library)**



11

**Pre-order of uniform
and I.D. lace
(BAO Officer)**

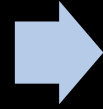


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**Secure classcards
(Registrar)**

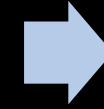
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**Present
classcards to
respective tutor/s**



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**Modules for Group
Paced
(c/o Tutors)**



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**Modules for Self-
Paced
(c/o Publication-
present OR)**

NEW STUDENTS

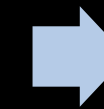
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**Modules for Online
(soft copy is send
via email)**



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**Attend LEARNING
SKILLS SEMINAR
and ORIENTATION
PROGRAM**



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**WELCOME TO
DOUS**