



GUIDANCE CENTER
OPERATIONAL PLAN AY 2026-2027
(Year 4 of the 5-Year Development Plan)

Rationale: The Student Services Area is committed to providing dynamic academic and non-academic partnerships through implementing learner-oriented support programs which empower students' Capuchin-Franciscan-Marian formation and overall welfare and development.

The Guidance Center through its programs and services, as an essential part of the school system, is in line with the philosophy, overall educational goals, mission, vision, and school thrust of LSM. Similarly, the services offered are implemented with careful consideration of the school's values, practices, and traditions. It focuses mainly on counseling, group guidance, parent and teacher conferences and consultations, testing, and research.

Every individual is composed of potentials and capacities that can be unleashed if given the proper opportunity and encouragement. It is in this light that the Guidance Center serves as a channel in which students are understood beyond their academic proficiencies in order for them to realize their own innate abilities and achieve optimum development.

Five-Year Objective (Student Services): To provide comprehensive support services that advocate excellence, integrity and sustainability adaptive to the changing needs of diverse learners.

School Year Theme (AY 2026-2027): Valuing the Franciscan Spirit through Lourdesian Education and Capuchin Formation

OBJECTIVES	STRATEGIES/ACTIVITIES	TIME FRAME	PERSONS/AREAS INVOLVED	MEASURES OF SUCCESS	EVALUATION TOOL
Area 1: Program Development					
I. To strengthen the counseling services in order to form Christian leaders imbued with Gospel Brotherhood and Marian Spirituality	a. Improve counselors' case intake and assessment processes by conducting routine interviews with 50% of students in each grade level	Year-Round	Guidance Counselors	Conducted routine interviews with at least fifty percent (50%) per handled grade level	• Counselor's Logbook • Session Transcriptions • Students' annual evaluation of the guidance services

OBJECTIVES	STRATEGIES/ACTIVITIES	TIME FRAME	PERSONS/AREAS INVOLVED	MEASURES OF SUCCESS	EVALUATION TOOL
	b. Organize a series of capacity-building , in collaboration with the GS APD, for formators on effective management and discipline strategies for students with diagnosed special needs (SDSN) who are recommended for placement in large, traditional schools (PAASCU recommendation)	PLCs within Quarter 2 and 3	• Guidance Team • Academic Council Members • Faculty • SpEd professional/s	Minimum of two (2) conducted sessions with a SpEd professional	• Evaluation of the sessions conducted • Post-Training Application Report (<i>new</i>)
	c. Formalize collaboration with neurodevelopmental, psychiatric, psychological, and mental health care providers and responders	Year-Round	• Guidance Center • Clinic • PRHRDO • Top administrators • LSM community	Signed MOA/ partnership program with... • Mindsapes: 24/7 chat and call mental health support and screening • Makati Medical Center: medical and neuro-developmental referrals • Barcarse Psychological Services: psychological assessment referrals	Year-end review of the partnerships (through inputs gathered from a review tool embedded in the annual evaluation of Guidance Services)
II. To evaluate and enhance the school curriculum, academic programs, and support services	a. Implement the conduct of exit interviews with graduating Lourdesians	Quarters 3 to 4	• Gr. 6 and Gr. 12 Counselors • Guidance Coordinator • Principals • APA and POS	Conducted exit interviews to at least 80% of the graduating batches	Gr. 6 and Gr. 12 Exit Interview Reports
	b. Trace recently graduated Lourdesians	Quarter 2		Traced at least 50% of the graduated population	Tracer studies for GS and SHS graduates
III. To fortify the career pathing efforts of our Senior High School students to form globally competitive graduates and well-rounded future leaders	a. Sustain coordination with partner organizations in alignment with the initial implementation of the Strengthened Senior High School Curriculum, linking students with both local and international opportunities	Quarter 1 PTC	• Guidance Team • GuidanceNGO • Parents/Guardians	Conducted an international college fair with parents of Gr. 9-12 as the main participants	Event Evaluation Report
		Year-Round	• HS Counselors • Class advisers • GuidanceNGO • APA and POS	Utilized for Gr. 7 to 12 the Career Preference Survey App for longitudinal	Learners' Career Preference Profiles per level

OBJECTIVES	STRATEGIES/ACTIVITIES	TIME FRAME	PERSONS/AREAS INVOLVED	MEASURES OF SUCCESS	EVALUATION TOOL
				track-ing and program alignment	
	b. Implement a data-driven career guidance approach for upcoming SHS students	Year-Round	• Gr. 10 Counselor • APA and POS	Conducted individual and/or group guidance sessions with 100% of the Gr. 10 batch using the Pathway Analyzer and the results of the SHS Placement Test	Complete SHS Pathway tracker of all incoming Gr. 11 students
IV. To upgrade the Guidance Period by realigning modules based on the learners' developmental needs and the school's thrust	a. Evaluate the relevance and effectiveness of previously implemented Guidance Period topics to support continuous program improvement	Year-Round	• Guidance Coordinator • Guidance Counselors	Quarterly review conducted to assess alignment between current Guidance Period implementation and the drafted Developmental Guidance Curriculum outline	Enhanced Developmental Guidance Curriculum Outline
	b. Strengthen the implementation of <i>Virtus</i> , the developmental sexuality formation program for high school students, by engaging parents to ensure consistent formation between school & home	Year-Round	• Guidance Team • Campus Ministry • Class Advisers • HS Guidance Collaborators • Resource persons	Conducted at least one (1) <i>Virtus</i> session: • for students per grade level • for parents of all HS students	Event Evaluation Report of: • Each session with students • The session with parents
V. To amend the draft of the Guidance Manual to make it adaptable to the changing needs of the clientele and community	Finalize the revised Guidance Manual by incorporating updated protocols that address the evolving needs of students and the school community	Year-Round	• Guidance Team • Principals	Revised Guidance Manual completed and submitted for review by the Principals	Documented feedback & re-recommendations from the Principals
VI. To intensify the year-level testing program through the provision of a well-rounded data in support of academic programs	Re-administration of FAB-C (Feelings, Attitude, Behavior Scale or equivalent) and Grade 7 test for aggression, acting out, impatience, etc.	Year-Round	• Psychometrician • Guidance Counselors • Administrators	Administered requested tests	Annual Evaluation of the Guidance Services

OBJECTIVES	STRATEGIES/ACTIVITIES	TIME FRAME	PERSONS/AREAS INVOLVED	MEASURES OF SUCCESS	EVALUATION TOOL
VII. To modify the student and employee admission testing program to adapt to the diverse needs and skills of applicants	Streamline and sustain the admission and employee testing process to enhance the efficiency and effectiveness of psychometric screening	Year-Round	- Admissions Committee - PRHRD Office	Clear, standardized, and consistently understood admission and employee testing process among all committee members, resulting in reduced procedural lapses	Psychometrician's Year-Round Monitoring Record (Items G and H)
Area 2: Program Development and Community Development (Students)					
To establish Junior Guidance Advocates (Peer Facilitators) in the High School Department as helpers in caring for the mental health of their brothers in school	Creation and presentation of the proposal for the Junior Guidance Advocates Organization, in coordination with the Peer Organization of the Philippines (POP)—under the Philippine Guidance and Counseling Association (PGCA)	Year-Round	- Gr. 7-9 Counselor (org. adviser) - Administrators - Guidance Collaborators - PGCA- POP	Completed and presented proposal for the Junior Guidance Advocates Organization	Approved proposal, for initial implementation for SY 2027-2028
Area 3: Community Development (Students, Parents, Guidance Team, and Adopted Community (i.e., Nayon ng Kabataan)					
To engage the community in promoting 'care for (br)others' and 'care for self', in relation to psychological health	Engage the current Guidance collaborators/ future Junior Guidance Advocates by facilitating a student-organized mental health promotion campaign for the LSM community during the celebration of the National Mental Health Week on the 2 nd week of October.	September to October 2026	- HS Guidance Team - Guidance Collaborators - LSM community	Successful mental health campaign organized by the students	Junior Guidance Advocates Formation and Readiness Assessment Rubric (<i>new and contextualized</i>)
Area 4: Community Development (Employees)					

OBJECTIVES	STRATEGIES/ACTIVITIES	TIME FRAME	PERSONS/AREAS INVOLVED	MEASURES OF SUCCESS	EVALUATION TOOL
To reach out to the Lourdesian formators who are in need of psycho-socio-spiritual support	Co-facilitate the <i>Portiuncula Circle</i> , a newly proposed “Growth Group” by the Campus Ministry Office to support employees requesting further psychospiritual formation	Year-Round	• Campus Ministry Office • Guidance Team • Interested employees	At least one (1) session co-facilitated on identified Thursdays (July 16 & September 24, 2026; and January 28, 2027) from 4:00–5:30 PM	Session Evaluation Reports
Area 5: Community Development (Parents)					
To organize parent formation/ education fora, in consultation/ partnership with Campus Ministry, to embolden them in fulfilling their mission as Catholic parents	Enhance the Parent Formation Program by ensuring relevant, engaging, and continuous sessions that increase parent and guardian participation during quarterly PTCs	Quarter 1 and 3 PTC	• Campus Ministry Office • Guidance Team • PTA • Parents/Guardians • Employees	Two (2) formation sessions conducted for parents/guardians and employees during quarterly PTCs	Event Evaluation Reports
Area 6: Professional Development					
To intensify the upskilling of employees	a. Continuance in attending seminars/ skills enhancement training/ further studies of the Guidance Center staff	Year-Round	Guidance Team	• Enrollment to/ continuance of MA • Attendance to seminars/skills enhancement trainings related to their work • Seminar echo sessions	• Guidance Team Member Profile • Year-Round Monitoring Record
	b. Improve staff development sessions by using best practices from seasoned employees to meet the training needs of probationary staff.	During Guidance Team Meetings	• Guidance Coordinator • Guidance Counselors	At least two (2) staff development sessions conducted by seasoned employees for probationary staff’s needs such as but not limited to: • Case conferences • Referral protocols • Task management	Year-Round Monitoring Record, with embedded Post-Staff Development Application Feedback (<i>new</i>)
Area 7: Facility Development/ Technology Integration					

OBJECTIVES	STRATEGIES/ACTIVITIES	TIME FRAME	PERSONS/AREAS INVOLVED	MEASURES OF SUCCESS	EVALUATION TOOL
I. To remodel the Testing Room to reframe the initial impression of visitors and potential enrollees, and to be more conducive for examinees	Requisition of furniture, fixtures, appliances (computers, etc.)	Year-Round	• Psychometrician • Guidance Coordinator • Principals • Physical Plant Office	Purchased: • Tempered glass board • Cintra board (LSM VMV) • Stainless Steel School emblem • Educational toys • Mats and pillows	n/a
II. To enhance the developmental milestones of the Play Area users through the acquisition of learning manipulatives and play therapy materials	Continuous maintenance of the fully functional Guidance Center Play Area	Year-Round	Guidance Counselor, Primary levels	Purchased grass carpet	n/a
III. To establish an automated records management system for the Guidance Center, and across key offices/units using a consolidated student database to minimize paper-based transactions for a more efficient and secured process of encoding, storing, & retrieving data	a. Review and enhance the implementation of the completion of the individual inventory form by the parents of all newly enrolled Kinder to Grade 6 students through the Data Mobility System	Year-Round	• Guidance Team • Registrar's Office • Data Mobility representatives • Parents/ Parent Portal users	Accessible data from the online individual inventory form	Annual Evaluation of the Guidance Services
	b. Strengthen and streamline the Guidance Heylink Portal for Teachers as a sustainable platform for faculty members to consistently access and utilize quantitative guidance data profiles of Grades 4 to 12	Starting July 2026	• Guidance Team • Class advisers • Subject Area Coordinators	Quantitative Guidance data utilized and cited in learning plans to enhance classroom instruction and management	Annual Evaluation of the Guidance Services

Monitoring and Evaluation: This unit operational plan is periodically monitored by the Guidance Coordinator in collaboration with members of the Guidance Team. It is evaluated annually by the unit at the end of the school year and validated through feedback gathered using an established tool for evaluating Guidance Services by key stakeholders. The results are presented during departmental and institutional evaluation and planning sessions prior

to the start of the succeeding school year. These results serve as inputs for the formulation of the new operational plan, aligned with the 5-year Strategic Development Plan, PAASCU recommendations, and other considerations as directed by the Planning Office.

Prepared by:

MR. ROJIE JOSEPH L. BAGNES
Guidance Counselor, Kinder to Grade 3

MS. KATRINA M. CABANTOG
Guidance Counselor, Grades 4 to 6

MS. FRANCES NADINE M. CABITAC
Guidance Counselor, Grades 7 to 9

MR. MICHAEL FRANKS M. PAMMIT
Guidance Counselor, Grades 10 to 12

MS. FRANCINE JULIANNA D. REFORMA
Institutional Psychometrician

MS. KRISTINE-ANN B. GUEVARA
Institutional Guidance Coordinator

MRS. ESTER A. RENTINO
On-call consultant

Noted by:

MR. LINCOLN R. ARIZ
Grade School Principal

MR. PETER PATRICK R. GARCIA
High School Principal