

# De La Salle Santiago Zobel School

Alabang Campus - Ayala Alabang Village, Muntinlupa City, 1780  
Vermosa Campus - Vermosa, Pasong Buaya II, Imus City, Cavite, 4103  
+632-8771-DLSZ  
www.dlszobel.edu.ph



## School Counseling Office (SCO) Academic Year 2025-2026

|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| <b>Department/Office Name</b> | The School Counseling Office (SCO) is a unit under the Academic Services Department that facilitates the holistic development of students who are academically competent, emotionally and mentally well, and career-ready as they live the Lasallian Core Values.                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Philosophy Statement</b>   | <p>The SCO believes that:</p> <ul style="list-style-type: none"><li>• All students are entitled to be treated with dignity and respect;</li><li>• All students have the right to a safe and nurturing learning environment, which supports the development of the whole self;</li><li>• All students have the right to timely, accessible, high-quality, and culturally appropriate mental health care;</li><li>• All students have the ability to maximize their unique skills and talents and achieve their full potential given appropriate opportunities and support; and</li><li>• The school, home, and community share responsibility in ensuring all students succeed in school.</li></ul> |
| <b>General Objectives</b>     | The School Counseling Program empowers students to be actively engaged with their formation in order to competently manage the challenges of school life and the ever-changing world and to thoroughly prepare them for long-term career success and active participation in transforming society. It is committed to the pursuit of academic achievement and the formation of the whole person.                                                                                                                                                                                                                                                                                                   |

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|                            | <p>The office enhances the <b>academic, social-emotional, and career development</b> of the students in collaboration with the school, home, and community. It creates meaningful opportunities for students to learn and apply life skills useful and relevant for responding to current and emerging student needs, and in preparing for adult life.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Specific Objectives</b> | <p>The School Counseling Program aims to provide opportunities that focus on enhancing the students' abilities in terms of academic, social-emotional, and career development.</p> <p><b><u>Academic Development</u></b></p> <ol style="list-style-type: none"><li>1. To help students identify and understand their academic strengths and weaknesses;</li><li>2. To assist students in exploring opportunities in coping with the academic demands of schoolwork and/or extra-curricular activities; and</li><li>3. To give support in the students' realization of academic achievement and increase or maintain motivation for student success.</li></ol> <p><b><u>Social-Emotional Development</u></b></p> <ol style="list-style-type: none"><li>1. To aid students in self-exploration and self-appreciation;</li><li>2. To increase students' self-understanding and decision-making skills;</li><li>3. To enhance the development of the students' social and leadership skills;</li><li>4. To help increase students' awareness of the Lasallian Core Values; and</li><li>5. To further motivate students to imbibe and practice the Lasallian core values in their day-to-day lives.</li></ol> |

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|  | <p><b><u>Career Development</u></b></p> <ol style="list-style-type: none"><li>1. To help students discover their abilities, interests, and aptitudes for work;</li><li>2. To improve career decision-making skills, particularly for graduating high school students; and</li><li>3. To develop a deeper appreciation of one's choice of work and its contribution to the larger society.</li></ol> |
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| <p><b>Implementing<br/>Guidelines for SCO<br/>Programs &amp;<br/>Services</b></p> | <p><b><u>Program Offerings and Description</u></b></p> <ol style="list-style-type: none"><li>1. Individual or Grouped Interview Sessions and Student Planning<br/>Interviews are conducted to gather information, establish rapport, and get to know students. This is carried out through initial, routine, and exit interviews. Student Planning and Inventory involves a systematic accumulation of meaningful information in recorded forms. These are attained through interviews, standardized test results, academic records, personal data forms, and rating scales. These data are used in planning student interventions to aid students toward academic success.</li><li>2. Individual or Grouped Counseling and Follow-up Sessions<br/>This is considered the heart/main service of the School Counseling Office; Counseling by groups or individually enables the students to discover their strengths and limitations, explore options and solutions available to a problem, to make the necessary adjustments.</li></ol> |
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## 3. Student Advising/Consultation Services

This is to guide students in decision-making, answer queries, provide one-on-one information, and assist the students with difficult tasks.

## 4. Management of Students with Special Needs

This is to provide accommodation for students with special needs. To ensure quality service and assistance, the SCO collaborates with parents, teachers, and other stakeholders to address the needs of students enrolled in the program.

## 5. Peer Facilitation

Counselors also serve as moderators to different clubs and organizations that provide training and conduct peer facilitation.

## 6. Psychological Assessment

The School Counselors assist in the dissemination and interpretation of the test results.

## 7. Consultation Services

This involves regular collaboration with administrators, teachers, staff, parents, and co-counselors, usually held for referral, counseling, and follow-up purposes. The School Counselors and Mentors are also in constant consultation with the administrators on related matters that require institutional and departmental decision-making.

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## 8. Referrals

Students requiring special attention are directed to the level counselor after consultation between the counselor and parents, teachers, and/or administrators. Cases needing further interventions are referred to a psychologist, psychiatrist, and/or other allied specialists.

## 9. Guidance Curriculum

Guidance Curriculum and lessons are delivered through classroom instruction. Classes are scheduled regularly. Classes cover topics that help inform students on topics and lessons based on three (3) domains: academic, personal-social, and career, which are aimed at maximum development of students' potential and skills.

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| <b>Scheduling &amp; Implementation</b> | <p><b>Individual or Grouped Interview Sessions/Student Planning, Individual or Grouped Counseling/Follow-up Sessions, Student Advising/Consultation Services, Management of Students with Special Needs, &amp; Peer Facilitation:</b></p> <ul style="list-style-type: none"><li>• Conducted by the Guidance Counselor/Mentor and MSSN-in-Charge</li><li>• Plotted schedule any day of the week or during the regular schedule of classes if needed.</li><li>• ALL students and parents are requested to accomplish and sign the <a href="#">ONLINE COUNSELING INFORMED CONSENT FORM</a> and email the signed copy to <a href="mailto:sco-helpdesk@dlszobel.edu.ph">sco-helpdesk@dlszobel.edu.ph</a> or directly to the Guidance Counselor's email to allow them to conduct these services.</li><li>• Guidance Counselors/Mentors will schedule an appointment with students/parents via email or official messaging platforms and conduct the sessions via face-to-face or online through Google Meet.</li><li>• For students with mental health-related concerns, parents are expected to submit an updated report to the Guidance Counselor from their specialist/doctor every term (<i>1st, 2nd, and 3rd</i>).</li><li>• For students with Special Needs (<i>e.g., Behavioral and Learning</i>), parents are expected to submit an updated report to the MSSN-in-Charge from their specialist/doctor twice per school year (<i>1st &amp; 3rd term</i>).</li></ul> |
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## **Psychological Assessment:**

- Upon release of the results of a Psychological Assessment from the Instructional and Performance Assessment (IPA) Office, the counselors may assist in the interpretation of the results.

## **Consultation Services:**

- Students/Parents may request a scheduled consultation with any counselor or the MSSN-in-Charge via email to [sco-helpdesk@dlszobel.edu.ph](mailto:sco-helpdesk@dlszobel.edu.ph) and by sending an email/s to the counselor/MSSN-in-Charge, and they will, in turn, arrange for a *Google Meet* or face-to-face session.
- Click this link to the SCO Google website and go to the contacts page to access the email address of your level Guidance Counselor/ Mentor and the MSSN-In-Charge <https://sites.google.com/dlszobel.edu.ph/dlszsco/home>
- Guidance Counselors/Mentors or the MSSN-In-Charge may also request a scheduled consultation with any parent by sending an Email, *Canvas* chat message, or *Google Chat* message.

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|  | <p><b>Referrals:</b></p> <ul style="list-style-type: none"><li>• Self-referrals/walk-ins are when students would like to talk to their counselor regarding a concern. They may request this by sending an email or a message via Google Chat, Seesaw, or Canvas.</li><li>• Internal referrals occur when parents or any Lasallian Partner wish to refer a student for counseling. This can be requested by sending an email or a message via Google chat, Seesaw, or Canvas.</li><li>• Click this <a href="#">link</a> to the SCO Google website and go to the contacts page to access the email address of your level Guidance Counselor/Mentor External referrals are when counselors refer any student to a specialist or doctor in coordination with their parents/guardians. This will be scheduled as needed.</li></ul> |
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|  | <p><b>Guidance Curriculum, Seminars/Webinars, &amp; Training/Workshops:</b></p> <ul style="list-style-type: none"><li>• Topics may include Parents/Students Orientation on SCO Programs and Services, Guidance Classes on Resilience, Virtual Career Tours, Career Development Programs, Webinars, &amp; Promotion of Programs like S.A.F.E. (<i>School Aiming for a Friendly Environment</i>), W.A.K. (<i>Wonderful Acts of Kindness</i>), My Lasallian Journey, and the like.</li><li>• Classroom Instruction/Guidance classes and seminars/webinars are regularly held, scheduled, and/or plotted in collaboration with the Learning Management Department. The final schedule will be released by the Guidance Counselor through the <i>Canvas</i> Guidance Course.</li></ul> |
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## SCO TEAM

| Grade Level Assignment                | Name                            | Email                                                                                    |
|---------------------------------------|---------------------------------|------------------------------------------------------------------------------------------|
| Pre-Kinder and Kinder Guidance Mentor | Ella Beatriz G. Saga, Rpm       | <a href="mailto:ella.saga@dlszobel.edu.ph">ella.saga@dlszobel.edu.ph</a>                 |
| Grade 1 Guidance Counselor            | Caryl Joy C. Albano, RGC        | <a href="mailto:caryl.albano@dlszobel.edu.ph">caryl.albano@dlszobel.edu.ph</a>           |
| Grade 2 Guidance Mentor               | Marilou P. Paquibot             | <a href="mailto:malou.paquibot@dlszobel.edu.ph">malou.paquibot@dlszobel.edu.ph</a>       |
| Grade 3 Guidance Mentor               | Abish A Sagario, Rpm            | <a href="mailto:abish.sagario@dlszobel.edu.ph">abish.sagario@dlszobel.edu.ph</a>         |
| Grade 4 Guidance Mentor               | Maxine Lesli S. Cacapit         | <a href="mailto:maxine.cacapit@dlszobel.edu.ph">maxine.cacapit@dlszobel.edu.ph</a>       |
| Grade 5 Guidance Mentor               | Elvin A. Berbie                 | <a href="mailto:elvin.berbie@dlszobel.edu.ph">elvin.berbie@dlszobel.edu.ph</a>           |
| Grade 6 Guidance Counselor            | Grace Riezl R. Elorde, RGC, LPT | <a href="mailto:reciora@dlszobel.edu.ph">reciora@dlszobel.edu.ph</a>                     |
| Grade 7 Guidance Mentor               | Christopher Ashley M. Mariano   | <a href="mailto:ash.mariano@dlszobel.edu.ph">ash.mariano@dlszobel.edu.ph</a>             |
| Grade 8 Guidance Counselor            | Mary Cris D. Labrador, RGC, LPT | <a href="mailto:mary.labrador@dlszobel.edu.ph">mary.labrador@dlszobel.edu.ph</a>         |
| Grade 9 Guidance Mentor               | Isabella G. Aguinaldo           | <a href="mailto:bella.aguinaldo@dlszobel.edu.ph">bella.aguinaldo@dlszobel.edu.ph</a>     |
| Grade 10 Guidance Mentor              | Alma Kamille B. Palomares       | <a href="mailto:kamille.palomares@dlszobel.edu.ph">kamille.palomares@dlszobel.edu.ph</a> |

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| Grade Level<br>Assignment                                         | Name                                    | Email                                                                                        |
|-------------------------------------------------------------------|-----------------------------------------|----------------------------------------------------------------------------------------------|
| PKK-Grade 3 Guidance<br>Counselor (Vermosa)                       | Jean Roselle Goloso, RGC,<br>Rpm        | <a href="mailto:jean.goloso@dlszobel.edu.ph">jean.goloso@dlszobel.edu.ph</a>                 |
| Grade 4, 5, 7, 8 Guidance<br>Mentor (Vermosa)                     | Joseph Ian Orbeso                       | <a href="mailto:ian.orbeso@dlszobel.edu.ph">ian.orbeso@dlszobel.edu.ph</a>                   |
| Grades 9, 10, 11 (HUMSS &<br>A&D) Guidance Counselor<br>(Vermosa) | Marianne Ani-Jabique, RGC               | <a href="mailto:marianne.ani@dlszobel.edu.ph">marianne.ani@dlszobel.edu.ph</a>               |
| Grade 12 Guidance<br>Counselor (Vermosa)                          | Marielle Anne D. Umali,<br>RGC          | <a href="mailto:marielle.umali@dlszobel.edu.ph">marielle.umali@dlszobel.edu.ph</a>           |
| BNHS Grades 7-9<br>Guidance Counselor                             | Ann Charlotte Magpantay                 | <a href="mailto:charlotte.magpantay@dlszobel.edu.ph">charlotte.magpantay@dlszobel.edu.ph</a> |
| BNSH Grades 10-12                                                 | Hannah Lou Mamawal,<br>RGC, LPT         | <a href="mailto:hannah.blanco@dlszobel.edu.ph">hannah.blanco@dlszobel.edu.ph</a>             |
| MSSN Teacher                                                      | Anna Marissa Nerida, LPT                | <a href="mailto:anna.nerida@dlszobel.edu.ph">anna.nerida@dlszobel.edu.ph</a>                 |
| MSSN Teacher                                                      | Reina Rosilla, LPT                      | <a href="mailto:reina.rosilla@dlszobel.edu.ph">reina.rosilla@dlszobel.edu.ph</a>             |
| Career and Community<br>Counselor                                 | Albert Matthew Alonzo,<br>RGC, Rpm, LPT | <a href="mailto:albert.alonzo@dlszobel.edu.ph">albert.alonzo@dlszobel.edu.ph</a>             |
| School Counseling Office<br>Head                                  | Sheryll Pulumbarit, Ph.D<br>Cand., RGC  | <a href="mailto:pulumbaritss@dlszobel.edu.ph">pulumbaritss@dlszobel.edu.ph</a>               |