

SCHOOL COUNSELOR ASSOCIATE I

WORK SAMPLE TEST

Exercise 1:

The school has observed an increase in absenteeism.

Task:

Suggest one guidance activity and explain:

Title

Objective

Participants

Expected outcome

Exercise 2:

A parent says:

"My child does not need counseling. The problem is the teacher."

Task:

Write a short response (3-5 sentences) explaining the purpose of the Guidance Office.

Exercise 3:

Instructions: Read the specific case scenario provided below and complete Tasks 1 to 4 using formal administrative formats aligned with Department of Education child protection standards.

Scenario / Case Background:

At Capiz National High School (CNHS) in Roxas City, Grade 9 learner Juan Dela Cruz (15 years old) has been subjected to persistent harassment, physical threats, and online defamation by a group of senior classmates led by a Grade 10 student.

The group posted altered photos of Juan on social media with derogatory captions, accompanied by explicit threats of physical harm outside the school gates.

Due to continuous harassment, Juan experienced severe anxiety attacks during class, leading to a sudden decline in attendance (missing 8 consecutive days) and social withdrawal. Juan's class adviser referred the matter to the Guidance Office after noticing his sudden absenteeism and receiving a frantic call from Juan's parent reporting his refusal to attend school out of fear for his safety.

TASKS TO PERFORM

1. Incident Report

Draft a formal Incident Report detailing.

2. Intervention Plan

Formulate an Intervention Plan outlining.

3. Indorsement Letter to the Schools Division Superintendent

Draft an official First Indorsement Letter submitted through the School Principal to the Schools Division Superintendent (SDO Capiiz) detailing.

4. Referral Form (Annex C of DepEd Order No. 18, s. 2015)

Prepare a completed Referral Form (Annex C) addressing the City Social Welfare and Development Office (CSWDO) of Roxas City to request specialized, external mental health and psychological evaluation/therapy for Juan Dela Cruz. Include all mandatory fields.