



Availment of Psychological Services

This is to provide an assessment of intellectual functioning, personality and behavior that helps measure and observe a client's behavior that will serve as guide treatment for the expressed complex problems of the client, administered by a professional psychologist.

Office or Division:	City Social Welfare and Development Office - Center-Based Social Protection and Welfare Services Division			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Any bonafide resident of General Santos City who belongs to the vulnerable sector such as women, senior citizen, child and youth and individual adults or head of the family needing psychological evaluation and testing			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
4. Endorsement or Referral Letter (1 original copy)		Referring Party		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documentary requirements	1.1 Receive endorsement/referral letter 1.2 Conduct profiling of the client 1.3 Schedule of testing 1.4 Conduct basic orientation on the testing process	None	1 hour	<i>Psychologist</i>

2. Undergo psychological evaluation	2.1 Conduct assessment and processing of the psychological testing result 2.2 Prepare written psychological findings and recommendations 2.3 Encode results 2.4 Facilitate the signing of printed results to DH/ADH	None	7 days	<i>Psychologist</i>
3. Receive copy of the psychological evaluation/testing	Release a copy of the psychological evaluation testing	None	5 minutes	<i>Psychologist</i>
	TOTAL	None	7 days 1 hour 5 minutes	