In the guidance and counseling services office, the main challenge for the guidance counselor is retrieving of data and other files of the students and the remarks of the previous counselor. It is important to keep track of every students consultations, remarks and sanctions to avoid duplication and other problems.

This study aimed to help the guidance counselors and the students of Polytechnic University of the Philippines in tracking and monitoring each students' records. This study was made because of the difficulty in keeping records of the students for a huge university such as Polytechnic University of the Philippines, with hundreds of students admitted every year. The researchers are in favor of making a management information system that will make both the office and the students' work easier.

The locale of the study covers Polytechnic University of the Philippines Quezon City Branch with a number of 315 students as the respondents for the survey and three (3) university counselors from Mary the Queen College of Quezon City, National College of Business and Arts and Polytechnic University of the Philippines Quezon City Branch that was interviewed for the respective research. The researchers used the interview method and the descriptive method to gather the needed data.

After the data gathering, the survey results and interview answers are equated and evaluated to get the result of the study. The data gathered are interpreted through tables and textual explanation.

The output that the researchers have got from the evaluated gathered data was then become the researchers’ conclusions and recommendations.

Overall conclusion, the researchers found that the majority prefer having a Guidance and Counseling Management System for the Polytechnic University of the Philippines Quezon City Branch.

Keywords: Polytechnic University of the Philippines, Bachelor of Science in Information Technology, Guidance and Counseling Services, Management System, Guidance