

# S . A . P . P H . I . R . E

Services of Allied Professionals in the PHilippines  
Indigo • Rouge • Emerald

Date: September 24, 2025

Location: Zoom

Start of meeting: 7:30 PM

Adjournment: 9:30 PM

## Minutes of the Meeting

Attendees (12)	Agenda
<ul style="list-style-type: none"><li>• Ms. Grace</li><li>• Faith</li><li>• Giellian</li><li>• Kristine</li><li>• Ryan</li><li>• Jascha</li><li>• Jay</li><li>• Arabella</li><li>• Matt</li><li>• Samantha</li><li>• John Carlo</li><li>• Catherine</li></ul>	<ul style="list-style-type: none"><li>• Invitation of PFA at a Church in North Caloocan</li><li>• Psychoeducational Material (<i>New Project</i>)</li><li>• Case Presentation</li><li>• DTR Hours</li></ul>

## Discussions

### I. Invitation of PFA at a Church in North Caloocan

- **Schedule: October 4, 2025 (Saturday)**
- In celebration of Mental Health Month, we were invited to a church in North Caloocan (Camarin Area).
- Attendance is not obligatory for interns with Saturday classes.
- Logistics are handled by the Sapphire Team; no need to worry.
  - Attendees include Faye and four Adamson students (two confirmed so far).
  - Those available must confirm with Ms. Grace by tomorrow (September 25, 2025) for shuttle/van arrangements.
- It will be a **speaking engagement with the youth and women**.
  - It will be some sort of group dynamics, but a counseling style.

## II. Psychoeducational Material (New Project)

- **Age Brackets:**
  - a. Kids (6-9)
  - b. Pre-teens (10-12)
  - c. Teens (13-17)
  - d. Young Adult (18-24)
  - e. Adult (25 - early 30s)
  - f. Middle Age (mid 30s - mid 50s)
  - g. Senior Age (60 and above)
- **Project Structure**
  - Work with your friend groups.
  - Maximum of **4 members** per group; total of **9 groups**.
  - Two age brackets will have duplicate groups (e.g., Young Adult = 2 groups).
  - **Psychoeducational Material:** Imagine those small magazines available while waiting for your doctor's appointments.
  - Materials should be engaging and age-appropriate.
  - We are doing this so that when clients or their family members are waiting, we can offer these materials to give them something meaningful to read.
    - ❖ Example: For kids, think of ideas that can be translated into activities or materials they can work on while waiting.
  - It will resemble thin magazines, similar to coloring books.
  - It's something you'll leave behind at Sapphire—a lasting contribution that future clients and families can benefit from.
- **Physical Format**
  - Only **1** printed copy per group.
  - Printed back-to-back.
    - ❖ To be printed on vellum paper.
    - ❖ A single printing source is preferred, provided that everyone agrees.
  - A poll will be made to decide whether the materials will be stapled, bound, spring, or coiled, as long as all outputs are uniform.
  - Must be durable for long-term use; can be laminated or covered with a sturdy plastic cover, especially for the younger age groups.
  - Worksheets can be colored; detachable sections may be printed in black & white
  - Lower back portion must include:
    - ❖ Sapphire logo
    - ❖ Group members' Surnames
    - ❖ Batch Number

❖ University

- **Assignments**
  - **Tine & Catherine:**
    - ❖ Finalize dimensions for uniformity.
  - **Tine, Catherine, Ryan, & John Carlo:**
    - ❖ List the groups under their chosen age brackets.
    - ❖ Identify group leaders.
    - ❖ Deadline: **September 28, 2025 (Sunday)**
- **Final Deadline for Submission of Psychoeducational Material:**
  - **October 23, 2025 (Thursday)**

### III. Case Presentation

- Online Presentation
- Scheduled for the latter part of **October** (Batch 1 & 2 only)
- **Batch 3 & 4:** Tentatively set for November
- Pair up with a partner (preferably someone you worked with for testing and assessment)
- Clinicians will be present to ask questions regarding how you arrived at the final diagnostic impression
- Presentations will serve as the basis for performance evaluations required by your university

### IV. DTR Hours

- **Face-to-face with a client:** Counted as 8 hours, regardless of the actual hours stayed.

## Final Reminders

- **Important:**
  - If you have concerns for Ms. Grace, raise them to **Tine & Catherine.**
- **Primary Interns:** Main handlers of clients (testing + interview)
- **Secondary Interns:** Provide assistance as needed.
- **Schedule of Ms. Grace & Ms. Diana For This Week**
  - Monday & Tuesday – Ms. Grace
  - Saturday – Ms. Diana
    - ❖ Please inform them if you will be going.
- For the calendar plotters of Batch 1 & 2, you will explain to Batch 3 & 4 how the rotational working schedule works.
- Shift to be covered from Monday to Sunday on a rotational basis, with all interns

assigned schedules accordingly.