



SAN BEDA COLLEGE RIZAL

Integrated Basic Education Department

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RECOMMENDATION FORM Elementary Level

TO THE APPLICANT: Complete the information below and give this form, along with an envelope addressed to the **ADMISSIONS CENTER, INTEGRATED BASIC EDUCATION DEPARTMENT, SAN BEDA COLLEGE**, to two (2) persons who know you well enough to provide an accurate recommendation, e.g., your class adviser, guidance counselor, or principal.

PRINT: _____ is applying for admission to the **Integrated Basic Education Department, ELEMENTARY LEVEL of San Beda College** for Academic Year _____ - _____.

Last Name First Name Middle Name

TO THE REFERENCE PERSON: Please complete this form and place it in an envelope provided by the parent. Seal and sign the flap of the envelope. **Envelopes which are unsealed and unsigned on the flap will not be accepted.** You may skip any question you do not feel qualified to answer. All responses will be treated as strictly confidential.

- A. **How long and in what capacity have you known the applicant?** _____
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- B. **On a scale of 1 to 5, with 1 signifying POOR; 3, signifying AVERAGE; and 5, signifying EXCEPTIONAL, how would you rate the applicant in terms of the following? (If you feel you lack sufficient information to give an accurate answer, please check column "X").**

PERSONAL CHARACTERISTICS	POOR 1	2	AVERAGE 3	4	EXCEPTIONAL 5	X
1. Mental ability						
2. Oral communication skills						
a.) English						
b.) Filipino						
3. Written communication skills						
a.) English						
b.) Filipino						
4. Attitude towards learning						
5. Social and emotional adaptability						
6. Conduct						

(more at the back)

C. In your professional judgement, what rank does the applicant belong to in terms of academic performance? Please place a check mark in the box corresponding to the rank of the applicant.

In his/her class:

Top 10% Top 25% Top 50% Below 50%

In his/her graduating class:

Top 10% Top 25% Top 50% Below 50

Number of students in class/section _____ Number of students in graduating class _____

D. Has the applicant been placed on probation during his/her stay in your school? Please check the appropriate box below.

Academic Disciplinary Absences

Please explain your answer briefly: _____

E. Please list any information that you know would be helpful to the Board of Admissions. (e. g. awards, accomplishments, talents, weaknesses, family background, interpersonal relationships, perceptions of other people, etc).

F. Recommendation

I strongly recommend him/her for admission. I recommend him/her for admission with some reservation.

I recommend him/her for admission. I do not recommend him/her for admission. (state reasons briefly)

Signature: _____ **Date:** _____

Name in print: _____

Designation/Title: _____

School: _____

Address: _____ **Tel./Fax No.:** _____

(NOTE: The Board of Admissions may or may not contact you for confirmation of aforementioned data. Thank you.)

That in all things, God may be glorified!