



# SAN BEDA UNIVERSITY

ADMISSIONS and PLACEMENT

Integrated Basic Education Department

## SENIOR HIGH SCHOOL

Grade 11

### LETTER OF RECOMMENDATION

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

\_\_\_\_\_ is applying for admission to the  
Print:                      Last Name                      First Name                      Middle Name

Integrated Basic Education Department, SENIOR HIGH SCHOOL of San Beda University for Academic Year \_\_\_\_\_ - \_\_\_\_\_

**TO THE REFERENCE PERSON:** Please complete this form and place it in an envelope provided by the student. 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? \_\_\_\_\_

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. Study Habits and Attitudes						
5. Influence and Leadership						
6. Maturity						
7. Concern for Others						
8. Social and Emotional Adaptability						
9. Conduct						

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/section:

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

In his/her grade level:

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

Number of students in class/section \_\_\_\_\_ Number of students in the grade level \_\_\_\_\_

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

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!