



Concordia College, Inc.
1739 Pedro Gil St., Paco, Manila
Integrated Basic Education Department

RECOMMENDATION FORM

To the Principal/Adviser/Guidance Counselor:

_____ (Name of applicant) is seeking admission in the _____ grade of Concordia College Integrated Basic Education Department for school year 20____ - 20____. It would be of great help to us if you could provide relevant information about the applicant. Your response shall be held in confidence.

Thank you.

The Admissions Committee

I. Please check the terms that best describe the student.

1. Intellectual Ability

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> Superior | <input type="checkbox"/> Average |
| <input type="checkbox"/> High Average | <input type="checkbox"/> Below Average |

2. Communication Skills

- | ORAL | WRITTEN |
|--|--|
| <input type="checkbox"/> High Average | <input type="checkbox"/> High Average |
| <input type="checkbox"/> Average | <input type="checkbox"/> Average |
| <input type="checkbox"/> Below Average | <input type="checkbox"/> Below Average |

3. Scholastic standing in relation to the whole graduating class

- | | |
|------------------------------------|-------------------------------------|
| <input type="checkbox"/> Top 10% | <input type="checkbox"/> Middle 50% |
| <input type="checkbox"/> Upper 25% | <input type="checkbox"/> Lower 25% |

4. Ability to deal with others

- | | | |
|-----------------------------------|-----------------------------------|--------------------------------------|
| <input type="checkbox"/> Sociable | <input type="checkbox"/> Reserved | <input type="checkbox"/> Independent |
|-----------------------------------|-----------------------------------|--------------------------------------|

5. Emotional stability

- | | | |
|------------------------------------|---------------------------------|-------------------------------------|
| <input type="checkbox"/> Sensitive | <input type="checkbox"/> Stable | <input type="checkbox"/> Aggressive |
|------------------------------------|---------------------------------|-------------------------------------|

6. Diligence in studies

- | | | |
|---------------------------------------|----------------------------------|--|
| <input type="checkbox"/> High Average | <input type="checkbox"/> Average | <input type="checkbox"/> Below Average |
|---------------------------------------|----------------------------------|--|

7. Integrity

- | | |
|---|---|
| <input type="checkbox"/> Not dependable | <input type="checkbox"/> Generally honest and trustworthy |
| <input type="checkbox"/> Quite dependable | <input type="checkbox"/> Always honest and trustworthy |

II. How do you rate the extent of the student's observance of the school rules and regulations?

- | | | | |
|------------------------------------|-------------------------------|-------------------------------|-------------------------------|
| <input type="checkbox"/> Very Good | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> Poor |
|------------------------------------|-------------------------------|-------------------------------|-------------------------------|

III. Do you have any behavioral observation of the applicant that may affect his/her academic performance in school?

- | | | |
|-----------------------------|-------------------------------|-------------------------------|
| <input type="checkbox"/> No | <input type="checkbox"/> Yes, | If yes, please specify: _____ |
| _____ | | |
| _____ | | |

IV. Do you have negative observations about the applicant which may help us in evaluating his/her application to the school?

No Yes, If yes, please specify: _____

V. How long and in what capacity have you known the applicant?

VI. Other comments: _____

VII. To what extent do you recommend the applicant (Please check one)

I strongly recommend the applicant for admission.

I recommend the applicant for admission.

I recommend the applicant for some reservation.

I don't recommend the applicant.

Signature: _____ Date: _____

Name of Recommending Person: _____

Position: _____

Institution: _____

Institution Address: _____

Tel. No./Fax No.: _____

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