Republic of the Philippines

#### **Benguet State University**

INSTITUTE OF PUBLIC ADMINISTRATION

La Trinidad, Benguet

 **2601, Philippines**

 **RECOMMENDATION FORM**

**Note: Fill-up this form legibly. Avoid erasures.**

**TO THE APPLICANT:** This form should be given to professors/ supervisors who are able to evaluate you for graduate study.

**1.** Full Legal Name:

 (Family Name) (First Name) (Middle Name)

**2.**  Degree sought:

 CePA DiPA MPA PhD

**3.** Major Field of interest:

**TO THE RECOMMENDING PROFESSOR:** Your recommendation will be considered confidential. Please return directly to the above address.

**RECOMMENDATION**

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

 As his/her professor years

 As his/her research adviser years

 Others (please specify) years

**2.** Was the applicant enrolled in any of your classes and if so, in what subject/s?

**3.**  Please describe the applicant’s potential for teaching and research.

**4.** Please rate the applicant on each characteristic in comparison with your other students with approximately the same amount of experience and training.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| CHARACTERISTICS | UPPER2% | UPPER 5% | UPPER 10% | UPPER 25% | UPPER 50% | LOWER 50% | NO BASIS FOR JUDGMENT |
| 1. Intellectual capacity |  |  |  |  |  |  |  |
| 2. Desire to achieve/ambition |  |  |  |  |  |  |  |
| 3. Potential for success in major field |  |  |  |  |  |  |  |
| 4. Emotional maturity |  |  |  |  |  |  |  |
| 5. Enthusiasm |  |  |  |  |  |  |  |
| 6. Initiative |  |  |  |  |  |  |  |
| 7. Resourcefulness |  |  |  |  |  |  |  |
| 8. Responsibility |  |  |  |  |  |  |  |
| 9. Carefulness in work |  |  |  |  |  |  |  |
| 10. Originality/Ingenuity |  |  |  |  |  |  |  |
| 11. Ability to work with others |  |  |  |  |  |  |  |
| 12. Ability to adjust in new situations |  |  |  |  |  |  |  |
| 13. Leadership qualities |  |  |  |  |  |  |  |
| 14. Written expression skills |  |  |  |  |  |  |  |
| 15. Oral expression skills |  |  |  |  |  |  |  |

**5.** Please indicate additional information concerning the applicant’s potential as a graduate student that may not be reflected in his transcript of records (Please use additional sheet if necessary).

**6.** Please indicate the strength of your overall endorsement and your expectations of the performance of the applicant in graduate study.

|  |  |
| --- | --- |
|  | PROGRAM |
|  | Master’s | Doctorate |
| Outstanding - upper 5% |  |  |  |  |  |  |
| Above average - upper 15% |  |  |  |  |  |  |
| Satisfactory - upper 25% |  |  |  |  |  |  |
| Satisfactory with some reservations |  |  |  |  |  |  |
| Marginal |  |  |  |  |  |  |
| Unsatisfactory |  |  |  |  |  |  |

**7.** Please indicate other descriptive qualities you think the applicant possess that is relevant with his/her graduate studies.

NAME:

POSITION: (Signature)

ADDRESS:

 (Date)

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DIRECT CONTACT NO.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-MAIL ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for completing this recommendation