



RECOMMENDATION FORM (CONFIDENTIAL)

Document No. : FM-AD-13-01

Effective Date: July 28, 2017

RECOMMENDATION FORM (CONFIDENTIAL)

Name of Applicant _____

Address & Tel. No. _____

To the Applicant: Write your name and address above.

Choose two persons who know you well and have held positions of authority over you in your previous college. e.g. your instructor, adviser, or Dean of Student Affairs. Give a copy of this form to each of these two persons. Provide each of them with an envelope.

To the person recommending:

The candidate above is an applicant for another degree to the Mapua University. The university would appreciate your opinion on the points stated below.

After accomplishing this form, please put in an envelope, seal and sign on the flap of the envelope before returning it to the applicant. Many thanks for your cooperation.

Unsealed and unsigned recommendations will not be accepted.

Table with 7 columns: Criteria, OUT-ST. ANDING, SUPERIOR, ABOVE AVERAGE, AVERAGE, BELOW AVERAGE, NO CHANCE TO OBSERVE. Rows include Intellectual ability, Communication skills, Diligence in study habits, Ability to work with others, Leadership ability, Emotional stability, Integrity, and Personal Initiative.

Ranking

Top 10 [] Upper third [] Middle third [] Lower third []

Comments which may help the university decide on the candidate's application: (You may write on the back of this sheet.)

Check one

- I strongly recommend the candidate for another degree
I recommend the candidate for another degree
I recommend with some reservation the candidate for another degree
I do not recommend the candidate for another degree

Print Name _____ Signature _____

Position _____ College _____

Date _____ Telephone no. _____

MAPUA FORM FOR DEGREE HOLDERS

Note: All information shall be used by the university solely for legitimate purposes (i.e. evaluation for admission) and shall be released only to authorized personnel for the above stated purpose in accordance with the Data Privacy Policy of the university.