**UNIVERSITY OF THE PHILIPPINES LOS BAÑOS GRADUATE SCHOOL**

**College, Laguna, 4031**

**Philippines**

**STANDARD RECOMMENDATION FORM**

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

1. Name of Applicant:

 Family Name First Name Middle Name

2. Degree Sought: [ ]  Graduate Certificate [ ]  Graduate Diploma

 [ ]  Master’s (Non-Thesis/Professional) [ ]  Master’s (With Thesis, MS, MA)

 [ ]  Doctorate (Regular) [ ]  Doctorate (By Research)

[ ]  Dual/Double Degree

 If checked, specify details (e.g., partner institution):

3. Proposed Major Field and/or Area of Specialization:

**To the Evaluator**: Your recommendation will be considered confidential.

Please upload filled-out recommendation form through this link: <https://forms.gle/Dd1FMfNmq2kRdtwLA>.

R E C O M M E N D A T I O N

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

 [ ]  As his/her professor       Years

 [ ]  As his/her research adviser       Years

 [ ]  As his/her employer/supervisor       Years

 [ ]  Others (please specify)             Years

2. Was the applicant enrolled in any of your classes; and if so, in what subjects?

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|       |

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

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**Low Potential** [ ] [ ] [ ] [ ] [ ]  **High Potential**

1 2 3 4 5

4. What is the applicant’s best quality and main weakness? Please enumerate the qualities that the applicant possesses and must have to qualify for admission to their chosen degree program.

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|       |

5. Please describe the applicant’s professional experience in relation to the degree sought.

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 **Unrelated** [ ] [ ] [ ] [ ] [ ]  **Relevant**

1 2 3 4 5

6. If possible, please describe a workplace/classroom/field situation where the applicant displayed capability to bring collaborative work to a successful conclusion?

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7. What skills/knowledge/values that will be acquired in their chosen degree program are essential to the current or future career of the applicant?

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 **Not Essential** [ ] [ ] [ ] [ ] [ ]  **Highly Essential**

1 2 3 4 5

8. Please rate the applicant on each characteristic from a scale of 1 to 5 (**1 being the lowest**, **5 being the highest**).

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| CHARACTERISTICS | 1 | 2 | 3 | 4 | 5 | No Basis for Judgment |
| 1. Intellectual capacity
 |[ ] [ ] [ ] [ ] [ ] [ ]
| 1. Critical thinking ability
 |[ ] [ ] [ ] [ ] [ ] [ ]
| 1. Desire to achieve ambition
 |[ ] [ ] [ ] [ ] [ ] [ ]
| 1. Desire for lifelong learning
 |[ ] [ ] [ ] [ ] [ ] [ ]
| 1. Potential for success in major field
 |[ ] [ ] [ ] [ ] [ ] [ ]
| 1. Professionalism and ethical behavior
 |[ ] [ ] [ ] [ ] [ ] [ ]
| 1. Emotional maturity
 |[ ] [ ] [ ] [ ] [ ] [ ]
| 1. Enthusiasm
 |[ ] [ ] [ ] [ ] [ ] [ ]
| 1. Initiative
 |[ ] [ ] [ ] [ ] [ ] [ ]
| 1. Resourcefulness
 |[ ] [ ] [ ] [ ] [ ] [ ]
| 1. Creativity
 |[ ] [ ] [ ] [ ] [ ] [ ]
| 1. Resilience/grit
 |[ ] [ ] [ ] [ ] [ ] [ ]
| 1. Ability to take responsibility
 |[ ] [ ] [ ] [ ] [ ] [ ]
| 1. Ability to work independently
 |[ ] [ ] [ ] [ ] [ ] [ ]
| 1. Carefulness in work
 |[ ] [ ] [ ] [ ] [ ] [ ]
| 1. Tidiness in work
 |[ ] [ ] [ ] [ ] [ ] [ ]
| 1. Accuracy and precision in work
 |[ ] [ ] [ ] [ ] [ ] [ ]
| 1. Efficiency in work
 |[ ] [ ] [ ] [ ] [ ] [ ]
| 1. Originality/ingenuity
 |[ ] [ ] [ ] [ ] [ ] [ ]
| 1. Equitable treatment of others\*
 |[ ] [ ] [ ] [ ] [ ] [ ]
| 1. Ability to work with others
 |[ ] [ ] [ ] [ ] [ ] [ ]
| 1. Ability to adjust in new situations
 |[ ] [ ] [ ] [ ] [ ] [ ]
| 1. Leadership qualities
 |[ ] [ ] [ ] [ ] [ ] [ ]
| 1. Written expression skills\*\*
 |[ ] [ ] [ ] [ ] [ ] [ ]
| 1. Oral expression skills\*\*
 |[ ] [ ] [ ] [ ] [ ] [ ]
| 1. Time management skills
 |[ ] [ ] [ ] [ ] [ ] [ ]
| \*Applicant is not discriminatory towards gender, political orientation, religion, race, class, age, health, and belief of others.\*\*Particularly, proficiency in the English language is most important. |

9. Please indicate additional information concerning the applicant’s potential as a graduate student that may not be reflected in the transcript of records. Use additional sheets if needed.

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

Outstanding [ ]

Above Average [ ]

Satisfactory [ ]

Some Reservations [ ]

Marginal [ ]

Unsatisfactory [ ]

**Name of the evaluator**:

**Position**:

**Institution**:

**Email address**:

*Thank you for completing this recommendation*.

Please upload filled-out recommendation form through this link: <https://forms.gle/Dd1FMfNmq2kRdtwLA>.