



## RECOMMENDATION FORM

**Last Name**

**First Name**

**Middle Name**

Gr./Yr. Level: \_\_\_\_\_ School: \_\_\_\_\_ School Year: \_\_\_\_\_

**TO THE APPLICANT:** Write your name, grade/year level, name of your school and school year above. Choose two persons who know you well and who are presently holding positions of authority over you in your present school: your principal, and either your adviser or counselor. Give a copy of this form to each of these two persons. Provide each with an envelope.

**TO THE PRINCIPAL, ADVISER OR COUNSELOR:** The student, whose name appears above is applying for admission to Canossa College, San Pablo City. Your assessment of his/her performance will help us in making final selection for admission. After accomplishing this form, please place in a sealed envelope with your signature across the flap and return to the applicant. Unsealed and unsigned recommendations will not be accepted. Thank you for your cooperation.

**A. PERSONAL CHARACTERISTICS:** How would you assess the applicant using the following criteria? Please check accordingly.

Evaluation Factor	Excellent	Very Satisfactory	Satisfactory	Fair	Poor	No Chance to observe
Cooperativeness						
Emotional Stability						
Motivation						
Leadership Qualities						
Honesty and Integrity						
Work Habits						
Obedience to school rules						
General conduct						
Academic Performance						

**B. COMMENTS:** On the space below, please write some pertinent information, which will help us in providing the best possible assistance to the applicant, once admitted to Canossa College( e.g. intellectual strengths and weaknesses, level of maturity, sense of service in school and community.)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**C. SUMMARY of EVALUATION.** Put a check on a favorable response.

- Strongly Recommended
- Recommended
- Recommended with Reservation. The reasons are stated above.
- Not Recommended. The reasons are stated above.

PRINTED NAME: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_