



PAASCU Accredited
Level II

**COLEGIO DE LAS HIJAS DE JESUS
GUIDANCE CENTER
Ledesma St., Iloilo City**

RECOMMENDATION FORM

TO THE APPLICANT:

Kindly complete the information below. Give this form together with an envelope addressed to the **GUIDANCE PERSONNEL, COLEGIO DE LAS HIJAS DE JESUS, LEDESMA ST. ILOILO CITY** to your Adviser or Guidance Counselor.

| | | |
|---|-------|--------|
| Name: _____ | | |
| Last | First | Middle |
| Complete Name of Current/Former School: _____ | | |
| Complete Address of School: _____ | | |
| Contact Number of School: _____ | | |
| Duration of Stay in the School: _____ | | |

TO THE ADVISER/ GUIDANCE COUNSELOR:

Please accomplish this form and place it in the envelope provided by the applicant. To ensure the confidentiality of your assessment, please seal and sign the flap of the envelope. Unsealed and unsigned envelopes will not be accepted.

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

B. Please check on the box which corresponds to your assessment.

| Personal Characteristics | Excellent | Good | Average | Poor | No Basis |
|------------------------------|-----------|------|---------|------|----------|
| Mental Ability | | | | | |
| Oral Communication Skills | | | | | |
| Written Communication Skills | | | | | |
| Leadership Skills | | | | | |
| Study Habits | | | | | |
| Maturity | | | | | |
| Respect to Self and Others | | | | | |
| Interpersonal Skills | | | | | |
| Simplicity | | | | | |
| Honesty and Trustworthiness | | | | | |
| Self-discipline | | | | | |
| Sense of Responsibility | | | | | |
| Creativity | | | | | |
| Initiative | | | | | |

C. Has the applicant been subjected to any major disciplinary action? If yes, please explain details below.

D. Does the applicant have any learning disability that you are aware of? If you believe he/she would need special attention, please explain on the space provided.

E. Please state other details which could be of help in the assessment of the applicant.

F. Recommendation (Please check)

- I **STRONGLY RECOMMEND** the applicant
- I **RECOMMEND** the applicant
- I **RECOMMEND THE APPLICANT WITH RESERVATIONS** due to _____
- I **DO NOT RECOMMEND** the applicant

Thank you for the time you devoted in accomplishing this form!

| | | |
|-----------------------------|-------------|------|
| Signature over printed name | Designation | Date |
|-----------------------------|-------------|------|