COLLEGE OF SOCIAL WORK AND COMMUNITY DEVELOPMENT

University of the Philippines

**RECOMMENDATION FORM**

The applicant has named you as a referee in support of an application for graduate studies at the CSWCD, UP Diliman. To assist in the selection process, we would like to receive your views on the applicant’s suitability for graduate studies, in particular on his/her capabilities and personal qualities, academic competence, research ability and potential outcomes.

# (Please Type or Print All Entries)

**PART I. TO BE COMPLETED BY THE APPLICANT:**

Name:

(Last) (First) (Middle/Maiden)

Degree: Term: 1st/ 2nd semester AY

# PAR II. TO BE COMPLETED BY THE REFEREE:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Length of time you have known applicant | Less than 3 months | 3–12  months | More than 1–2  years | More than 2–5  years | More than 5 years |
| In what capacity have you known the applicant? (e.g. direct supervisor, adviser, professor, lecturer, peer, etc.) |  | | | | |
| How well do you know the applicant? | Very well Well enough Not so well Hardly | | | | |

**Please evaluate the applicant against the following criteria:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Excellent** | **Good** | **Satisfactory** | **Needs Coaching** |  | **No Basis** |
| 1. Intellectual ability |  |  |  |  |  |  |
| 2. Breadth of general knowledge |  |  |  |  |  |  |
| 3. Critical thinking |  |  |  |  |  |  |
| 4. Creativity and Imagination |  |  |  |  |  |  |
| 5. Academic Honesty and Integrity |  |  |  |  |  |  |
| 6. Leadership and Initiative |  |  |  |  |  |  |
| 7. Ability to work with others/Teamwork |  |  |  |  |  |  |
| 8. Psycho-emotional Maturity |  |  |  |  |  |  |
| 9. Interpersonal relations |  |  |  |  |  |  |
| 10. Capacity for research work |  |  |  |  |  |  |
| 11. Perseverance and Diligence |  |  |  |  |  |  |
| 12. Ability to express self orally |  |  |  |  |  |  |
| 13. Ability to express self in writing |  |  |  |  |  |  |
| 14. Potential as development  practitioner |  |  |  |  |  |  |

**We would appreciate your assessment of the applicant’s over-all potential and readiness for graduate studies, informing us how well you think s/he would do as a graduate student carrying on advanced study in his/her chosen academic discipline.**

**Do you recommend acceptance of this applicant to the graduate program?**

Yes

Yes with reservation

Not sure No

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Referee’s details** | | | | |
| Printed name |  | | | |
| Name and Address of Employer/ Organization |  | | | |
| Position |  | Phone # |  | |
| Email |  | | | |
| **Referee’s declaration and signature** | | | | |
| **I declare that the information in this recommendation is true and correct.** | | | | |
| Signature | | | | Date |
| ***Thank you for assisting the CSWCD in identifying potential graduate students.*** | | | | |

**CONFIDENTIAL: DO NOT RETURN TO APPLICANT**

***Please email to [cswcdsro.upd@up.edu,ph](mailto:cswcdsro.upd@up.edu,ph) or put in a sealed envelope duly signed by referee on the flap and send directly to:***

**THE ADMISSIONS AND SCHOLARSHIPS COMMITTEE (ASC) c/o STUDENT RECORDS O F F I C E**

**COLLEGE OF S OCIA L W O R K A N D C O M M U N I T Y DEVELOPMENT ( CSWCD) UNIVERSITY OF THE P H I L I P P I N E S , D I L I M A N , QUEZON C I T Y 1101**