



# SAN BEDA UNIVERSITY

Integrated Basic Education Department

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Guidance and Counseling Office

Ut In Omnibus Glorificetur Deus

## RECOMMENDATION FORM (JUNIOR HIGH SCHOOL AND SENIOR HIGH SCHOOL)

(TO BE FILLED OUT BY THE GUIDANCE COUNSELOR)

**TO THE GUIDANCE COUNSELOR:** Please complete the information below and help us better assess the capabilities of the student. Upon completion may we request you to return this form, directly via email at [ibed\\_admissions@sanbeda.edu.ph](mailto:ibed_admissions@sanbeda.edu.ph) with the Subject: STUDENT SURNAME, FIRST NAME\_SBU\_GRADE LEVEL APPLYING FOR\_RECOMMENDATION (example: DELA CRUZ, JUAN\_SBU\_GRADE 11\_ RECOMMENDATION). For verification purposes please submit scanned copy of your Employee School ID with signature.

\_\_\_\_\_ is applying for admission to \_\_\_\_\_  
Last Name First Name Middle Name Grade Applying for  
in the Integrated Basic Education Department of San Beda University for Academic Year \_\_\_\_\_ - \_\_\_\_\_.

- A. How long have you known the applicant? \_\_\_\_\_ years/ months
- B. In what capacity have you known the applicant? \_\_\_\_\_

C. On a scale of 1 to 4, with 1 signifying POOR; 2, signifying FAIR; 3, signifying GOOD and 4, signifying VERY GOOD, how would you rate the applicant in terms of the following? (If you feel you lack sufficient information to give an accurate answer, please check column "NO BASIS FOR RATING").

CHARACTERISTICS	VERY GOOD (4)	GOOD (3)	FAIR (2)	POOR (1)	NO BASIS FOR RATING
1. Study Habits and Attitudes					
2. Interest in Learning					
3. Written Communication Skills					
3.1 English					
3.2 Filipino					
4. Oral Communication Skills					
4.1 English					
4.2 Filipino					
5. Attendance in School					
6. Participation in extra-curricular activities					
7. Self- confidence					
8. Self-discipline					
9. Motivation					
10. Honesty and Integrity					
11. Sense of Responsibility					
12. Relationship with family members (parent/s and sibling/s)					
13. Influence and Leadership					
14. Social and Emotional Adaptability (i.e. Reaction to Frustration, Anxiety, Stress, etc.)					
15. Offers help to others					
16. Assessment to student's moral and religious point of view					

D. In your professional judgment, what rank does the applicant belong to in terms of academic performance?

Number of students in class/section : \_\_\_\_\_  Top 25%  Top 50%  Below 50%

Number of students in the grade level: \_\_\_\_\_

Top 25%

Top 50%

Below 50%

E. Standardized Test Taken (If there are available)

Test Taken	Date	Percentile/Stanine	Verbal Interpretation

F. Has the applicant been placed on probation during his/her stay in your school? Place a check in the appropriate box.

Academic

Disciplinary

Please explain your answer briefly: \_\_\_\_\_

\_\_\_\_\_

G. Please list any information that you know would be helpful to the Board of Admissions.

1. What do you consider to be the applicant's strengths? (e.g. awards, accomplishments, talents, etc.)

\_\_\_\_\_

\_\_\_\_\_

2. In what areas can the applicant improve on? (e.g. weaknesses)

\_\_\_\_\_

\_\_\_\_\_

3. Describe the applicant's career plan and overall ability in pursuing his/her plan?

\_\_\_\_\_

\_\_\_\_\_

4. How is the applicant's interpersonal relationships and perceptions of other people?

\_\_\_\_\_

\_\_\_\_\_

5. Has the applicant had any family/peer problem(s) that may have had an effect on the student?

If yes, please describe:

\_\_\_\_\_

\_\_\_\_\_

6. Does the applicant have any of the following?

Learning Disability

Psychological Concern/s

Emotional Concern/s

Physical Disability

Behavioral Concern/s

None

Please discuss your answer briefly: \_\_\_\_\_

\_\_\_\_\_

H. Overall Recommendation

I strongly recommend him/her for admission.

I recommend him/her for admission with some reservation.

I recommend him/her for admission.

I do not recommend him/her for admission. (state reasons briefly)

\_\_\_\_\_

Name in print and signature: \_\_\_\_\_

Designation/Title: \_\_\_\_\_ Date: \_\_\_\_\_

School: \_\_\_\_\_

School Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Contact no.: \_\_\_\_\_

(NOTE: The Board of Admissions may or may not contact you for confirmation of aforementioned data. Thank you.)

**That in all things God may be glorified**