



Colegio de San Juan de Letran Calamba

City of Calamba, Laguna, Philippines • www.lettran-calamba.edu.ph • +63(049)-5455453

Graduate School and Center for Lifelong Learning and Professional Studies

RECOMMENDATION FORM FOR STUDENT APPLICANT

Statement of Personal Qualification
(Confidential)

Date: _____

Dear _____:

Greetings!

_____ has applied for admission to the
Colegio de San Juan de Letran Calamba Graduate School (please check and indicate):

DOCTORAL LEVEL

() **Doctor of Philosophy in Management (PhDM)**

Doctor of Philosophy in Management

() Major in Information Technology Management (PhD-ITM)

() Major in People Management (PhD-PM)

() Major in School Management (PhD-SM)

MASTERAL LEVEL

() **Master in Business Administration**

Master in Management (MM) major in:

() Engineering Management (MM-EM)

() Government Management (MM-GM)

() Information Technology Management (MM-ITM)

() People Management (MM-PM)

() Productivity and Quality Management (MM-PQM)

Master of Arts in Education major in:

() Educational Management (MAEd)

The individual applicant named above has chosen you as academic/employment reference/evaluator.

We shall be pleased if you could accomplish the attached questionnaire to help us better assess his/her capabilities.

Please send this referral form to us through the applicant in a sealed envelope or by mail, fax, or email as indicated below.

Thank you for your honest evaluation of the applicant.

Sincerely,

Dean, Graduate School and Center for
Lifelong Learning and Professional Studies





Referral Questions:

1. How long have you known the applicant, and as what?
2. How did you know the applicant?
3. Please comment on the applicant's moral behavior.
4. Please assess (by checking) the applicant's success for Graduate Studies in:

AREA	OUTSTANDING (5)	VERY GOOD (4)	GOOD (3)	FAIR (2)	POOR (1)
Critical Thinking					
Classroom/ Work Performance					
Diligence Study/ Work Habits					
Interactive Ability					
Oral English Competence					
Leadership Ability					
Research Potentials					
Physical Fitness					
Teamwork					

Further Comments:

- ☐ I recommend the admission of the applicant to the Colegio de San Juan de Letran Calamba Graduate School.
- ☐ Considering my total appreciation of the applicant, I do not fully endorse the admission of the applicant to the Colegio de San Juan de Letran Calamba Graduate School.

I understand that my personal information is protected by RA 10173, Data Privacy Act of 2012, and that I am required to provide truthful information.

Printed Name :

Position :

Signature :

Name of Company / Institution / Agency (Address):

Tel. No.(s) Email:

Date Received Referral Form: Date Returned:

