UNIVERSITY OF THE PHILIPPINES LOS BAÑOS
GRADUATE SCHOOL

College, Laguna, 4031

Philippines

STANDARD RECOMMENDATION FORM

TO THE APPLICANT: This form should be given to colleagues who are able to evaluate you for graduate study.

1. Name of Applicant: _____
   　　　　　　　　　　　　Family Name　　　　　First Name　　　　　Middle Name

2. Degree Sought:　　　☐ Graduate Certificate　　　☐ Graduate Diploma
   　　　　　　　　　　☐ Master's (Non-Thesis/Professional)　　☐ Master's (With Thesis, MS, MA)
   　　　　　　　　　　☐ Doctorate (Regular)　　　☐ Doctorate (By Research)

☐ Dual/Double Degree
　If checked, specify details (e.g., partner institution): _____

3. Proposed Major Field and/or Area of Specialization: _____

To the Evaluator: Your recommendation will be considered confidential.
Please upload filled-out recommendation form through this link: https://forms.gle/Dd1FMfNmq2kRdtwLA.

R E C O M M E N D A T I O N

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

　　　　　☐ As his/her professor　　　　　　　　_____Years
　　　　　☐ As his/her research adviser　　　　　_____Years
　　　　　☐ As his/her employer/supervisor　　　_____Years
　　　　　☐ Others (please specify)　_____　_____Years

2. Was the applicant enrolled in any of your classes; and if so, in what subjects?

3. Please describe the applicant's potential for teaching and research.

Low Potential   ☐ ☐ ☐ ☐ ☐ **High Potential**
                        1   2   3   4   5

4. What is the applicant's best quality and main weakness? Please enumerate the qualities that the applicant possesses and must have to qualify for admission to their chosen degree program.

5. Please describe the applicant's professional experience in relation to the degree sought.

Unrelated ☐ ☐ ☐ ☐ ☐ **Relevant**
1 2 3 4 5

6. If possible, please describe a workplace/classroom/field situation where the applicant displayed capability to bring collaborative work to a successful conclusion?

7. What skills/knowledge/values that will be acquired in their chosen degree program are essential to the current or future career of the applicant?

Not Essential ☐ ☐ ☐ ☐ ☐ **Highly Essential**
1 2 3 4 5

8. Please rate the applicant on each characteristic from a scale of 1 to 5 (**1 being the lowest**, **5 being the highest**).

CHARACTERISTICS	1	2	3	4	5	No Basis for Judgment
1. Intellectual capacity	☐	☐	☐	☐	☐	☐
2. Critical thinking ability	☐	☐	☐	☐	☐	☐
3. Desire to achieve ambition	☐	☐	☐	☐	☐	☐
4. Desire for lifelong learning	☐	☐	☐	☐	☐	☐
5. Potential for success in major field	☐	☐	☐	☐	☐	☐
6. Professionalism and ethical behavior	☐	☐	☐	☐	☐	☐

7. Emotional maturity	☐	☐	☐	☐	☐	☐
8. Enthusiasm	☐	☐	☐	☐	☐	☐
9. Initiative	☐	☐	☐	☐	☐	☐
10. Resourcefulness	☐	☐	☐	☐	☐	☐
11. Creativity	☐	☐	☐	☐	☐	☐
12. Resilience/grit	☐	☐	☐	☐	☐	☐
13. Ability to take responsibility	☐	☐	☐	☐	☐	☐
14. Ability to work independently	☐	☐	☐	☐	☐	☐
15. Carefulness in work	☐	☐	☐	☐	☐	☐
16. Tidiness in work	☐	☐	☐	☐	☐	☐
17. Accuracy and precision in work	☐	☐	☐	☐	☐	☐
18. Efficiency in work	☐	☐	☐	☐	☐	☐
19. Originality/ingenuity	☐	☐	☐	☐	☐	☐
20. Equitable treatment of others*	☐	☐	☐	☐	☐	☐
21. Ability to work with others	☐	☐	☐	☐	☐	☐
22. Ability to adjust in new situations	☐	☐	☐	☐	☐	☐
23. Leadership qualities	☐	☐	☐	☐	☐	☐
24. Written expression skills**	☐	☐	☐	☐	☐	☐
25. Oral expression skills**	☐	☐	☐	☐	☐	☐
26. Time management skills	☐	☐	☐	☐	☐	☐

*Applicant is not discriminatory towards gender, political orientation, religion, race, class, age, health, and belief of others.
**Particularly, proficiency in the English language is most important.

9. Please indicate additional information concerning the applicant's potential as a graduate student that may not be reflected in the transcript of records. Use additional sheets if needed.

10. Please indicate the strength of your overall endorsement and your expectations of the performance of the applicant in their graduate study.

Outstanding	☐	
Above Average	☐	
Satisfactory	☐	
Some Reservations	☐	
Marginal	☐	
Unsatisfactory	☐	

Name of the evaluator: _____

Position: _____

Institution: _____

Email address: _____

Thank you for completing this recommendation.

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