



# DON BOSCO COLLEGE

Jose Yulo, Sr. Blvd, Canlubang, Calamba City, 4028

(049) 549-2307, 549-1778; Mobile No. 0917-524-7141

## RECOMMENDATION FORM (GRADE / HIGH SCHOOL)

School Year 20\_\_ – 20\_\_, Grade/Year Level \_\_\_\_\_

(Please **PRINT** clearly.)

Name: \_\_\_\_\_

Last Name

First Name

Middle Name

Present Gr/Yr - Section: \_\_\_\_\_ Gr/Yr Level applied for in Don Bosco: \_\_\_\_\_

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

School's Address: \_\_\_\_\_ Tel. Number: \_\_\_\_\_

### To the Applicant:

Please complete the information above and give this form to your class adviser to provide an accurate

### To the Person Recommending:

Please fill out this form completely in order to help us assess the application of the student. All responses shall be kept confidential. After accomplishing the form, please seal it in a letter envelope and sign across the flap before returning it to the applicant. Please feel free to seek the help of other school personnel (e.g., the guidance counselor) in completing this form. Thank you.

(Please **PRINT** clearly.)

A. How will you rate the applicant in terms of the following traits, one (1) being the lowest and four (4) the highest? Please encircle your choice.

- 1. Classroom participation and cooperation ..... 1 2 3 4
- 2. Sociability with peers ..... 1 2 3 4
- 3. Leadership in class and extra-curricular activities .... 1 2 3 4
- 4. Diligence in studies ..... 1 2 3 4
- 5. Punctuality and attendance ..... 1 2 3 4

B. Has the applicant distinguished himself with honors or awards this school year or last year? Please enumerate, if any.

- Academic Honors: \_\_\_\_\_
- Co/Extra-Curricular Awards: \_\_\_\_\_

C. Has he been subjected to any disciplinary action this school year or last year? Please check the appropriate box.

- Academic       Disciplinary       Absences/Tardiness       Not Applicable

Please explain briefly: \_\_\_\_\_

D. Has he been actively involved in Co/Extra-Curricular activities or organizations this school year? Please enumerate, if any.

\_\_\_\_\_  
\_\_\_\_\_

E. How would you rank him in terms of academic performance in his class/section?

- Top 10%       Top 25%       Upper 50%       Lower 50%

Number of students in his class/section: \_\_\_\_\_

If he belongs to the graduating batch, what would his academic standing be?

- Top 10%       Top 25%       Upper 50%       Lower 50%

Number of graduating students: \_\_\_\_\_

F. Recommendation:

- I strongly recommend him for admission.
- I recommend him for admission.
- I recommend him for admission with some reservation.
- I do not recommend him for admission.

\_\_\_\_\_  
Printed Name / Signature

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Noted by the School Principal:

\_\_\_\_\_  
Printed Name / Signature