



RECOMMENDATION FORM

To the Applicant:

Please write your name and grade level. Give this form together with a white long size letter envelope to your class adviser/guidance counselor/subject teacher/administrator for recommendation.

To the Administrator, Subject Teacher, Class Adviser/Guidance Counselor/ Facilitator:

The student whose name appears below is at present seeking admission at Ateneo de Iloilo-Santa Maria Catholic School. May we request from you some pertinent information about the person to help us decide on his/her application. The data will be dealt with strict confidentiality.

After filling out this form, **please put it in an envelope, seal, and sign across the flap** and return to the applicant. Thank you for your assistance.

Applicant's Name _____

School _____

School Address _____

Present Grade Level _____

Please put a **check** on the space provided according to your honest assessment of the applicant.

	Outstanding	Excellent	Above Average	Average	Below Average	No Chance to Observe
A. Academic Potential						
B. Department & Discipline						
C. Consistency of Academic Performance						
D. Study habits/ Work Methods						
E. Leadership Potential						
F. Ability to Work With Others						
G. Sense of Service /Willingness to Help Others						
H. Involvement in Extra-Curricular Activities						

2. Please state any comment as to what outstanding qualities stand out in the applicant or any information that will help us understand him/her if ever admitted in our school.

3. Has the student been involved in any disciplinary cases, or has been put on probation, detention, suspension, warning, etc. in your school? (If yes, kindly enlighten us about them.)

4. Please put a check on the space provided:

I strongly recommend the applicant for admission.

I recommend with some reservation.

I recommend the applicant for admission.

I do not recommend the applicant for admission.

Name: _____ Position: _____

Contact No. _____ Email Address: _____

Number of years acquainted with the applicant: _____

Signature: _____ Date Signed: _____