

Lorenzo Ruiz de Manila School

Vista Verde Executive Village

Cainta, Rizal

Tel: 682-1482



SCHOOL RECOMMENDATION FORM

This student is applying for admission to _____ (grade level) in Lorenzo Ruiz de Manila School. We would like to ask for a careful rating and comments by giving a frank and specific evaluation of the applicant.

This application will be held in strict confidence.

Respectfully yours,

The Admissions Committee

Please affix school
dry seal here

Name: _____ Year Level: _____

A. Class Adviser:

1. How long have you known the applicant? _____
2. Please check: _____ He/ She has no failing mark in the current year.
 _____ He/ She has failing mark in the current year.

We have listed them below:

Subject/s	Mark	Grading Period	Grade as of Current Grading Period

3. Please check the words which you feel would best describe the applicant. Kindly appraise him/ her objectively.

_____ shy	_____ judgmental	_____ responsible	_____ others
_____ sensitive	_____ lazy	_____ spoiled	
_____ extrovert	_____ has leadership	_____ assertive	
_____ aggressive	_____ courteous	_____ obedient	
_____ calm	_____ playful	_____ irritable	
_____ cheerful	_____ quiet	_____ quick-tempered	

4. Please rate the applicant as honestly and objectively as possible:

	5	4	3	2	1
	Excellent	Very Good	Good	Fair	Poor
Academic Ability					
Study Habits					
Honesty					
Maturity					
Punctuality					
Leadership					
Concern for Others					
Reaction for Criticism					
Warmth of Personality					
Respect for Teachers					
Respect for Classmates					

Recommendation:

_____ I highly recommend _____ I recommend with reservation
 _____ I recommend _____ I do not recommend

Remarks: _____

 Signature over printed name:

 Position:

 Date

B. Guidance Counselor:

Was the applicant ever involved in any disciplinary offense? _____ Yes _____

No

If yes, please specify the offense and action taken by the school?

_____.

Does the applicant have any health problems (physical or psychological) that can hamper his/ her academic & extra- curricular performance? If yes, please explain.

_____.

Standardized Test Taken	Date	Result	Interpretation

Recommendation:

_____ I highly recommend

_____ I recommend with reservation

_____ I recommend

_____ I do not recommend

Remarks:

Signature over printed name:

Position:

Date

C. Principal:

This is to certify that _____ is currently enrolled in _____.

At the end of the _____ grading period his/ her general average is _____. We have _____ grading periods.

Recommendation:

_____ I highly recommend _____ I recommend with reservation
_____ I recommend _____ I do not recommend

Remarks:

_____.

Signature over printed name: Position: Date

Note: Please send back the form with the official seal and must be enclosed in a sealed envelope with signature across the flap.