



**NATIONAL COLLEGE OF PUBLIC ADMINISTRATION AND GOVERNANCE**

University of the Philippines

Diliman, Quezon City

E-mail Address: [upncpagcpage@yahoo.com.ph](mailto:upncpagcpage@yahoo.com.ph)

Website: [www.ncpag.upd.edu.ph](http://www.ncpag.upd.edu.ph)

Telephone Numbers: (63-2) 927-9085; 925-3851; Trunkline: (63-2) 981-8500 VOIP (4154)



**GRADUATE PROGRAM  
RECOMMENDATION FORM**

**To the Applicant:**

Please send this form to the persons you have listed as referees in the Application Form. Enclose this form in an envelope addressed to the **College Secretary and Director, Center for Public Administration and Governance Education, National College of Public Administration and Governance, University of the Philippines, P.O. Box 198, Diliman, Quezon City**, or the recommender may return it to you in a sealed envelope with their signature on the sealed envelope flap.

**NAME OF APPLICANT:** \_\_\_\_\_

(First Name )

(Middle Name)

(Last Name)

Degree Objective: [ ] Diploma in Public Management (Dip. PM)

[ ] MPA Plan C

[ ] MPA Plan A (Thesis)

[ ] Doctor of Public Administration (DPA)

[ ] MPA Plan B (Non-Thesis)

**To the Recommender:**

The person whose name appears above has applied for admission to the National College of Public Administration and Governance. Your assessment of his/her personal qualifications will be most helpful in our consideration of his/her application. This recommendation will be confidential. **Please send this form in a sealed envelope directly to the College or you may return it to the applicant in a sealed envelope with your signature on the envelope flap.** Thank you for taking time to fill out this form. Your assistance in determining the applicant's capability for graduate work is sincerely appreciated.

1. How long have you known the applicant? \_\_\_\_\_
2. In what capacity have you known the applicant? \_\_\_\_\_
3. Do you believe that the applicant is prepared for graduate work? Why? \_\_\_\_\_
4. What do you consider are the applicants' personal traits that will enable him/her to pursue graduate work? \_\_\_\_\_
5. What do you consider are the applicants' traits that may hinder his/her performance in graduate school? \_\_\_\_\_

6. How would you rate the applicant on the following scale? (Please put a check (√) on the appropriate rating)

<i>Characteristics</i>	<i>Excellent</i>	<i>Very Good</i>	<i>Good</i>	<i>Average</i>	<i>Poor</i>	<i>No basis for judgment</i>
Intellectual ability		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emotional maturity		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Diligence and resourcefulness		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Honesty and Integrity		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Administrative ability		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ability to express oneself orally		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Analytical ability		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Social skills		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

7. Recommendation for graduate study:  
 [ ] I recommend enthusiastically. [ ] I recommend with confidence.  
 [ ] I recommend with reservation (please explain).  
 \_\_\_\_\_  
 \_\_\_\_\_
8. What other remarks would you like to add about the applicant that you think can help in our evaluation of their capacity to undertake graduate studies?  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature over Printed Name : \_\_\_\_\_ Date : \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_