



**Colegio San Agustin
Dasmariñas Village, Makati City**

**LETTER OF RECOMMENDATION
(Guidance Center)**

Dear **Class Adviser /Guidance Counselor:**

Greetings!

Recommendation letter is one of the bases for admission to our school. It provides vital information about the applicant’s ability, learning, and behavior. In this aspect, we, the Admissions Committee, wish to request you to provide us a general appraisal and other information that can aid us in knowing your student. Rest assured that information given in this form will be treated with utmost confidentiality. Please **affix** the school’s dry seal, seal and sign on the flap. Thank you so much for your cooperation.

(To be filled up by APPLICANT) **GRADE LEVEL APPLYING FOR:** _____
 APPLICANT’S FULL NAME _____

NAME AND ADDRESS OF PRESENT SCHOOL _____

REASONS FOR APPLYING IN CSA-MAKATI _____

I AM IN GOOD STANDING IN MY PRESENT SCHOOL (was not suspended due to any academic/disciplinary warnings)

(Student’s Signature over Printed Name)

DO NOT WRITE BELOW THIS LINE

(To be filled up by CLASS ADVISER and GUIDANCE COUNSELOR)

ACADEMIC/SCHOLASTIC PERFORMANCE: Please provide us his/her current ability level as well as achievement level in English, Math, and Science using the following classifications. You may provide attachments for previous records				
	EXCELLENT	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE
SCHOOL ABILITY				
ACHIEVEMENT				
ENGLISH				
MATH				
SCIENCE				
COMMUNICATION SKILLS				
MOTIVATION/INTEREST				

SOCIAL SKILLS/DEPARTMENT: Please provide us his/her level of social-emotional skills using the following classifications. You may provide attachments for previous records				
	EXCELLENT	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE
SOCIABILITY				
EMOTIONAL STABILITY				
ATTENDANCE				
PUNCTUALITY				
COURTESY				
RESPECT TO AUTHORITY				
HONESTY				

Has the applicant ever been subjected to any disciplinary action? Please specify. _____

Please write any significant information you can give about the applicant _____

OVERALL RECOMMENDATION (CHECK ONE)

Strongly Recommended Recommended Not Recommended

Recommended with Reservation, pls. explain _____

Signature over Printed Name

Position

Contact Number