



CONFIDENTIAL LETTER OF REFERENCE

This letter of reference should be filled out by a referee under whom the applicant has studied biology, chemistry or physics, or served as an adviser in practical research in senior high school.

If possible, this letter should be typewritten in English; if not, an accurate translation must be attached. Your evaluation will be most helpful and will be kept in strictest confidence.

If you received an electronic copy of this form, place cursor inside the appropriate box and type your answers. Paste your signature at the appropriate space and email directly as a PDF file to the IEMS Secretary, Amy Jane Quibedo (iems@su.edu.ph). If filled manually, please give the form to the applicant in a sealed envelope with your signature across the flap.

NAME OF APPLICANT

Family Name First Name(s) Middle Name

REFeree INFORMATION

Family Name First Name(s) Middle Initial Title Rank or Position

INSTITUTIONAL AFFILIATION

Department - College

Name of Institution

(Please do not use abbreviations or acronyms)

Address

Email Address Contact Number

Area Code Telephone Number

How long have you known the applicant? Years Months

In what capacity have you known the applicant? Please place an X-mark on the appropriate box(es) below.

☐

Teacher (Biology)

☐

Teacher (Physics)

☐

Adviser (Practical Research II)

☐

Teacher (Chemistry)

☐

Adviser (Practical Research I)

PLEASE PROVIDE A BRIEF CANDID EVALUATION OF THE APPLICANT.

Your statement will be given considerable importance and should, therefore, be as complete and detailed as possible. Some areas which may be covered are applicant's scholastic ability, strengths and weaknesses in terms of obtaining a degree in marine biology or environmental science, and other factors that might assist in considering the applicant.

IN THE RATING CHART BELOW PLEASE EVALUATE THE APPLICANT IN COMPARISON WITH OTHER STUDENTS WHOM YOU HAVE KNOWN. Place an **X** – mark inside the appropriate boxes. If you are unable to evaluate the applicant in a particular item, please mark the boxes under NA.

	Excellent (95-100%)	Superior (85-95%)	Above Average (70-85%)	Average (50-70%)	Below Average (40-50%)	Poor (<40%)	NA
Study and Work Habits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
English Reading Comprehension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Capability for Independent Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resourcefulness and Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working with group/team mates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability to New Situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level of Laboratory Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Promptness (in class and submission of Requirements)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Research Potential / Capability to Conduct Research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral Communication (English) / Ability to orally present reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written Communication (English) / Ability to write reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Literacy (Word, Excel, Powerpoint & Internet Use)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability to On Line Classroom activities / Instruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability to learn the use of an Online Management System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Excellent	Superior	Above Average	Average	Below Average	Poor
GENERAL RATING OF APPLICANT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The rating was done to the best of my knowledge and experience with the applicant as attested by my signature below.

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Signature

Date

Please attach your e-signature and date, and save as PDF using “Referee-YOUR SURNAME” as a file name. Send to iems@su.edu.ph.
Referees are also requested to type in the subject of the email “Referee-SURNAME (of the applicant).
THANK YOU VERY MUCH FOR YOUR HELP.