



**REPUBLIC OF THE PHILIPPINES  
OFFICE OF THE PRESIDENT  
COMMISSION ON HIGHER EDUCATION  
K TO 12 TRANSITION PROJECT MANAGEMENT UNIT**



SCHOLARSHIP FOR GRADUATE STUDIES ABROAD

**LETTER OF REFERENCE**

**INSTRUCTIONS TO THE APPLICANT:** Please have this form accomplished by your chosen referee and noted by your university president or chancellor. **Electronic signatures will not be honored.**

**NAME OF APPLICANT:**

**NAME OF REFEREE:**

**DESIGNATION:**

**NAME OF HEI:**

**I. How long have you known the applicant? \_\_\_\_\_**

**II. In what capacity have you know the applicant? Please check.**

Teacher or Professor

Employer

Research Adviser

Others, please specify: \_\_\_\_\_

**III. Please comment on and describe the following in the space below.**

- Applicant's outstanding talents
- How applicant compares with peers, both academically or in leadership roles
- General impression in regard to applicant's character
- Other insights that you can offer that are not likely available from other sources

**IV. Using the rating chart, please evaluate the applicant in comparison with other students and mentees, or colleagues you have known during your professional career.**

	Excellent	Very Good	Average	Below Average
Intellectual Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of Field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Habits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation to Pursue Professional Advancement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seriousness of Purpose	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential for Significant Contribution to Field	<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"/>
Emotional Maturity	<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"/>
Leadership Qualities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**RECOMMENDED BY:**

<b>NAME OF REFEREE:</b>			
<b>DESIGNATION</b>	[i.e. department head/dean/vice president of academic affairs]		
<b>NAME OF HEI</b>			
<b>SIGNATURE:</b>		<b>DATE:</b>	[mm/dd/yyyy]

**NOTED BY:**

<b>NAME OF UNIVERSITY PRESIDENT/ CHANCELLOR/ HEAD OF INSTITUTION:</b>			
<b>NAME OF HEI</b>			
<b>SIGNATURE</b>		<b>DATE:</b>	[mm/dd/yyyy]

**PLEASE SUBMIT THE PHYSICAL COPY TO:**

SCHOLARSHIP FOR GRADUATE STUDIES ABROAD  
G.F K to 12 Transition Project Management Unit Office  
COMMISSION ON HIGHER EDUCATION  
Higher Education Development Center  
C.P. Garcia Ave., UP Diliman, Quezon City