



REPUBLIC OF THE PHILIPPINES  
OFFICE OF THE PRESIDENT  
**COMMISSION ON HIGHER EDUCATION**



Applicants are requested to have two (2) letters of recommendation submitted in their behalf from: (1) a former employer or supervisor; and (2) an unbiased colleague, of sufficient discretion and knowledge of the work ethics, intellectual ability, administrative ability (demonstrated or potential) and characteristics of the displaced HEI personnel currently employed in the same HEI where the displaced personnel was formerly engaged.

**Instruction to Applicant:**

Please enter your name on the line marked "Name of Applicant" and request these persons to complete and submit the duly accomplished forms, enclosed in a sealed envelope, **on or before June 5, 2017**, directly to:

**Office of the Program Director**

K to 12 Transition Program Management Unit  
Commission on Higher Education Central Office  
HEDC Building, C.P. Garcia, Diliman, Quezon City

Attention: Policy and Interagency Team

It is the Applicant's responsibility to check with these persons in ensuring that the forms have been submitted. Please note that your application will not be processed in the absence of these documents.



REPUBLIC OF THE PHILIPPINES  
OFFICE OF THE PRESIDENT  
**COMMISSION ON HIGHER EDUCATION**



## PERSONAL RECOMMENDATION

Grants under CMO No. 51, s. 2016  
K to 12 Transition Program

Name of Applicant: \_\_\_\_\_

LAST NAME

FIRST NAME

MIDDLE NAME

Specific Grant (Tick the box that applies)

Scholarships for Graduate Studies (Local)

Sectoral Engagements

Professional Advancement

The K to 12 Transition Program Management Unit greatly appreciates your cooperation in assessing the Applicant for the Grants under CMO No. 51, s. 2016 or the “*Guidelines on the Eligibility of Displaced Higher Education Institution (HEI) Personnel to Grants under the K to 12 Transition Program through CHED Memorandum Order No. 51 s. 2016*”. Please give your evaluation as to the applicant’s professional strengths and weaknesses. Rest assured that all information you will provide shall be held in strict confidence.

You are requested to submit the duly accomplished forms, enclosed in a sealed envelope, on or before **June 5, 2017** directly to:

**Office of the Program Director**

K to 12 Transition Program Management Unit  
Commission on Higher Education Central Office  
HEDC Building, C.P. Garcia, Diliman, Quezon City

Attention: Policy and Interagency Team

The Commission may accept letters of recommendation delivered by the Applicant, provided that the accomplished letter is enclosed in a sealed envelope. To ensure confidentiality, it is necessary to affix your signature across the seal of the envelope.



REPUBLIC OF THE PHILIPPINES  
OFFICE OF THE PRESIDENT  
**COMMISSION ON HIGHER EDUCATION**



1. How long you have known the applicant and in what capacity?

<input checked="" type="checkbox"/>	Connection	Number of Years
	As his colleague	
	As his employer/supervisor	
	Others (please specify) _____	

2. To what degree do you think the applicant is capable of adapting to condition that are very different from the conditions he/she is familiar with? Please check (✓) the appropriate answer.

Outstanding	Satisfactory	Unsatisfactory	Poor

3. What do you consider his/her outstanding talents or strengths?

---

---

---

4. What do you consider his/her major liabilities or weaknesses?

---

---

---

5. Does the applicant in your opinion, show promise for growth into a position of responsible leadership?

---

---

---



REPUBLIC OF THE PHILIPPINES  
OFFICE OF THE PRESIDENT  
**COMMISSION ON HIGHER EDUCATION**



6. Rate the applicant on each characteristic using the scale. Please check (✓) the appropriate answer.

Characteristics	Outstanding	Satisfactory	Unsatisfactory	Poor
Intrinsic Intellectual ability				
Desire to achieve/ambition				
Potential for success in major field				
Integrity				
Emotional maturity				
Enthusiasm				
Initiative				
Resourcefulness				
Responsibility				
Carefulness in work				
Originality / ingenuity				
Compliance with policies and procedures				
Ability to work with others				
Ability to adjust in new situations				
Leadership qualities				
Written expression skills				
Oral expression skills				



REPUBLIC OF THE PHILIPPINES  
OFFICE OF THE PRESIDENT  
**COMMISSION ON HIGHER EDUCATION**



7. Which overall recommendation would you give?

I highly recommend the applicant	
I recommend the applicant	
I recommend with the following reservation	
I do not recommend the applicant	

If there are any important comments you would like to give which are not sufficiently covered by the above questions, we would greatly appreciate it if you provide them below:

---

---

---

Name:	
Position:	
Institutional Affiliation:	
Institutional Address:	
Government-issued Identification Number	
Tel No.:	
Email Address:	
Date/Signature:	

We are aware that we are asking for considerable time and effort on your part in completing this form. Therefore, we want to assure you that your generous assistance in giving this appraisal is very helpful to us and the applicant and is greatly appreciated.