



GRADUATE STUDY REFERENCE FORM

Two (2) references are required for admission in all programs of the Graduate School. References must be a current or former employer or a former professor (*a friend, colleague and relative are not acceptable as references*). Each form must be completed and signed by the referee himself/herself; otherwise, the recommendation will not be accepted.

*Note: Properly accomplished reference must be uploaded on the DHVSU **ONLINE ADMISSION PORTAL** during admission application together with other requirements.*

This part is to be completed by the applicant. Please write legibly.

Applicant’s Name: _____

_____	_____	_____
<i>Last Name</i>	<i>First Name</i>	<i>Middle Name</i>

The applicant named above has applied for admission to:

- ☐ Doctor of Public Administration
- ☐ Doctor of Education major in Educational Management
- ☐ Master of Education
- Major in:
- ☐ Educational Management
- ☐ English
- ☐ Filipino
- ☐ Mathematics
- ☐ Physical Education
- ☐ General Science
- ☐ Social Studies
- ☐ Technology and Livelihood Education
- ☐ Master of Public Administration
- ☐ Master of Public Administration (Professional Track)
- ☐ Master of Public Administration major in Regulatory Management Systems (Professional Track)
- ☐ Master of Business Administration
- ☐ Master of Business Administration (Professional Track)
- ☐ Mater of Arts in Social Work
- ☐ Master of Arts in Guidance and Counseling
- ☐ Master of Arts in Guidance and Counseling (Professional Track)
- ☐ Master in Engineering Management (Professional Track)

This part below is to be completed by the person signing this Reference Form

We would appreciate your candid opinion of the applicant. This information will be held in strictest confidence. Because we shall withhold action until we have heard from you, we would appreciate receiving this form back as soon as possible.

Name	:	_____
Position/Designation	:	_____
Name of Office	:	_____
Address	:	_____
Mobile number	:	_____

Please check (/) the appropriate box to indicate how you rank the applicant.

Qualification	Below Average	Average	Above Average
• Intelligence			
• Aptitude for the teaching profession			
• Industry			
• Initiative			
• Ability to work in group			

1. How long have you known the applicant? (number of years or months) _____.
2. What is/was your position in relation to the applicant (e.g. former professor, employer, or supervisor)
_____ Immediate Supervisor/Superior _____ Former Professor _____ others, please specify _____
3. What are the strongest traits of the applicant? Ability to blend with others (in work related activities)

4. What is/are the weakest?

5. Would you recommend the applicant for admission in the graduate study? _____ Yes _____ No