

**ASSUMPTION UNIVERSITY
OFFICE OF THE UNIVERSITY REGISTRAR
RECOMMENDATION PETITION**

R.26

1. MR./MISS/MRS. _____ Admission No. _____
NAME SURNAME

2. ADDRESS : _____ Tel. _____

3. LETTER OF RECOMMENDATION REQUIRED FOR:

Admission to graduate/undergraduate studies: at _____
(NAME OF THE COLLEGE/UNIVERSITY)

(ADDRESS OF THE COLLEGE/UNIVERSITY)

Major Field: _____

A Job: at _____
(NAME OF THE COMPANY/ORGANIZATION)

(ADDRESS OF THE COMPANY/ORGANIZATION)

For the position of _____

4. EDUCATION DATA :

Major Field : _____ G.P.A. in Major Field : _____ Cum. G.P.A. _____ Honors : _____

5. EXTRACURRICULAR ACTIVITIES: (Organization, Club, Committee, Position, etc.)

6. WORK EXPERIENCE: (Include Dates, Type of Work, Full Time / Part Time, Position, etc.)

7. ANY OTHER DATA WHICH YOU DEEM PERTINENT :

Signature _____ Date _____

RECOMMENDATION PETITION SLIP

PETITIONER	INSTRUCTOR
Admission No. _____	Please come back to receive your recommendation on
Name _____ Surname _____	
Date of Submission _____ <small style="margin-left: 150px;">DD/MM/YY</small>	
	Signature _____ Date _____ <small style="margin-left: 100px;">Registration Officer</small> <small style="margin-left: 100px;">DD/MM/YY</small>

INSTRUCTIONS

FOR OFFICE USE ONLY

THE OFFICE OF FINANCIAL MANAGEMENT

- 1. Fill in the informations in the spaces provided.
- 2. Pay (₱ 50/copy) at Office of Financial Management.
- 3. Attach one unofficial transcript of records to this request.
- 4. Present request, unofficial transcript and receipt to the AU member you wish to recommend you.

Number of copies requested _____

Receipt No. _____

Total amount due ₱ _____

Signature _____

Date _____

DD/MM/YY