



Republic of the Philippines  
**DEPARTMENT OF LABOR AND EMPLOYMENT**  
Intramuros, Manila

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear \_\_\_\_\_:

We are conducting a background investigation of \_\_\_\_\_ in connection with his/her application for employment in this Department.

In this connection, as her former/immediate supervisor/peer/subordinate/client, may we request your assistance in rating \_\_\_\_\_ in support of his/her application. Rest assured that your response would be treated with utmost confidentiality.

Please rate him/her according to the following criteria:

Criteria	Maximum Point	Rater's Point	Comments
<b>Behavior</b> <ul style="list-style-type: none"> <li>• Ability to adopt/adjust to the Organization – 10%</li> <li>• Ability to relate to superiors – 10%</li> <li>• Ability to interface with peers – 10%</li> <li>• Ability to deal with the clientele – 10%</li> </ul>	40%		
<b>Work Performance</b> <ul style="list-style-type: none"> <li>• Outstanding – 30%</li> <li>• Very Satisfactory – 20%</li> <li>• Satisfactory and below – 0%</li> </ul>	30%		
<b>Integrity</b> <ul style="list-style-type: none"> <li>• Leads a simple life – 10%</li> <li>• No pending administrative case – 10%</li> </ul>	20%		
<b>Attendance</b> <ul style="list-style-type: none"> <li>• No absence – 5%</li> <li>• Punctuality – 5%</li> </ul>	10%		
<b>Total</b>	<b>100%</b>		

Thank you for your cooperation.

Very truly yours,

**Head of Office**

(date prepared)

Name of Respondent : \_\_\_\_\_  
Position Title : \_\_\_\_\_  
Office : \_\_\_\_\_  
Office Address : \_\_\_\_\_  
Signature : \_\_\_\_\_  
Date accomplished : \_\_\_\_\_

**(Note:** Please send the accomplished form in a sealed envelope addressed to [name of HRMO/HRMO-designate], [office], [complete office address])