GRADUATE PROGRAM
IN
INDUSTRIAL RELATIONS

ADMISSION REQUIREMENTS:

1. Bachelor’s degree.

2. Currently working or with two year work experience.

3. Submission of the following documents:

   (a) Birth Certificate; *(Original from NSO)*

   (b) Marriage Contract (if Married); *(Original from NSO)*

   (c) Original copy of OTR (Official Transcript of Records);

   (d) Applicant’s Bio-Data (Form A);

   (e) Four (4) 2” x 2” pictures (recent);

   (f) Two (2) recommendations one from former professor (Form B), another one from a former or present employer (Form C) written in the attached official form);

   (g) Test of English as Foreign Language (TOEFL) for foreign applicants whose native language is not English or who do not come from schools where the medium of instruction is English. The TOEFL score required is 500 for paper-based or 173 for the computer-based examination.

4. Payment of P300.00 application & processing fee.

5. Passing the entrance examination and interview.

APPLICATION PROCEDURE:

1. Secure Application Form from the Office of the College Secretary (OCS) / Rm. 23 or download application form through the internet (website address: [www.solair.upd.edu.ph](http://www.solair.upd.edu.ph))

2. Submit the accomplished Application Form and the required documents to the Office of the College Secretary (Rm. 23).

3. Pay the application and processing Fee to Ms. Mayette De Taza, Administrative Office (Rm. 101).

4. Present Official Receipt to Mr. Edgar Pabiona or Ms. Nattie Mendigo of the College Secretary’s Office (Rm. 23.) for the issuance of Examination Permit.

Deadline for Filing Application: ____________________________

Date of Examination: ____________________________
GRADUATE PROGRAM IN INDUSTRIAL RELATIONS
APPLICATION FORM

I wish to apply for admission to:

☐ Master of Industrial Relations (MIR) – Plan A (with thesis)
☐ Master of Industrial Relations (MIR) – Plan B (non-thesis)
☐ Diploma in Industrial Relations (DipIR)

☐ Part-time
☐ Full-time

NAME: ____________________________________________

PERMANENT ADDRESS: ____________________________________________________________

PRESENT MAILING ADDRESS: _________________________________________________________

TEL. NO.: __________________________ Mobile No.: __________________________

e-mail address: __________________________

NAME OF OFFICE: __________________________

POSITION: __________________________ TEL. NO. __________________________

OFFICE ADDRESS: _________________________________________________________________

______________________________________________________________

ACADEMIC DEGREES:

UNDERGRADUATE DEGREE: _________________________________________________________

Major Field of Study: _________________________________________________________________

College/University: _________________________________________________________________

Date Graduated: _________________________________________________________________

GRADUATE DEGREE: _____________________________________________________________

Major Field of Study: _________________________________________________________________

College/University: _________________________________________________________________

Date Graduated: _________________________________________________________________

Date: ________________

________________________________________

Signature of Applicant

APPLICATION NO. ____________________
APPLICANT’S BIO-DATA

1) NAME: ____________________________

 LAST NAME   FIRST NAME   MIDDLE

2) BIRTH DATE: ____________________________ (Month/Day/Year)

3) MARITAL STATUS: ____________________________

4) PROGRAM OF STUDY:
   □ Part-time  □ Master of Industrial Relations (MIR) – Plan A (with thesis)
   □ Full-time □ Master of Industrial Relations (MIR) – Plan B (non-thesis)
   □ Diploma in Industrial Relations (Dip IR)

5) EDUCATIONAL INSTITUTIONS ATTENDED: (college level and above)

<table>
<thead>
<tr>
<th>Institution</th>
<th>Location</th>
<th>Date Attended</th>
<th>Degree Obtained</th>
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6) DISTINCTION, HONORS AND AWARDS: (academic, extra-curricular, business, service, community, others)

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

7) POSITIONS HELD: (please list chronologically jobs held in the last ten years, most recent job first):

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>COMPANY OR AGENCY</th>
<th>DATES</th>
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8) IF EMPLOYED, DESCRIBE THE NATURE OF YOUR JOB:

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

9) FINANCIAL SUPPORT:

□ Government Scholar  □ Company Scholar  □ Parents
□ *CSC-LSP  □ Self-supporting  □ Others (specify) ____________________________

*Civil Service Commission – Local Scholarship Program

U.P. School of Labor and Industrial Relations
10) HAVE YOU UNDERTAKEN GRADUATE WORK BEFORE? (State course pursued, university/school and year.)

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

11) In wanting to pursue graduate work in Industrial Relations, you must have thought of your educational objectives. Please present below a statement of not more than 300 words concerning your work experience related to industrial relations, including course work, non-course educational experiences, teaching or other relevant employment, publications, and your plans for your professional career. Focus on the educational objectives to be accomplished by your enrollment in Industrial Relations (Attached additional sheets if necessary).

____________________________________________________________________________
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12) All applicants are requested to have two personal recommendations submitted in their behalf one from former college instructors/professors and another one from a former or current or employers or supervisors. The forms are enclosed. The recommender is asked to return the said forms duly accomplished directly to the: Office of the College Secretary, School of Labor and Industrial Relations, UNIVERSITY OF THE PHILIPPINES, Diliman, Quezon City. It is the applicant's responsibility to check with the recommenders to make sure that the forms have been submitted. Please provide the names, position/title, addresses, & telephone numbers of your recommenders:

<table>
<thead>
<tr>
<th>Name of Recommender:</th>
<th>Position</th>
<th>Address:</th>
<th>Tel. No(s.)</th>
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<tr>
<td>1) ___________________</td>
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<td>2) ___________________</td>
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</table>

Signature of Applicant
PERSONAL RECOMMENDATION

NAME OF APPLICANT:

INSTRUCTION TO APPLICANT:
Please enter your name on the line marked “Name of Applicant” and deliver/mail to the person who will write this recommendation. Ask that the recommendation be mailed to the INDUSTRIAL RELATIONS ADMISSION COMMITTEE, School of Labor and Industrial Relations, UNIVERSITY OF THE PHILIPPINES, Diliman, Quezon City, Philippines, 1101. We may accept letters of recommendation delivered by the applicant but the recommender should sign the flap of the sealed envelope.

NOTE TO RECOMMENDER:
The person whose name appears above has applied for admission to:

☐ Master of Industrial Relations (MIR) – Plan A (with thesis)
☐ Master of Industrial Relations (MIR) – Plan B (non-thesis)
☐ Diploma in Industrial Relations (Dip IR)

The ADMISSION COMMITTEE would appreciate if you would give an assessment of the applicant as called for below. Any information you would provide will be considered strictly confidential. Please return to the INDUSTRIAL RELATIONS ADMISSION COMMITTEE, School of Labor and Industrial Relations, UNIVERSITY OF THE PHILIPPINES, Diliman, Quezon City, Philippines, 1101

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

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

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

4. How well do you think the applicant has thought out his/her plans for graduate study?
5. From among the college population with whom you are acquainted, how would you rate this applicant:

a. In terms of intellectual ability?

[ ] Outstanding (Top 5%)
[ ] Excellent (Top 15%)
[ ] Good (top third)
[ ] Average (middle third)
[ ] Poor (bottom third)

b. In terms of administrative ability (demonstrated or potential), if applicable:

[ ] Outstanding (Top 5%)
[ ] Excellent (Top 15%)
[ ] Good (top third)
[ ] Average (middle third)
[ ] Poor (bottom third)
[ ] NA (Not Applicable)

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

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Name: __________________________________________________________

Position: __________________________________________________________

Address: __________________________________________________________

Tel. No. ______________________ email address: ______________________

________________________
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 is greatly appreciated.
PERSONAL RECOMMENDATION

NAME OF APPLICANT: ________________________________________________________________

INSTRUCTION TO APPLICANT:
Please enter your name on the line marked “Name of Applicant” and deliver/mail to the
person who will write this recommendation. Ask that the recommendation be mailed to the
INDUSTRIAL RELATIONS ADMISSION COMMITTEE, School of Labor and Industrial Relations,
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Relations, UNIVERSITY OF THE PHILIPPINES, Diliman, Quezon City, Philippines, 1101

1. How long you have known the applicant and in what connection?
   Years __________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

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

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

4. How well do you think the applicant has thought out his/her plans for graduate study?
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
5. How would you rate this applicant:

c. In terms of intellectual ability?

☐ Outstanding (Top 5%)  ☐ Average (middle third)
☐ Excellent (Top 15%)  ☐ Poor (bottom third)
☐ Good (top third)

d. In terms of administrative ability (demonstrated or potential), if applicable:

☐ Outstanding (Top 5%)  ☐ Average (middle third)
☐ Excellent (Top 15%)  ☐ Poor (bottom third)
☐ Good (top third)  ☐ NA (Not Applicable)

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

______________________________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

Name: ____________________________________________________________

Position: __________________________________________________________

Address:________________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

Tel. No. __________________________ email address: _________________________

______________________________

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 is greatly appreciated.