



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)*
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: _____



UNIVERSITY OF THE PHILIPPINES
School of Labor and Industrial Relations
Diliman, Quezon City



Form A

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*).

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 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:

Name of Recommender:	Position	Address:	Tel. No(s).
1) _____			
2) _____			

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 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?



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Form B

5. From among the college population with whom you are acquainted, how would you rate this applicant:

a. *In terms of intellectual ability?*

- | | |
|---|---|
| <input type="checkbox"/> Outstanding (Top 5%) | <input type="checkbox"/> Average (middle third) |
| <input type="checkbox"/> Excellent (Top 15%) | <input type="checkbox"/> Poor (bottom third) |
| <input type="checkbox"/> Good (top third) | |

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

- | | |
|---|---|
| <input type="checkbox"/> Outstanding (Top 5%) | <input type="checkbox"/> Average (middle third) |
| <input type="checkbox"/> Excellent (Top 15%) | <input type="checkbox"/> Poor (bottom third) |
| <input type="checkbox"/> Good (top third) | <input type="checkbox"/> 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, 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.

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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?



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Form C

5. How would you rate this applicant:

c. *In terms of intellectual ability?*

- | | |
|---|---|
| <input type="checkbox"/> Outstanding (Top 5%) | <input type="checkbox"/> Average (middle third) |
| <input type="checkbox"/> Excellent (Top 15%) | <input type="checkbox"/> Poor (bottom third) |
| <input type="checkbox"/> Good (top third) | |

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

- | | |
|---|---|
| <input type="checkbox"/> Outstanding (Top 5%) | <input type="checkbox"/> Average (middle third) |
| <input type="checkbox"/> Excellent (Top 15%) | <input type="checkbox"/> Poor (bottom third) |
| <input type="checkbox"/> Good (top third) | <input type="checkbox"/> 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.