

# FOI Request Form



Republic of the Philippines  
**OFFICE OF THE SECRETARY**  
Elliptical Road, Diliman  
Quezon City 1100  
Philippines

## PORMULARYO NG KAHILINGAN (FOI)

### FOI Request Form

TITULO NG DOKUMENTO / (Title of the Document): \_\_\_\_\_

MGA TAON/PANAHONG SAKLAW / (Year): \_\_\_\_\_

LAYUNIN / (Purpose):  
\_\_\_\_\_  
\_\_\_\_\_

PANGALAN / (Name): \_\_\_\_\_ CONTACT Nos. \_\_\_\_\_

LAGDA / (Signature): \_\_\_\_\_ PETA / (Date): \_\_\_\_\_

TIRAHAN / (Address): \_\_\_\_\_ KATIBAYAN NG PAGKAKAKILANLAN / (Proof of Identity):

PARAAN NG PAGTANGGAP NG IMPORMASYON /  
(How would you like to receive the information?)

Passport No. \_\_\_\_\_

Driver's License \_\_\_\_\_

Other \_\_\_\_\_

Email \_\_\_\_\_

Fax \_\_\_\_\_

Postal Address \_\_\_\_\_

Pick-up (office hours) \_\_\_\_\_

.....

Gawaing itinalaga kay: \_\_\_\_\_

(Submitted to) (Lumagda sa ibaba ng pangalang nakalimbag)

Petsa/Oras ng Pagkatalaga: \_\_\_\_\_

(Date / Time of Submission)

Taong nagpapatunay ng Gawaing Natapos: \_\_\_\_\_

(Certified by)

(Lumagda sa ibaba ng pangalang nakalimbag)

Uri ng isinagawang aksiyon: \_\_\_\_\_

(Type of action conducted)

Iniskedyul ni / (Received by):

FOI Receiving Officer

Remarks:  
\_\_\_\_\_