



Republic of the Philippines
BATANGAS STATE UNIVERSITY

Batangas City

Tel. Nos.: (043) 980-0385 loc. 1546 & 1822

E-mail Address: batstateupresident@gmail.com Website Address: <http://www.batstate-u.edu.ph>

Date

NAME OF REQUESTING PARTY

Address of Requesting Party line 1

Address of Requesting Party line 2

Dear salutation and surname.

Greetings from Batangas State University!

Thank you for your request dated *date of the request*. under Executive Order No. 2 (s. 2016) on Freedom of Information in the Executive Branch.

Information Requested

You asked for quote the request.

Response to your Request

Your FOI request is DENIED because it is contrary to [cite specific provision law, rule or regulation]. If you would like to appeal this denial, you may submit an appeal within fifteen (15) days from the receipt of this letter.

Thank you!

Respectfully,

Name of FOI receiving officer.

FOI Receiving Officer