



Reference No.: BatStateU-FO-PO-01

Effectivity Date: October 13, 2017

Revision No.: 00

Title:

FREEDOM OF INFORMATION REQUEST FORM

Name/Pangalan:

FOI Request No.:

Address/Tirahan:

Contact No.:

Email:

Mode of Receiving the Information/ Paraan ng Pagtanggap ng Impormasyon:

- Email
- Fax
- Postal Address
- Pick-up (Official Hours)

Proof of Identity/
Katibayan ng
Pagkakakilanlan:
(ID that contains your
photo and signature)

- Passport: _____
- Driver's Lic.: _____
- Others (please specify): _____

REQUESTED INFORMATIONTitle of the Document/
Titulo ng Dokumento:

Year/Taon:

Purpose/ Layunin:

DECLARATION

I hereby declare that the information provided in this form is complete and correct and I have presented at least one (1) government-issued ID to establish proof of my identity. I understand that it is an offense to give misleading information about my identity, and that doing so may result in a decision to refuse to process my request.

Aking ipinahahayag na ang impormasyong aking ibinigay ay kumpleto at tama at ako ay nagpakita ng isang ID na ibinigay ng pamahalaan upang patunayan ang aking pagkakakilanlan. Aking naiintindihan na isang pagkakasala ang magbigay ng nakakalinlang na impormasyon tungkol sa aking pagkakakilanlan, at ito ay maaaring magresulta sa hindi pagproseso ng aking kahilingan.

Signature

Date: _____

*****FOR INTERNAL USE ONLY*****

Received by:

Date and Time received:

Signature over Printed Name
FOI RECEIVING OFFICER

The request is recommended to be:

- Approved
- Denied

Reason: _____

Certified action is done:

Type of Action Conducted:

-
- Approved

Attachment (if any): _____

-
- Disapproved

Reason: _____

-
- Others (Please specify): _____

Signature over Printed Name
Designation: _____
Date Signed: _____
FOI DECISION MAKER

Received by:

Remarks:

Signature over Printed Name
Date Signed: _____

FOI RECEIVING OFFICER