



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

PORMULARYO NG KAHILANGAN (FOI)

FOI Request Form

TITULO NG DOKUMENTO / (Title of the Document): _____

MGA TAON/PANAHONG SAKLAW / (Year): _____

LAYUNIN / (Purpose): _____

PANGALAN / (Name): _____ **CONTACT Nos.** _____

LAGDA / (Signature): _____ **PETSA / (Date):** _____

TIRAHAN / (Address): _____ **KATIBAYAN NG PAGKAKAKILANLAN/(Proof of Identity):**

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

- ☐ Email _____
☐ Fax _____
☐ Postal Address _____
☐ Pick-up (Office hours) _____

Passport No. _____
Driver's License _____
Other _____

.....

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:
