

FREEDOM OF INFORMATION (FOI) REQUEST FORM

Pursuant to Executive Order No. 2 dated 23 July 2016 on Freedom of Information, I respectfully request the following information from the Department of Social Welfare and Development:

DESCRIPTION OF INFORMATION REQUESTED <i>(e.g. title of document, periods covered, etc.)</i>											
PURPOSE FOR THE REQUEST											
FORM	<input type="checkbox"/> Photocopy <input type="checkbox"/> Digital										
REQUESTING PARTY	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; padding: 5px;">NAME</td> <td></td> </tr> <tr> <td style="padding: 5px;">COMPLETE ADDRESS</td> <td></td> </tr> <tr> <td style="padding: 5px;">CONTACT NOS./ E-MAIL ADDRESS</td> <td></td> </tr> <tr> <td style="padding: 5px;">PROOF OF IDENTITY <i>(preferably Government ID)</i></td> <td></td> </tr> <tr> <td style="padding: 5px;">SIGNATURE</td> <td></td> </tr> </table>	NAME		COMPLETE ADDRESS		CONTACT NOS./ E-MAIL ADDRESS		PROOF OF IDENTITY <i>(preferably Government ID)</i>		SIGNATURE	
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SIGNATURE											
DO NOT FILL UP BELOW THIS LINE											
DATE AND TIME OF RECEIPT											
NAME OF RECEIVING OFFICER											
SIGNATURE OF RECEIVING OFFICER											

NOTE:

1. Please make sure that the information requested is not already publicly available by first checking these websites **foi.gov.ph**, **data.gov.ph** and **dswd.gov.ph**.
2. Please submit a photocopy (back to back) of the I.D. presented (preferably Government ID).