Request Form (DSWD-FMD-AS No. 2)

REPUBLIC OF THE PHILIPPINES

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**

**Field Office Caraga**

**Financial Management Division – Accounting Section**

**Reference No.** year-mm-xxx

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
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| **REQUEST FORM FOR CERTIFICATE OF DONATION** | |
| Entity Type: | |
| **APPLICANT INFORMATION** | |
| Name of Donor: | |
| Address: | Contact No.:  TIN:  Email: |
| **DETAILS OF DONATION** | |
| Cash Personal Property(ies) Real Property(ies) | |
| Purpose of Donation: | |
| For Calamities: Yes No | |
| Amount (for Cash Donation): | |
| Net Book Values/Cost (for In-Kind Donation): | |
| Purpose of Donation: | |
| Name and Signature of Requester: | |
| Position: | |

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**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**

**Field Office Caraga**

**Financial Management Division – Accounting Section**

Claim Stub (DSWD-FMD-AS No. 2)

**Reference No.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- |
| **CLAIM STUB FOR CERTIFICATE OF DONATION** |
| Name of Donor: |
| Date of Release: |