

FOI REQUEST FORM

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

DESCRIPTION OF INFORMATION REQUESTED (title of document, periods covered, etc)		
PURPOSE FOR REQUEST		
FORM	<input checked="" type="checkbox"/> Photocopy <input type="checkbox"/> Digital Copy	
REQUESTING PARTY	NAME	
	ADDRESS	
	CONTACT NOS.	
	PROOF OF IDENTITY	<i>(Pls attach photocopy of ID with picture)</i>
	SIGNATURE	
TO BE ACCOMPLISHED BY THE FOI RECEIVING OFFICER (ALTERNATE/FOCAL)		
DATE AND TIME OF RECEIPT		
NAME OF RECEIVING OFFICER		
SIGNATURE OF RECEIVING OFFICER		

NOTE: Please make sure that the information being requested is not already publicly available by first checking these websites foi.gov.ph, data.gov.ph and dswd.gov.ph.