

ANNEX "C"

FOI REQUEST FORM

Republic of the Philippines  
DON HONORIO VENTURA STATE UNIVERSITY  
Bacolor, Pampanga

FREEDOM OF INFORMATION (FOI) REQUEST FORM

Title of the Document:

Year Covered: (Please specify inclusive date to expedite request)

Purpose:

Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Address: \_\_\_\_\_

Passport No. \_\_\_\_\_

Driver's License. \_\_\_\_\_

Other \_\_\_\_\_

\_\_\_\_\_  
Proof of Identity:

How would you like to receive the information:

Email: \_\_\_\_\_

Fax: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Pick-up (Office Hours): \_\_\_\_\_

Submitted to: \_\_\_\_\_

\_\_\_\_\_  
PRINTED NAME AND SIGNATURE

\_\_\_\_\_  
Date / Time of Submission:

\_\_\_\_\_  
Certified by:

\_\_\_\_\_  
PRINTED NAME AND SIGNATURE

\_\_\_\_\_  
Type of Action Conducted

Received by:

\_\_\_\_\_  
University Receiving Officer (UROFoIM)

Remarks:

\_\_\_\_\_



Freedom of Information/Privacy Act Request

**Note:** Use of this request is optional. Any written format for a Freedom of Information of Privacy Act request is acceptable.

➤ **START HERE** – Type or print in black ink

**Part 1. Requestor Information**

1. Are you the Subject of Record for this request?  Yes  No

If you answered "No" to **Item Number 1.**, provide the information requested in Part 2. If you answered "Yes" to Items Number 1., skip to Part 3.

**Requestor's Full Name**

2.a. Family Name (Last Name)

2.b. Given Name (First name)

2.c. Middle Name

**Requestor's Mailing Address**

3.a. In Case of Name (if any)

3.b. Street Number

3.c. Street Name

3.d. City or Town

3.e. Zip Code

3.f. Province

3.g. Phone Area Code

3.h. Country

**Part 1. Requestor Information**

4. Requestor's Daytime Telephone Number

5. Requestor's Mobile Telephone Number (if any)

6. Requestor's Email Address (if any)

**Requestor's Certification**

By my signature, I consent to pay all cost incurred for search duplication, and review of documents up to Php500. (See Form G-618 Instructions for more information.)

7.a. Requestor's Signature

7.b. Date of Signature (mm/dd/yyyy)

**Part 2. Description of Records Requested**

**NOTE:** While you are not required to respond to every Item in **Part 2.**, failure to provide complete and specific Information may delay processing of your request or create an inability to locate the records or information requested.

1. **Purpose:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Full Name of the Subject of Record**

2.a. Family Name (Last Name)

2.b. Given Name (First Name)

2.c. Middle Name

\_\_\_\_\_  
University Receiving Officer (UROFoIM)

**ANNEX "D"**

**Republic of the Philippines  
DON HONORIO VENTURA STATE UNIVERSITY  
Bacolor, Pampanga**

**FOI RESPONSE TEMPLATE – COMPLETION OF FORM**

**DATE**

**Dear** \_\_\_\_\_.

**Greetings!**

**Thank you for your request dated** \_\_\_\_\_ **under Executive Order No. 2 (s. 2016) on Freedom of Information in the Executive Branch.** The DON HONORIO VENTURA STATE UNIVERSITY in compliance with the said Order is very pleased to serve you.

**Information Requested**

You asked for <quote request>.

**Response to your request**

After processing request, we found that you have failed to provide the following necessary details: [list missing details]. For the processing of your request, please provide us with the necessary missing details.

Thank you and God Bless.

Respectfully,

**ANNEX "E"**

**Republic of the Philippines  
DON HONORIO VENTURA STATE UNIVERSITY  
Bacolor, Pampanga**

**FOI RESPONSE TEMPLATE – EXTENSION OF PERIOD**

**DATE**

**Dear** \_\_\_\_\_.

**Greetings!**

**Thank you for your request dated** \_\_\_\_\_ **under Executive Order No. 2 (s. 2016) on Freedom of Information in the Executive Branch.** The DON HONORIO VENTURA STATE UNIVERSITY in compliance with the said Order is very pleased to serve you.

**Information Requested**

You asked for <quote request>.

**Response to your request**

[Since your request requires extensive search of the records and facilities of the DON HONORIO VENTURA STATE UNIVERSITY] or [Because of (mention specific fortuitous event) which is beyond our control], we are asking for an extension of days in order to fully process your request.

Thank you and God Bless.

Respectfully,



Freedom of Information/Privacy Act Request

**Note:** Use of this request is optional. Any written format for a Freedom of Information of Privacy Act request is acceptable.

➤ **START HERE** – Type or print in black ink

**Part 1. Requestor Information**

1. Are you the Subject of Record for this request?  Yes  No

If you answered "No" to **Item Number 1.**, provide the information requested in Part 2. If you answered "Yes" to Items Number 1., skip to Part 3.

**Requestor's Full Name**

2.a. Family Name (Last Name)   
2.b. Given Name (First name)   
2.c. Middle Name

**Requestor's Mailing Address**

3.a. In Case of Name (if any)   
3.b. Street Number   
3.c. Street Name   
3.d. City or Town   
3.e. Zip Code   
3.f. Province   
3.g. Phone Area Code   
3.h. Country

\_\_\_\_\_  
University Receiving Officer (UROFoIM)

**Part 1. Requestor Information**

4. Requestor's Daytime Telephone Number   
5. Requestor's Mobile Telephone Number (if any)   
6. Requestor's Email Address (if any)

**Requestor's Certification**

By my signature, I consent to pay all cost incurred for search duplication, and review of documents up to Php500. (See Form G-619 Instructions for more information.)

7.a. Requestor's Signature   
7.b. Date of Signature (mm/dd/yyyy)

**Part 2. Description of Records Requested**

**NOTE:** While you are not required to respond to every Item in **Part 2.**, failure to provide complete and specific Information may delay processing of your request or create an inability to locate the records or information requested.

1. **Purpose:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Full Name of the Subject of Record**

2.a. Family Name (Last Name)   
2.b. Given Name (First Name)   
2.c. Middle Name

**ANNEX "F"**

**Republic of the Philippines  
DON HONORIO VENTURA STATE UNIVERSITY  
Bacolor, Pampanga**

**FOI RESPONSE TEMPLATE – CLARIFICATION**

**DATE**

**Dear \_\_\_\_\_.**

**Greetings!**

**Thank you for your request dated \_\_\_\_\_ under Executive Order No. 2 (s. 2016) on Freedom of Information in the Executive Branch.** The DON HONORIO VENTURA STATE UNIVERSITY in compliance with the said Order is very pleased to serve you.

**Information Requested**

You asked for <quote request>.

**Response to your request**

In order to fully process your request, may we ask for the following clarificatory details: [list needed details for processing of request].

Thank you and God Bless.

Respectfully,



Freedom of Information/Privacy Act Request

**Note:** Use of this request is optional. Any written format for a Freedom of Information of Privacy Act request is acceptable.

➤ **START HERE** – Type or print in black ink

**Part 1. Requestor Information**

1. Are you the Subject of Record for this request?  Yes  No

If you answered "No" to **Item Number 1.**, provide the information requested in Part 2. If you answered "Yes" to Items Number 1., skip to Part 3.

**Requestor's Full Name**

2.a. Family Name (Last Name)

2.b. Given Name (First name)

2.c. Middle Name

**Requestor's Mailing Address**

3.a. In Case of Name (if any)

3.b. Street Number

3.c. Street Name

3.d. City or Town

3.e. Zip Code

3.f. Province

3.g. Phone Area Code

3.h. Country

**Part 1. Requestor Information**

4. Requestor's Daytime Telephone Number

5. Requestor's Mobile Telephone Number (if any)

6. Requestor's Email Address (if any)

**Requestor's Certification**

By my signature, I consent to pay all cost incurred for search duplication, and review of documents up to Php500. (See Form G-620 Instructions for more information.)

7.a. Requestor's Signature

7.b. Date of Signature (mm/dd/yyyy)

**Part 2. Description of Records Requested**

**NOTE:** While you are not required to respond to every Item in **Part 2.**, failure to provide complete and specific Information may delay processing of your request or create an inability to locate the records or information requested.

1. **Purpose:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Full Name of the Subject of Record**

2.a. Family Name (Last Name)

2.b. Given Name (First Name)

2.c. Middle Name

\_\_\_\_\_  
University Receiving Officer (UROFoIM)

**ANNEX "G"**

**Republic of the Philippines  
DON HONORIO VENTURA STATE UNIVERSITY  
Bacolor, Pampanga**

**FOI RESPONSE TEMPLATE – APPROVAL**

**DATE**

**Dear \_\_\_\_\_.**

**Greetings!**

**Thank you for your request dated \_\_\_\_\_ under Executive Order No. 2 (s. 2016) on Freedom of Information in the Executive Branch.** The DON HONORIO VENTURA STATE UNIVERSITY in compliance with the said Order is very pleased to serve you.

**Information Requested**

You asked for <quote request>.

**Response to your request**

Your FOI request is APPROVED. Enclosed is a copy of [some/most/all]\* of the requested information [in your preferred format].

Thank you and God Bless.

Respectfully,





Freedom of Information/Privacy Act Request

**Note:** Use of this request is optional. Any written format for a Freedom of Information of Privacy Act request is acceptable.

➤ **START HERE** – Type or print in black ink

**Part 1. Requestor Information**

1. Are you the Subject of Record for this request?  Yes  No

If you answered "No" to **Item Number 1.**, provide the information requested in Part 2. If you answered "Yes" to Items Number 1., skip to Part 3.

**Requestor's Full Name**

2.a. Family Name (Last Name)   
2.b. Given Name (First name)   
2.c. Middle Name

**Requestor's Mailing Address**

3.a. In Case of Name (if any)   
3.b. Street Number   
3.c. Street Name   
3.d. City or Town   
3.e. Zip Code   
3.f. Province   
3.g. Phone Area Code   
3.h. Country

University Receiving Officer (UROFoIM)

**Part 1. Requestor Information**

4. Requestor's Daytime Telephone Number   
5. Requestor's Mobile Telephone Number (if any)   
6. Requestor's Email Address (if any)

**Requestor's Certification**

By my signature, I consent to pay all cost incurred for search duplication, and review of documents up to Php500. (See Form G-621 Instructions for more information.)

7.a. Requestor's Signature   
7.b. Date of Signature (mm/dd/yyyy)

**Part 2. Description of Records Requested**

**NOTE:** While you are not required to respond to every Item in **Part 2.**, failure to provide complete and specific Information may delay processing of your request or create an inability to locate the records or information requested.

1. **Purpose:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Full Name of the Subject of Record**

2.a. Family Name (Last Name)   
2.b. Given Name (First Name)   
2.c. Middle Name

**ANNEX "H-1"**

**Republic of the Philippines  
DON HONORIO VENTURA STATE UNIVERSITY  
Bacolor, Pampanga**

**FOI RESPONSE TEMPLATE – DENIAL (contrary to law, rules and regulations)**

**DATE**

**Dear \_\_\_\_\_.**

**Greetings!**

**Thank you for your request dated \_\_\_\_\_ under Executive Order No. 2 (s. 2016) on Freedom of Information in the Executive Branch.** The DON HONORIO VENTURA STATE UNIVERSITY in compliance with the said Order is very pleased to serve you.

**Information Requested**

You asked for <quote request>.

**Response to your request**

Your FOI request is DENIED because it is contrary to [cite specific provision law, rule or regulation]. If you would like to appeal this denial, you may submit an appeal within fifteen (15) days from the receipt of this letter.

Thank you and God Bless.

Respectfully,



Freedom of Information/Privacy Act Request

**Note:** Use of this request is optional. Any written format for a Freedom of Information of Privacy Act request is acceptable.

➤ **START HERE** – Type or print in black ink

**Part 1. Requestor Information**

1. Are you the Subject of Record for this request?  Yes  No  
If you answered "No" to **Item Number 1.**, provide the information requested in Part 2. If you answered "Yes" to Items Number 1., skip to Part 3.

**Requestor's Full Name**

2.a. Family Name (Last Name)   
2.b. Given Name (First name)   
2.c. Middle Name

**Requestor's Mailing Address**

3.a. In Case of Name (if any)   
3.b. Street Number   
3.c. Street Name   
3.d. City or Town   
3.e. Zip Code   
3.f. Province   
3.g. Phone Area Code   
3.h. Country

University Receiving Officer (UROFoIM)

**Part 1. Requestor Information**

4. Requestor's Daytime Telephone Number   
5. Requestor's Mobile Telephone Number (if any)   
6. Requestor's Email Address (if any)

**Requestor's Certification**

By my signature, I consent to pay all cost incurred for search duplication, and review of documents up to Php500. (See Form G-622 Instructions for more information.)

7.a. Requestor's Signature   
7.b. Date of Signature (mm/dd/yyyy)

**Part 2. Description of Records Requested**

**NOTE:** While you are not required to respond to every Item in **Part 2.**, failure to provide complete and specific Information may delay processing of your request or create an inability to locate the records or information requested.

1. **Purpose:**

**Full Name of the Subject of Record**

2.a. Family Name (Last Name)   
2.b. Given Name (First Name)   
2.c. Middle Name

**ANNEX "H-2"**

**Republic of the Philippines  
DON HONORIO VENTURA STATE UNIVERSITY  
Bacolor, Pampanga**

**FOI RESPONSE TEMPLATE – DENIAL (falls under list of exceptions)**

**DATE**

**Dear \_\_\_\_\_.**

**Greetings!**

**Thank you for your request dated \_\_\_\_\_ under Executive Order No. 2 (s. 2016) on Freedom of Information in the Executive Branch.** The DON HONORIO VENTURA STATE UNIVERSITY in compliance with the said Order is very pleased to serve you.

**Information Requested**

You asked for <quote request>.

**Response to your request**

Your FOR request is DENIED because it falls under the list of exceptions, specifically [cite ground for exemption]. If you would like to appeal this denial, you may submit an appeal within fifteen (15) days from the receipt of this letter.

Thank you and God Bless.

Respectfully,



Freedom of Information/Privacy Act Request

**Note:** Use of this request is optional. Any written format for a Freedom of Information of Privacy Act request is acceptable.

➤ **START HERE** – Type or print in black ink

**Part 1. Requestor Information**

1. Are you the Subject of Record for this request?  Yes  No

If you answered "No" to **Item Number 1.**, provide the information requested in Part 2. If you answered "Yes" to Items Number 1., skip to Part 3.

**Requestor's Full Name**

2.a. Family Name (Last Name)   
2.b. Given Name (First name)   
2.c. Middle Name

**Requestor's Mailing Address**

3.a. In Case of Name (if any)   
3.b. Street Number   
3.c. Street Name   
3.d. City or Town   
3.e. Zip Code   
3.f. Province   
3.g. Phone Area Code   
3.h. Country

\_\_\_\_\_  
University Receiving Officer (UROFoIM)

**Part 1. Requestor Information**

4. Requestor's Daytime Telephone Number   
5. Requestor's Mobile Telephone Number (if any)   
6. Requestor's Email Address (if any)

**Requestor's Certification**

By my signature, I consent to pay all cost incurred for search duplication, and review of documents up to Php500. (See Form G-623 Instructions for more information.)

7.a. Requestor's Signature   
7.b. Date of Signature (mm/dd/yyyy)

**Part 2. Description of Records Requested**

**NOTE:** While you are not required to respond to every Item in **Part 2.**, failure to provide complete and specific Information may delay processing of your request or create an inability to locate the records or information requested.

1. **Purpose:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Full Name of the Subject of Record**

2.a. Family Name (Last Name)   
2.b. Given Name (First Name)   
2.c. Middle Name

**ANNEX "I"**

**Republic of the Philippines  
DON HONORIO VENTURA STATE UNIVERSITY  
Bacolor, Pampanga**

**FOI RESPONSE TEMPLATE – SIMILAR TO PREVIOUS REQUEST**

**DATE**

**Dear \_\_\_\_\_.**

**Greetings!**

**Thank you for your request dated \_\_\_\_\_ under Executive Order No. 2 (s. 2016) on Freedom of Information in the Executive Branch.** The DON HONORIO VENTURA STATE UNIVERSITY in compliance with the said Order is very pleased to serve you.

**Information Requested**

You asked for <quote request>.

**Response to your request**

Since your requested information is substantially similar or identical to your previous request dated \_\_\_\_\_, the DON HONORIO VENTURA STATE UNIVERSITY shall not act upon your request. Please be guided accordingly.

Thank you and God Bless.

Respectfully,



Freedom of Information/Privacy Act Request

**Note:** Use of this request is optional. Any written format for a Freedom of Information of Privacy Act request is acceptable.

➤ **START HERE** – Type or print in black ink

**Part 1. Requestor Information**

1. Are you the Subject of Record for this request?  Yes  No

If you answered “No” to **Item Number 1.**, provide the information requested in Part 2. If you answered “Yes” to Items Number 1., skip to Part 3.

**Requestor’s Full Name**

2.a. Family Name (Last Name)

2.b. Given Name (First name)

2.c. Middle Name

**Requestor’s Mailing Address**

3.a. In Case of Name (if any)

3.b. Street Number

3.c. Street Name

3.d. City or Town

3.e. Zip Code

3.f. Province

3.g. Phone Area Code

3.h. Country

**Part 1. Requestor Information**

4. Requestor’s Daytime Telephone Number

5. Requestor’s Mobile Telephone Number (if any)

6. Requestor’s Email Address (if any)

**Requestor’s Certification**

By my signature, I consent to pay all cost incurred for search duplication, and review of documents up to Php500. (See Form G-624 Instructions for more information.)

7.a. Requestor’s Signature

7.b. Date of Signature (mm/dd/yyyy)

**Part 2. Description of Records Requested**

**NOTE:** While you are not required to respond to every Item in **Part 2.**, failure to provide complete and specific Information may delay processing of your request or create an inability to locate the records or information requested.

1. **Purpose:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Full Name of the Subject of Record**

2.a. Family Name (Last Name)

2.b. Given Name (First Name)

2.c. Middle Name

\_\_\_\_\_  
University Receiving Officer (UROFoIM)

**ANNEX "J"**

**Republic of the Philippines  
DON HONORIO VENTURA STATE UNIVERSITY  
Bacolor, Pampanga**

**FOI RESPONSE TEMPLATE – AVAILABLE ONLINE**

**DATE**

**Dear \_\_\_\_\_.**

**Greetings!**

**Thank you for your request dated \_\_\_\_\_ under Executive Order No. 2 (s. 2016) on Freedom of Information in the Executive Branch.** The DON HONORIO VENTURA STATE UNIVERSITY in compliance with the said Order is very pleased to serve you.

**Information Requested**

You asked for <quote request>.

**Response to your request**

We would like to inform you that your requested information can be FOUND ONLINE at the website of the DON HONORIO VENTURA STATE UNIVERSITY. Your requested information can be found at the following link/s: [<http://www.dhvtsu.edu.ph/>].

Thank you and God Bless.

Respectfully,





Freedom of Information/Privacy Act Request

**Note:** Use of this request is optional. Any written format for a Freedom of Information of Privacy Act request is acceptable.

➤ **START HERE** – Type or print in black ink

**Part 1. Requestor Information**

1. Are you the Subject of Record for this request?  Yes  No  
If you answered "No" to **Item Number 1.**, provide the information requested in Part 2. If you answered "Yes" to Items Number 1., skip to Part 3.

**Requestor's Full Name**

2.a. Family Name (Last Name)   
2.b. Given Name (First name)   
2.c. Middle Name

**Requestor's Mailing Address**

3.a. In Case of Name (if any)   
3.b. Street Number   
3.c. Street Name   
3.d. City or Town   
3.e. Zip Code   
3.f. Province   
3.g. Phone Area Code   
3.h. Country

University Receiving Officer (UROFoIM)

**Part 1. Requestor Information**

4. Requestor's Daytime Telephone Number   
5. Requestor's Mobile Telephone Number (if any)   
6. Requestor's Email Address (if any)

**Requestor's Certification**

By my signature, I consent to pay all cost incurred for search duplication, and review of documents up to Php500. (See Form G-625 Instructions for more information.)

7.a. Requestor's Signature   
7.b. Date of Signature (mm/dd/yyyy)

**Part 2. Description of Records Requested**

**NOTE:** While you are not required to respond to every Item in **Part 2.**, failure to provide complete and specific Information may delay processing of your request or create an inability to locate the records or information requested.

1. **Purpose:**

**Full Name of the Subject of Record**

2.a. Family Name (Last Name)   
2.b. Given Name (First Name)   
2.c. Middle Name

**ANNEX "K-1"**

**Republic of the Philippines  
DON HONORIO VENTURA STATE UNIVERSITY  
Bacolor, Pampanga**

**FOI RESPONSE TEMPLATE – NOT IN CUSTODY (information with other executive agency)**

**DATE**

**Dear \_\_\_\_\_.**

**Greetings!**

**Thank you for your request dated \_\_\_\_\_ under Executive Order No. 2 (s. 2016) on Freedom of Information in the Executive Branch.** The DON HONORIO VENTURA STATE UNIVERSITY in compliance with the said Order is very pleased to serve you.

**Information Requested**

You asked for <quote request>.

**Response to your request**

We would like to inform you the DON HONORIO VENTURA STATE UNIVERSITY is NOT IN POSSESSION of the information you have requested. As such, we have transmitted your request to [NAME OF AGENCY] which can properly process your request. You may follow up your request with [NAME OF CONTACT PERSON] at this number [CONTACT NUMBER OF AGENCY].

Thank you and God Bless.

Respectfully,



Freedom of Information/Privacy Act Request

**Note:** Use of this request is optional. Any written format for a Freedom of Information of Privacy Act request is acceptable.

➤ **START HERE** – Type or print in black ink

**Part 1. Requestor Information**

1. Are you the Subject of Record for this request?  Yes  No

If you answered "No" to **Item Number 1.**, provide the information requested in Part 2. If you answered "Yes" to Items Number 1., skip to Part 3.

**Requestor's Full Name**

2.a. Family Name (Last Name)   
2.b. Given Name (First name)   
2.c. Middle Name

**Requestor's Mailing Address**

3.a. In Case of Name (if any)   
3.b. Street Number   
3.c. Street Name   
3.d. City or Town   
3.e. Zip Code   
3.f. Province   
3.g. Phone Area Code   
3.h. Country

University Receiving Officer (UROFoIM)

**Part 1. Requestor Information**

4. Requestor's Daytime Telephone Number   
5. Requestor's Mobile Telephone Number (if any)   
6. Requestor's Email Address (if any)

**Requestor's Certification**

By my signature, I consent to pay all cost incurred for search duplication, and review of documents up to Php500. (See Form G-626 Instructions for more information.)

7.a. Requestor's Signature   
7.b. Date of Signature (mm/dd/yyyy)

**Part 2. Description of Records Requested**

**NOTE:** While you are not required to respond to every Item in **Part 2.**, failure to provide complete and specific Information may delay processing of your request or create an inability to locate the records or information requested.

1. **Purpose:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Full Name of the Subject of Record**

2.a. Family Name (Last Name)   
2.b. Given Name (First Name)   
2.c. Middle Name

**ANNEX "K-2"**

**Republic of the Philippines  
DON HONORIO VENTURA STATE UNIVERSITY  
Bacolor, Pampanga**

**FOI RESPONSE TEMPLATE – NOT IN CUSTODY (information with agency covered by E.O No. 2)**

**DATE**

**Dear \_\_\_\_\_.**

**Greetings!**

**Thank you for your request dated \_\_\_\_\_ under Executive Order No. 2 (s. 2016) on Freedom of Information in the Executive Branch.** The DON HONORIO VENTURA STATE UNIVERSITY in compliance with the said Order is very pleased to serve you.

**Information Requested**

You asked for <quote request>.

**Response to your request**

We would like to inform you the DON HONORIO VENTURA STATE UNIVERSITY is NOT IN POSSESSION of the information you have requested. As such, we have transmitted your request to [NAME OF AGENCY] which can properly process your request. You may follow up your request with [NAME OF CONTACT PERSON] at this number [CONTACT NUMBER OF AGENCY].

Thank you and God Bless.

Respectfully,



Freedom of Information/Privacy Act Request

**Note:** Use of this request is optional. Any written format for a Freedom of Information of Privacy Act request is acceptable.

➤ **START HERE** – Type or print in black ink

**Part 1. Requestor Information**

1. Are you the Subject of Record for this request?  Yes  No  
If you answered "No" to **Item Number 1.**, provide the information requested in Part 2. If you answered "Yes" to Items Number 1., skip to Part 3.

**Requestor's Full Name**

2.a. Family Name (Last Name)   
2.b. Given Name (First name)   
2.c. Middle Name

**Requestor's Mailing Address**

3.a. In Case of Name (if any)   
3.b. Street Number   
3.c. Street Name   
3.d. City or Town   
3.e. Zip Code   
3.f. Province   
3.g. Phone Area Code   
3.h. Country

**Part 1. Requestor Information**

4. Requestor's Daytime Telephone Number   
5. Requestor's Mobile Telephone Number (if any)   
6. Requestor's Email Address (if any)

**Requestor's Certification**

By my signature, I consent to pay all cost incurred for search duplication, and review of documents up to Php500. (See Form G-627 Instructions for more information.)

7.a. Requestor's Signature   
7.b. Date of Signature (mm/dd/yyyy)

**Part 2. Description of Records Requested**

**NOTE:** While you are not required to respond to every Item in **Part 2.**, failure to provide complete and specific Information may delay processing of your request or create an inability to locate the records or information requested.

1. **Purpose:**

**Full Name of the Subject of Record**

2.a. Family Name (Last Name)   
2.b. Given Name (First Name)   
2.c. Middle Name

University Receiving Officer (UROFoIM)