

FOI REQUEST FORM

FOI TRACKING NUMBER

NAME (Pangalan):	DATE (Petsa):
SEX (Kasarian):	CONTACT NUMBER:
ADDRESS (Tirahan):	EMAIL ADDRESS:
OFFICE / SCHOOL / ORGANIZATION (Opisina / Paaralan / Samahan):	GOVERNMENT-ISSUED ID (Pagkakakilanlan) <i>Please attach photocopy with 3 specimen signature:</i>

DETAILS ON REQUESTED INFORMATION

What information or document/s are you looking for? *(Ano po ang hinahanap ninyong impormasyon o dokumento?)*

What is the covered period of the information or document/s requested for? *(Anong panahon ang saklaw ng impormasyon o dokumentong inyong hinahanap?)*

What is the purpose of the request for the information or document/s? *(Ano po ang layunin sa paghiling ninyo sa impormasyon o dokumentong ito?)*

Requirements: <input type="checkbox"/> This duly-accomplished FOI Request Form (2 copies) <input type="checkbox"/> Authorization Letter for Representative/s <input type="checkbox"/> One (1) Valid Government-issued ID	Preferred Mode of Delivery: <input type="checkbox"/> Pick-up at the SHFC Office (Requires printed copy/ies) <input type="checkbox"/> Mail (Requires printed copy/ies) <input type="checkbox"/> E-mail (Electronic copy/ies only)	Signature over Printed Name
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----- FOR SHFC OFFICIALS USE ONLY -----

FOI RECEIVING OFFICER	FOI DECISION MAKER	FOI DOCUMENT OWNER
Received by: Name: _____ Signature: _____ Date & Time: _____	<input type="checkbox"/> SUCCESSFUL <input type="checkbox"/> UNSUCCESSFUL Reason: _____ _____ Signature/Date: _____	Remarks / Recommended Action: Signature/Date: _____

DISCLAIMER: By signing this form, I consent to the collection, use, and storage of my personal information in accordance with the Data Privacy Act of 2012. I understand that it will be used solely for processing my request, potentially shared with SHFC's decision makers and document custodians, or any authorized government agency, and that I am aware of my rights and how my information will be handled. I understand further that the document and any information provided: (1) shall not be used for any purpose other than what is indicated in the FOI request as approved; (2) shall not be used for purposes contrary to law, morals, good customs, or public policy; and (3) shall not be reproduced for any commercial use. Any violation will be addressed accordingly.