**REQUEST FOR FREEDOM OF INFORMATION (FOI)**

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):

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| --- | --- |
| DESCRIPTION OF INFORMATION REQUESTED(title of document, periods covered, etc) |  |
| PURPOSE FOR REQUEST |  |
| FORM | Photocopy Digital Copy |
| **REQUESTING** **PARTY** | NAME  |  |
| ADDRESS |  |
| CONTACT NOS. |  |
| PROOF OF IDENTITY |  |
| 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.