



FIELD OFFICE VII

FREEDOM OF INFORMATION (FOI) REQUEST FORM

Pursuant to Executive Order No. 2 dated July 23, 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**  (e.g. title of document, periods covered, etc.) | |  |
| **PURPOSE FOR THE REQUEST** | |  |
| FORM | |  Photocopy  Digital Copy |
| **REQUESTING PARTY** | **NAME** |  |
| **COMPLETE**  **ADDRESS** |  |
| **CONTACT NOS. /**  **EMAIL ADDRESS** |  |
| **PROOF OF IDENTITY**  (preferably Government ID) |  |
| **SIGNATURE** |  |
| **DO NOT FILL UP BELOW THIS LINE** | | |
| **DATE AND TIME OF**  **RECEIPT** | |  |
| **NAME OF RECEIVING**  **OFFICER** | |  |
| **SIGNATURE OF**  **RECEIVING OFFICER** | |  |

NOTE:

1. Please make sure that the information requested is not already publicly available by first checking these websites foi.gov.ph, data.gov.ph and dswd.gov.ph.
2. Please submit a photocopy (back to back) of the I.D. presented (preferably Government ID).

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