


APPENDIX A

FOI Request Form

 <p style="text-align: center;"> Republic of the Philippines Office of the Government Corporate Counsel 3rd Floor, MWSS Building, Katipunan Road Balara, Quezon City To: The Government Corporate Counsel </p>	<p style="text-align: center;">CONTACT US</p> <p> Tel. Nos.: (02) 436-4458; (02) 436-3779; (02) 927-0035; (02) 927-0030 Fax No.: (02) 436-4475 Email: records@ogcc.gov.ph Website: www.ogcc.gov.ph </p>						
<h2>ACCESS TO INFORMATION REQUEST FORM</h2>							
<p>To be accomplished by the Applicant</p>							
<p>1. Name :</p>							
<p>2. Residence/Business Address</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><small>House No./Blk. No.</small></td> <td style="width: 40%;"><small>Street</small></td> <td style="width: 30%;"><small>Barangay</small></td> </tr> <tr> <td><small>City/Municipality</small></td> <td colspan="2"><small>Province</small></td> </tr> </table>	<small>House No./Blk. No.</small>	<small>Street</small>	<small>Barangay</small>	<small>City/Municipality</small>	<small>Province</small>	
<small>House No./Blk. No.</small>	<small>Street</small>	<small>Barangay</small>					
<small>City/Municipality</small>	<small>Province</small>						
<p>3. Proof of Identity:</p>							
<p>4 Contact Information</p>	<p>Landline: _____ Mobile No.: _____ Email: _____</p>						
<p>5. Detailed description of the information/document requested:</p>							
<p>6. Purpose of the request:</p>							
<p>7. Name and signature of authorized representative if any:</p>	<p>Proof of identity/evidence of authority:</p>						
<p style="text-align: center;"><u>CERTIFICATION UNDER OATH</u></p> <p>I hereby certify under oath that the undersigned is the person whose name and signature appears here and that the above-requested information will be used for the stated purpose/s and for no other. None of the contents of such document/information will be disclosed to a third party, except the applicant here. I have not misused any information previously obtained from this Office. In case where a study is conducted in line with a school-sanctioned project, the identity of the concerned public officer/s or employee/s shall not be unduly disclosed but shall be referred in general terms (<i>e.g. mayors of Metro Manila</i>) to prevent unnecessary disclosure of information about the public official/s or employee/s. Should I violate the terms of this undertaking, I understand that I will be proceeded against under the Revised Penal Code for perjury.</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Signature over printed name</p>							