


FOI Request Form

Contact Us	
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ACCESS TO INFORMATION REQUEST FORM

Notice to Requesting Parties:

In compliance with the Data Privacy Act, PPA would like to inform the applicants that this Privacy Notice applies to all personal data about you that we collect as we provide you with our services. By providing us with your personal data, you accept that your personal information/data shall be used in accordance with the Freedom of Information-Philippines Privacy Notice.

To be accomplished by the applicant:

1. Name:

2. Residence/Business Address

House No./Block No.	Street	Barangay
City/Municipality		

3. Proof of Identity:

4. Contact Information

_____	_____	_____
Landline	Mobile No.	Email Address

5. Detailed Description of the requested information/document:

6. Purpose of the request:

7. Name and signature of authorized representative, if any	Proof of identity and/or waiver of authority:
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CERTIFICATION UNDER OATH

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 herein. I shall not misuse any information previously obtained from this Office. In case where the 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 (e.g., mayors of Metro Manila) 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 under the Revised Penal Code for perjury.

Signature over printed name