



FOI REQUEST FORM

Name: _____ Date of Request: _____
 Contact No.: _____ Releasing Date: _____
 Email Address: _____
 Office/School: _____
 Address: _____

DETAILS ON REQUESTED INFORMATION		
Ano po ang hinahanap ninyong dokumento o impormasyon? <i>What document/s or information are you looking for?</i> 		
Anong panahon ang saklaw ng dokumento o impormasyong inyong hinahanap? <i>What is the covered period of the document/s or information requested for?</i>	Ano po ang layunin sa paghiling ninyo sa dokumento o impormasyon? <i>What is the purpose of the request for the document/s or information?</i>	
Requirements: <input type="checkbox"/> This duly accomplished FOI Request Form <input type="checkbox"/> Authorization for Representative <input type="checkbox"/> 1 Valid Government-recognized ID	Preferred Mode of Delivery: <input type="checkbox"/> Pick-up at the GCG Office (Requires printed copies; for assessment of cost(s)) <input type="checkbox"/> Mail (Requires printed copies; for assessment of cost(s)) <input type="checkbox"/> E-mail (Electronic copies only; no assessment of cost(s))	<hr style="width: 80%; margin-left: auto; margin-right: 0;"/> Signature over Printed Name
FOI PROCESSING OFFICE	FOI DECISION MAKER	ASSESSMENT
Remarks (Recommended Action):	<input type="radio"/> GRANTED <input type="radio"/> DENIED Reason: _____ _____	No. of Pages _____ Printing _____ Binding _____ Courier _____ Total _____ OR # _____ Date Paid _____
Signature / Date	Signature / Date	

TERMS OF USE:

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 shall be addressed accordingly.

In accordance with FOI MC No. 21-05, any request for information or document not within the custody of the GCG shall be referred to the appropriate government agency or instrumentality, which the GCG deems has custody thereof. As such, in compliance with FOI MC No. 21-05, the FOI requesting party hereby agrees to the disclosure of the information contained in this document and its appurtenances to the concerned government agency or instrumentality which the foregoing request will be referred to.

SCHEDULE OF COSTS:

Printing – ₱1 per page; **Binding** – ₱20 per bind; **Courier** – based on actual cost incurred.

Please note that you will be informed of the total amount of cost(s) via e-mail or through SMS once the same has been determined.

MODE OF PAYMENT:

Kindly deposit the payment **within three (3) working days** to **GCG's LandBank Current Account** with details as follows:

Account Name: Governance Commission for GOCCs

Account Number: 3432-1006-09

Once payment has been made, kindly inform GCG within the same period through *feedback@gcg.gov.ph*, and attach therein the proof of payment. Otherwise, the requested information shall be delivered to the requesting party's e-mail.