

**FOI REQUEST FORM**

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):

DESCRIPTION OF INFORMATION REQUESTED  (title of document, periods covered, etc)		
PURPOSE FOR REQUEST		
FORM		<input type="checkbox"/> Photocopy <input type="checkbox"/> Digital Copy
<b>REQUESTING PARTY</b>	NAME	
	ADDRESS	
	CONTACT NOS.	
	PROOF OF IDENTITY	
	SIGNATURE	
<b>TO BE ACCOMPLISHED BY THE FOI RECEIVING OFFICER (ALTERNATE/FOCAL)</b>		
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](http://foi.gov.ph), [data.gov.ph](http://data.gov.ph) and [dswd.gov.ph](http://dswd.gov.ph).