



Republic of the Philippines
MANAPLA WATER DISTRICT
Manapla, Negros Occidental

FREEDOM OF INFORMATION REQUEST FORM

PART I. INFORMATION ON REQUESTING PARTY

1. Title: (Mr/Mrs/Miss/Ms) Others

2. Full Name:
Surname
First Name (Including M.I.)

3. Complete Address:
Apt/House No./Street
Brgy/District
City/Municipality
Province

4. Company/Affiliation/Organization/School and Position:

5. Type of I.D. Given: (With photograph and signature)
 Passport Driver's License Others: (Pls. Specify)
 Postal ID Voter's ID

6. Contact Details:
Country Code Area Code Number
Landline: () ()
Fax: () ()
Mobile:
E-mail:

7. Preferred Mode of Communication: (For clarification and other matters)
 Landline Mobile E-mail Postal Address

8. Preferred Mode of Reply/Response:
 Pick-up Fax E-mail Postal Address

9. Name of Representative/Guardian: (If applicable)
Surname
First Name (Including M.I.)

10. I.D. of Representative:

11. Proof of Authority:

PART II. REQUESTED INFORMATION

12. Title of Document/Record Requested:
(Please provide as much detail as you can)
 Photocopy Certified Photocopy

13. Date of Document: (DD/MM/YYYY) / /
 Certified True Copy

14. Purpose of Request (Please be as specific as possible):

15. Any other relevant information:

I declare and certify that the information provided in this form is complete and correct. I am aware that giving false or misleading information or using forged documents is a criminal offense. I bind myself and my principal to use the requested information only for the specific purpose stated and subject to such other conditions as may be prescribed by the Office of the President. I understand that the Office of the President may collect, use and disclose personal information contained in this request.

16. Signature of Requesting Party or Representative:

Date: (DD/MM/YYYY) / /

For Official Use Only

Received by:
Name/Signature:
Position:
Date and Time Received:
Remarks: