

ANNEX "C"

FOI REQUEST FORM

Republic of the Philippines
DON HONORIO VENTURA TECHNOLOGICAL STATE UNIVERSITY
Bacolor, Pampanga

FREEDOM OF INFORMATION (FOI) REQUEST FORM

Title of the Document: _____

Year Covered: (Please specify inclusive date to expedite request)

Purpose: _____

Name: _____

Contact Number: _____

Signature: _____

Date: _____

Address: _____

Passport No. _____

Driver's License. _____

Other _____

Proof of Identity:

How would you like to receive the information:

Email: _____

Fax: _____

Postal Address: _____

Pick-up (Office Hours): _____

Submitted to:

PRINTED NAME AND SIGNATURE

Date / Time of Submission:

Certified by:

PRINTED NAME AND SIGNATURE

Type of Action Conducted

Received by:

University Receiving Officer (UROFoIM)

Remarks:



Freedom of Information/Privacy Act Request

Note: Use of this request is optional. Any written format for a Freedom of Information of Privacy Act request is acceptable.

➤ **START HERE** – Type or print in black ink

Part 1. Requestor Information

1. Are you the Subject of Record for this request? Yes No

If you answered “No” to **Item Number 1.**, provide the information requested in Part 2. If you answered “Yes” to Items Number 1., skip to Part 3.

Requestor’s Full Name

2.a. Family Name (Last Name)

2.b. Given Name (First name)

2.c. Middle Name

Requestor’s Mailing Address

3.a. In Case of Name (if any)

3.b. Street Number

3.c. Street Name

3.d. City or Town

3.e. Zip Code

3.f. Province

3.g. Phone Area Code

3.h. Country

Part 1. Requestor Information

4. Requestor’s Daytime Telephone Number

5. Requestor’s Mobile Telephone Number (if any)

6. Requestor’s Email Address (if any)

Requestor’s Certification

By my signature, I consent to pay all cost incurred for search duplication, and review of documents up to Php500. (See Form G-618 Instructions for more information.)

7.a. Requestor’s Signature

7.b. Date of Signature (mm/dd/yyyy)

Part 2. Description of Records Requested

NOTE: While you are not required to respond to every Item in **Part 2.**, failure to provide complete and specific Information may delay processing of your request or create an inability to locate the records or information requested.

1. **Purpose:**

Full Name of the Subject of Record

2.a. Family Name (Last Name)

2.b. Given Name (First Name)

2.c. Middle Name

University Receiving Officer (UROFoIM)

ANNEX "D"

**Republic of the Philippines
DON HONORIO VENTURA TECHNOLOGICAL STATE UNIVERSITY
Bacolor, Pampanga**

FOI RESPONSE TEMPLATE – COMPLETION OF FORM

DATE

Dear _____.

Greetings!

Thank you for your request dated _____ under Executive Order No. 2 (s. 2016) on Freedom of Information in the Executive Branch. The DON HONORIO VENTURA TECHNOLOGICAL STATE UNIVERSITY in compliance with the said Order is very pleased to serve you.

Information Requested

You asked for <quote request>.

Response to your request

After processing request, we found that you have failed to provide the following necessary details: [list missing details]. For the processing of your request, please provide us with the necessary missing details.

Thank you and God Bless.

Respectfully,

ANNEX "E"

**Republic of the Philippines
DON HONORIO VENTURA TECHNOLOGICAL STATE UNIVERSITY
Bacolor, Pampanga**

FOI RESPONSE TEMPLATE – EXTENSION OF PERIOD

DATE

Dear _____.

Greetings!

Thank you for your request dated _____ under Executive Order No. 2 (s. 2016) on Freedom of Information in the Executive Branch. The DON HONORIO VENTURA TECHNOLOGICAL STATE UNIVERSITY in compliance with the said Order is very pleased to serve you.

Information Requested

You asked for <quote request>.

Response to your request

[Since your request requires extensive search of the records and facilities of the DON HONORIO VENTURA TECHNOLOGICAL STATE UNIVERSITY] or [Because of (mention specific fortuitous event) which is beyond our control], we are asking for an extension of _____ days in order to fully process your request.

Thank you and God Bless.

Respectfully,



Freedom of Information/Privacy Act Request

Note: Use of this request is optional. Any written format for a Freedom of Information of Privacy Act request is acceptable.

➤ **START HERE** – Type or print in black ink

Part 1. Requestor Information

1. Are you the Subject of Record for this request? Yes No

If you answered "No" to **Item Number 1.**, provide the information requested in Part 2. If you answered "Yes" to Items Number 1., skip to Part 3.

Requestor's Full Name

2.a. Family Name (Last Name)

2.b. Given Name (First name)

2.c. Middle Name

Requestor's Mailing Address

3.a. In Case of Name (if any)

3.b. Street Number

3.c. Street Name

3.d. City or Town

3.e. Zip Code

3.f. Province

3.g. Phone Area Code

3.h. Country

Part 1. Requestor Information

4. Requestor's Daytime Telephone Number

5. Requestor's Mobile Telephone Number (if any)

6. Requestor's Email Address (if any)

Requestor's Certification

By my signature, I consent to pay all cost incurred for search duplication, and review of documents up to Php500. (See Form G-619 Instructions for more information.)

7.a. Requestor's Signature

7.b. Date of Signature (mm/dd/yyyy)

Part 2. Description of Records Requested

NOTE: While you are not required to respond to every Item in **Part 2.**, failure to provide complete and specific Information may delay processing of your request or create an inability to locate the records or information requested.

1. **Purpose:**

Full Name of the Subject of Record

2.a. Family Name (Last Name)

2.b. Given Name (First Name)

2.c. Middle Name

 University Receiving Officer (UROFoIM)

ANNEX "F"

**Republic of the Philippines
DON HONORIO VENTURA TECHNOLOGICAL STATE UNIVERSITY
Bacolor, Pampanga**

FOI RESPONSE TEMPLATE – CLARIFICATION

DATE

Dear _____.

Greetings!

Thank you for your request dated _____ under Executive Order No. 2 (s. 2016) on Freedom of Information in the Executive Branch. The DON HONORIO VENTURA TECHNOLOGICAL STATE UNIVERSITY in compliance with the said Order is very pleased to serve you.

Information Requested

You asked for <quote request>.

Response to your request

In order to fully process your request, may we ask for the following clarificatory details: [list needed details for processing of request].

Thank you and God Bless.

Respectfully,



Freedom of Information/Privacy Act Request

Note: Use of this request is optional. Any written format for a Freedom of Information of Privacy Act request is acceptable.

➤ **START HERE** – Type or print in black ink

Part 1. Requestor Information

1. Are you the Subject of Record for this request? Yes No
- If you answered "No" to **Item Number 1.**, provide the information requested in Part 2. If you answered "Yes" to Items Number 1., skip to Part 3.

Requestor's Full Name

- 2.a. Family Name (Last Name)
- 2.b. Given Name (First name)
- 2.c. Middle Name

Requestor's Mailing Address

- 3.a. In Case of Name (if any)
- 3.b. Street Number
- 3.c. Street Name
- 3.d. City or Town
- 3.e. Zip Code
- 3.f. Province
- 3.g. Phone Area Code
- 3.h. Country

 University Receiving Officer (UROFoIM)

Part 1. Requestor Information

4. Requestor's Daytime Telephone Number
5. Requestor's Mobile Telephone Number (if any)
6. Requestor's Email Address (if any)

Requestor's Certification

By my signature, I consent to pay all cost incurred for search duplication, and review of documents up to Php500. (See Form G-620 Instructions for more information.)

- 7.a. Requestor's Signature
- 7.b. Date of Signature (mm/dd/yyyy)

Part 2. Description of Records Requested

NOTE: While you are not required to respond to every Item in **Part 2.**, failure to provide complete and specific Information may delay processing of your request or create an inability to locate the records or information requested.

1. **Purpose:**
- _____
- _____
- _____
- _____

Full Name of the Subject of Record

- 2.a. Family Name (Last Name)
- 2.b. Given Name (First Name)
- 2.c. Middle Name

ANNEX "G"

**Republic of the Philippines
DON HONORIO VENTURA TECHNOLOGICAL STATE UNIVERSITY
Bacolor, Pampanga**

FOI RESPONSE TEMPLATE – APPROVAL

DATE

Dear _____.

Greetings!

Thank you for your request dated _____ under Executive Order No. 2 (s. 2016) on Freedom of Information in the Executive Branch. The DON HONORIO VENTURA TECHNOLOGICAL STATE UNIVERSITY in compliance with the said Order is very pleased to serve you.

Information Requested

You asked for <quote request>.

Response to your request

Your FOI request is APPROVED. Enclosed is a copy of [some/most/all]* of the requested information [in your preferred format].

Thank you and God Bless.

Respectfully,



Freedom of Information/Privacy Act Request

Note: Use of this request is optional. Any written format for a Freedom of Information of Privacy Act request is acceptable.

➤ **START HERE** – Type or print in black ink

Part 1. Requestor Information

1. Are you the Subject of Record for this request? Yes No
If you answered "No" to **Item Number 1.**, provide the information requested in Part 2. If you answered "Yes" to Items Number 1., skip to Part 3.

Requestor's Full Name

2.a. Family Name (Last Name)
2.b. Given Name (First name)
2.c. Middle Name

Requestor's Mailing Address

3.a. In Case of Name (if any)
3.b. Street Number
3.c. Street Name
3.d. City or Town
3.e. Zip Code
3.f. Province
3.g. Phone Area Code
3.h. Country

University Receiving Officer (UROFoIM)

Part 1. Requestor Information

4. Requestor's Daytime Telephone Number
5. Requestor's Mobile Telephone Number (if any)
6. Requestor's Email Address (if any)

Requestor's Certification

By my signature, I consent to pay all cost incurred for search duplication, and review of documents up to Php500. (See Form G-621 Instructions for more information.)

7.a. Requestor's Signature
7.b. Date of Signature (mm/dd/yyyy)

Part 2. Description of Records Requested

NOTE: While you are not required to respond to every Item in **Part 2.**, failure to provide complete and specific Information may delay processing of your request or create an inability to locate the records or information requested.

1. **Purpose:**

Full Name of the Subject of Record

2.a. Family Name (Last Name)
2.b. Given Name (First Name)
2.c. Middle Name

ANNEX "H-1"

**Republic of the Philippines
DON HONORIO VENTURA TECHNOLOGICAL STATE UNIVERSITY
Bacolor, Pampanga**

FOI RESPONSE TEMPLATE – DENIAL (contrary to law, rules and regulations)

DATE

Dear _____.

Greetings!

Thank you for your request dated _____ under Executive Order No. 2 (s. 2016) on Freedom of Information in the Executive Branch. The DON HONORIO VENTURA TECHNOLOGICAL STATE UNIVERSITY in compliance with the said Order is very pleased to serve you.

Information Requested

You asked for <quote request>.

Response to your request

Your FOI request is DENIED because it is contrary to [cite specific provision law, rule or regulation]. If you would like to appeal this denial, you may submit an appeal within fifteen (15) days from the receipt of this letter.

Thank you and God Bless.

Respectfully,



Freedom of Information/Privacy Act Request

Note: Use of this request is optional. Any written format for a Freedom of Information of Privacy Act request is acceptable.

➤ **START HERE** – Type or print in black ink

Part 1. Requestor Information

1. Are you the Subject of Record for this request? Yes No

If you answered "No" to **Item Number 1.**, provide the information requested in Part 2. If you answered "Yes" to Items Number 1., skip to Part 3.

Requestor's Full Name

2.a. Family Name (Last Name)

2.b. Given Name (First name)

2.c. Middle Name

Requestor's Mailing Address

3.a. In Case of Name (if any)

3.b. Street Number

3.c. Street Name

3.d. City or Town

3.e. Zip Code

3.f. Province

3.g. Phone Area Code

3.h. Country

Part 1. Requestor Information

4. Requestor's Daytime Telephone Number

5. Requestor's Mobile Telephone Number (if any)

6. Requestor's Email Address (if any)

Requestor's Certification

By my signature, I consent to pay all cost incurred for search duplication, and review of documents up to Php500. (See Form G-622 Instructions for more information.)

7.a. Requestor's Signature

7.b. Date of Signature (mm/dd/yyyy)

Part 2. Description of Records Requested

NOTE: While you are not required to respond to every Item in **Part 2.**, failure to provide complete and specific Information may delay processing of your request or create an inability to locate the records or information requested.

1. **Purpose:**

Full Name of the Subject of Record

2.a. Family Name (Last Name)

2.b. Given Name (First Name)

2.c. Middle Name

University Receiving Officer (UROFoIM)

ANNEX "H-2"

**Republic of the Philippines
DON HONORIO VENTURA TECHNOLOGICAL STATE UNIVERSITY
Bacolor, Pampanga**

FOI RESPONSE TEMPLATE – DENIAL (falls under list of exceptions)

DATE

Dear _____.

Greetings!

Thank you for your request dated _____ under Executive Order No. 2 (s. 2016) on Freedom of Information in the Executive Branch. The DON HONORIO VENTURA TECHNOLOGICAL STATE UNIVERSITY in compliance with the said Order is very pleased to serve you.

Information Requested

You asked for <quote request>.

Response to your request

Your FOR request is DENIED because it falls under the list of exceptions, specifically [cite ground for exemption]. If you would like to appeal this denial, you may submit an appeal within fifteen (15) days from the receipt of this letter.

Thank you and God Bless.

Respectfully,



Freedom of Information/Privacy Act Request

Note: Use of this request is optional. Any written format for a Freedom of Information of Privacy Act request is acceptable.

➤ **START HERE** – Type or print in black ink

Part 1. Requestor Information

1. Are you the Subject of Record for this request? Yes No
If you answered "No" to **Item Number 1.**, provide the information requested in Part 2. If you answered "Yes" to Items Number 1., skip to Part 3.

Requestor's Full Name

2.a. Family Name (Last Name)
2.b. Given Name (First name)
2.c. Middle Name

Requestor's Mailing Address

3.a. In Case of Name (if any)
3.b. Street Number
3.c. Street Name
3.d. City or Town
3.e. Zip Code
3.f. Province
3.g. Phone Area Code
3.h. Country

University Receiving Officer (UROFoIM)

Part 1. Requestor Information

4. Requestor's Daytime Telephone Number
5. Requestor's Mobile Telephone Number (if any)
6. Requestor's Email Address (if any)

Requestor's Certification

By my signature, I consent to pay all cost incurred for search duplication, and review of documents up to Php500. (See Form G-623 Instructions for more information.)

7.a. Requestor's Signature
7.b. Date of Signature (mm/dd/yyyy)

Part 2. Description of Records Requested

NOTE: While you are not required to respond to every Item in **Part 2.**, failure to provide complete and specific Information may delay processing of your request or create an inability to locate the records or information requested.

1. **Purpose:**

Full Name of the Subject of Record

2.a. Family Name (Last Name)
2.b. Given Name (First Name)
2.c. Middle Name

ANNEX "I"

**Republic of the Philippines
DON HONORIO VENTURA TECHNOLOGICAL STATE UNIVERSITY
Bacolor, Pampanga**

FOI RESPONSE TEMPLATE – SIMILAR TO PREVIOUS REQUEST

DATE

Dear _____.

Greetings!

Thank you for your request dated _____ under Executive Order No. 2 (s. 2016) on Freedom of Information in the Executive Branch. The DON HONORIO VENTURA TECHNOLOGICAL STATE UNIVERSITY in compliance with the said Order is very pleased to serve you.

Information Requested

You asked for <quote request>.

Response to your request

Since your requested information is substantially similar or identical to your previous request dated _____, the DON HONORIO VENTURA TECHNOLOGICAL STATE UNIVERSITY shall not act upon your request. Please be guided accordingly.

Thank you and God Bless.

Respectfully,



Freedom of Information/Privacy Act Request

Note: Use of this request is optional. Any written format for a Freedom of Information of Privacy Act request is acceptable.

➤ **START HERE** – Type or print in black ink

Part 1. Requestor Information

1. Are you the Subject of Record for this request? Yes No

If you answered "No" to **Item Number 1.**, provide the information requested in Part 2. If you answered "Yes" to Items Number 1., skip to Part 3.

Requestor's Full Name

2.a. Family Name (Last Name)

2.b. Given Name (First name)

2.c. Middle Name

Requestor's Mailing Address

3.a. In Case of Name (if any)

3.b. Street Number

3.c. Street Name

3.d. City or Town

3.e. Zip Code

3.f. Province

3.g. Phone Area Code

3.h. Country

Part 1. Requestor Information

4. Requestor's Daytime Telephone Number

5. Requestor's Mobile Telephone Number (if any)

6. Requestor's Email Address (if any)

Requestor's Certification

By my signature, I consent to pay all cost incurred for search duplication, and review of documents up to Php500. (See Form G-624 Instructions for more information.)

7.a. Requestor's Signature

7.b. Date of Signature (mm/dd/yyyy)

Part 2. Description of Records Requested

NOTE: While you are not required to respond to every Item in **Part 2.**, failure to provide complete and specific Information may delay processing of your request or create an inability to locate the records or information requested.

1. **Purpose:**

Full Name of the Subject of Record

2.a. Family Name (Last Name)

2.b. Given Name (First Name)

2.c. Middle Name

University Receiving Officer (UROFoIM)

ANNEX "J"

**Republic of the Philippines
DON HONORIO VENTURA TECHNOLOGICAL STATE UNIVERSITY
Bacolor, Pampanga**

FOI RESPONSE TEMPLATE – AVAILABLE ONLINE

DATE

Dear _____.

Greetings!

Thank you for your request dated _____ under Executive Order No. 2 (s. 2016) on Freedom of Information in the Executive Branch. The DON HONORIO VENTURA TECHNOLOGICAL STATE UNIVERSITY in compliance with the said Order is very pleased to serve you.

Information Requested

You asked for <quote request>.

Response to your request

We would like to inform you that your requested information can be FOUND ONLINE at the website of the DON HONORIO VENTURA TECHNOLOGICAL STATE UNIVERSITY. Your requested information can be found at the following link/s: [<http://www.dhvtsu.edu.ph/>].

Thank you and God Bless.

Respectfully,



Freedom of Information/Privacy Act Request

Note: Use of this request is optional. Any written format for a Freedom of Information of Privacy Act request is acceptable.

➤ **START HERE** – Type or print in black ink

Part 1. Requestor Information

1. Are you the Subject of Record for this request? Yes No
- If you answered "No" to **Item Number 1.**, provide the information requested in Part 2. If you answered "Yes" to Items Number 1., skip to Part 3.

Requestor's Full Name

- 2.a. Family Name (Last Name)
- 2.b. Given Name (First name)
- 2.c. Middle Name

Requestor's Mailing Address

- 3.a. In Case of Name (if any)
- 3.b. Street Number
- 3.c. Street Name
- 3.d. City or Town
- 3.e. Zip Code
- 3.f. Province
- 3.g. Phone Area Code
- 3.h. Country

 University Receiving Officer (UROFoIM)

Part 1. Requestor Information

4. Requestor's Daytime Telephone Number
5. Requestor's Mobile Telephone Number (if any)
6. Requestor's Email Address (if any)

Requestor's Certification

By my signature, I consent to pay all cost incurred for search duplication, and review of documents up to Php500. (See Form G-625 Instructions for more information.)

- 7.a. Requestor's Signature
- 7.b. Date of Signature (mm/dd/yyyy)

Part 2. Description of Records Requested

NOTE: While you are not required to respond to every Item in **Part 2.**, failure to provide complete and specific Information may delay processing of your request or create an inability to locate the records or information requested.

1. **Purpose:**
- _____
- _____
- _____
- _____

Full Name of the Subject of Record

- 2.a. Family Name (Last Name)
- 2.b. Given Name (First Name)
- 2.c. Middle Name

ANNEX "K-1"

**Republic of the Philippines
DON HONORIO VENTURA TECHNOLOGICAL STATE UNIVERSITY
Bacolor, Pampanga**

FOI RESPONSE TEMPLATE – NOT IN CUSTODY (information with other executive agency)

DATE

Dear _____.

Greetings!

Thank you for your request dated _____ under Executive Order No. 2 (s. 2016) on Freedom of Information in the Executive Branch. The DON HONORIO VENTURA TECHNOLOGICAL STATE UNIVERSITY in compliance with the said Order is very pleased to serve you.

Information Requested

You asked for <quote request>.

Response to your request

We would like to inform you the DON HONORIO VENTURA TECHNOLOGICAL STATE UNIVERSITY is NOT IN POSSESSION of the information you have requested. As such, we have transmitted your request to [NAME OF AGENCY] which can properly process your request. You may follow up your request with [NAME OF CONTACT PERSON] at this number [CONTACT NUMBER OF AGENCY].

Thank you and God Bless.

Respectfully,



Freedom of Information/Privacy Act Request

Note: Use of this request is optional. Any written format for a Freedom of Information of Privacy Act request is acceptable.

➤ **START HERE** – Type or print in black ink

Part 1. Requestor Information

1. Are you the Subject of Record for this request? Yes No

If you answered "No" to **Item Number 1.**, provide the information requested in Part 2. If you answered "Yes" to Items Number 1., skip to Part 3.

Requestor's Full Name

2.a. Family Name (Last Name)

2.b. Given Name (First name)

2.c. Middle Name

Requestor's Mailing Address

3.a. In Case of Name (if any)

3.b. Street Number

3.c. Street Name

3.d. City or Town

3.e. Zip Code

3.f. Province

3.g. Phone Area Code

3.h. Country

Part 1. Requestor Information

4. Requestor's Daytime Telephone Number

5. Requestor's Mobile Telephone Number (if any)

6. Requestor's Email Address (if any)

Requestor's Certification

By my signature, I consent to pay all cost incurred for search duplication, and review of documents up to Php500. (See Form G-626 Instructions for more information.)

7.a. Requestor's Signature

7.b. Date of Signature (mm/dd/yyyy)

Part 2. Description of Records Requested

NOTE: While you are not required to respond to every Item in **Part 2.**, failure to provide complete and specific Information may delay processing of your request or create an inability to locate the records or information requested.

1. **Purpose:**

Full Name of the Subject of Record

2.a. Family Name (Last Name)

2.b. Given Name (First Name)

2.c. Middle Name

University Receiving Officer (UROFoIM)

ANNEX "K-2"

**Republic of the Philippines
DON HONORIO VENTURA TECHNOLOGICAL STATE UNIVERSITY
Bacolor, Pampanga**

FOI RESPONSE TEMPLATE – NOT IN CUSTODY (information with agency covered by E.O No. 2)

DATE

Dear _____.

Greetings!

Thank you for your request dated _____ under Executive Order No. 2 (s. 2016) on Freedom of Information in the Executive Branch. The DON HONORIO VENTURA TECHNOLOGICAL STATE UNIVERSITY in compliance with the said Order is very pleased to serve you.

Information Requested

You asked for <quote request>.

Response to your request

We would like to inform you the DON HONORIO VENTURA TECHNOLOGICAL STATE UNIVERSITY is NOT IN POSSESSION of the information you have requested. As such, we have transmitted your request to [NAME OF AGENCY] which can properly process your request. You may follow up your request with [NAME OF CONTACT PERSON] at this number [CONTACT NUMBER OF AGENCY].

Thank you and God Bless.

Respectfully,



Freedom of Information/Privacy Act Request

Note: Use of this request is optional. Any written format for a Freedom of Information of Privacy Act request is acceptable.

➤ **START HERE** – Type or print in black ink

Part 1. Requestor Information

1. Are you the Subject of Record for this request? Yes No
If you answered "No" to **Item Number 1.**, provide the information requested in Part 2. If you answered "Yes" to Items Number 1., skip to Part 3.

Requestor's Full Name

2.a. Family Name (Last Name)
2.b. Given Name (First name)
2.c. Middle Name

Requestor's Mailing Address

3.a. In Case of Name (if any)
3.b. Street Number
3.c. Street Name
3.d. City or Town
3.e. Zip Code
3.f. Province
3.g. Phone Area Code
3.h. Country

University Receiving Officer (UROFoIM)

Part 1. Requestor Information

4. Requestor's Daytime Telephone Number
5. Requestor's Mobile Telephone Number (if any)
6. Requestor's Email Address (if any)

Requestor's Certification

By my signature, I consent to pay all cost incurred for search duplication, and review of documents up to Php500. (See Form G-627 Instructions for more information.)

7.a. Requestor's Signature
7.b. Date of Signature (mm/dd/yyyy)

Part 2. Description of Records Requested

NOTE: While you are not required to respond to every Item in **Part 2.**, failure to provide complete and specific Information may delay processing of your request or create an inability to locate the records or information requested.

1. **Purpose:**

Full Name of the Subject of Record

2.a. Family Name (Last Name)
2.b. Given Name (First Name)
2.c. Middle Name