

ANNEX "F"

FOI Request Form

Republic of the Philippines
NAVAL STATE UNIVERSITY
Naval, Biliran

FREEDOM OF INFORMATION REQUEST FORM

Title of the Document: _____

Year : _____

Purpose : _____

Name : _____

Signature : _____

Date : _____

Contact Nos. : _____

Address : _____

Proof of Identity

Passport No: _____

Driver's License: _____ Other: _____

_____ How information

will be received?

Email Fax Postal Address Pick up (Office Hours)

Submitted to : _____

Signature over Printed Name

Date of Submission: _____

Certified by: _____

Signature over Printed Name

Type of Action Conducted: _____

Received by:

FOI Receiving Officer

Remarks:

FOI RESPONSE TEMPLATE – DOCUMENT ENCLOSED

Republic of the Philippines
NAVAL STATE UNIVERSITY
Naval, Biliran

DATE

Dear _____,

Greetings!

Thank you for your request dated _____; under Executive Order No. 2 (s.2016) on Freedom of Information in the Executive Branch.

Your request

You asked for _____.

Response to your request

Your FOI request is approved. I enclosed a copy of _____ of the information you requested [in the format you asked for]

Thank you.

Respectfully yours,

FOI Receiving Officer

FOI RESPONSE TEMPLATE – ANSWER

Republic of the Philippines
NAVAL STATE UNIVERSITY
Naval, Biliran

DATE

Dear _____,

Greetings!

Thank you for your request dated _____; under Executive Order No. 2 (s.2016) on Freedom of Information in the Executive Branch.

Your request

You asked for _____.

Response to your request

Your FOI request is approved. The answer to your request is

_____.

Thank you.

Respectfully yours,

FOI Receiving Officer

FOI RESPONSE TEMPLATE – UNDER EXCEPTIONS

Republic of the Philippines
NAVAL STATE UNIVERSITY
Naval, Biliran

DATE

Dear _____,

Greetings!

Thank you for your request dated _____; under Executive Order No. 2 (s.2016) on Freedom of Information in the Executive Branch.

Your request

You asked for _____.

Response to your request

While our aim is to provide information whenever possible, in this instance we are unable to provide [some of]* the information you have requested because an exception(s) under section(s) _____ applies are explained in the annex to this letter.

Your right to request a review

If you are unhappy with this response to your FOI request, you may ask us to carry out an internal review of the response, by writing to _____. Your review request should explain why you are dissatisfied with this response, and should be made within 15 calendar days from the date when you received this letter.

We will complete the review and tell you the result, within 30 calendar days from the date when we receive your review request.

If you are not satisfied with the result of the review, you then have the right to appeal to the Office of the University President.

Thank you.

Respectfully yours,

FOI Receiving Officer