

ANNEX "E"

FOI REQUEST FORM



Republic of the Philippines
Department of Environment and Natural Resources
 Visayas Avenue, Diliman, Quezon City, 1100
 Trunkline (632) 929-66-26 • 929-6628 • 929-6635 • 929-4028 • 929-3618
 426-0465 • 426-0001 • 426-0347 • 426-0480 • 426-0491
 Voice-Over-Internet-Protocol (VOIP) Trunkline (632) 988-3367
 Website: <http://www.denr.gov.ph> / E-mail: Web@denr.gov.ph

FOI Request Form

EDATS NUMBER:
RELEASING TIME/DATE:
ACTION OFFICER:

TITLE OF DOCUMENT: _____

DATE(mm/dd/yyyy): _____

PURPOSE: _____

REQUESTING PARTY:

a DENR Official/Employee, assigned at _____

not a DENR Official/Employee with permanent postal address at _____

REQUEST FOR:

a certification of (pls. check appropriate box/es)

APPEAL/MOTION FOR RECONSIDERATION FILED

APPEAL MEMORANDUM FILED

AVAILABILITY OF DOCUMENTS

OTHERS (pls. specify) _____

Authenticated copies of documents

Photocopy/ies

Requirements :

_____ This request

_____ SPA for Representative

_____ Valid ID (any of the following)

- a. DENR ID
- b. Any Government ID
- c. Company ID
- d. GSIS E-card
- e. SSS ID
- f. IBP ID
- g. PRC ID
- h. Passport
- i. Driver's License
- j. Voter's ID
- k. Postal ID
- l. School ID
- m. Brgy. Captain Certificate
- n. Senior Citizen's ID

Signature over printed name

Date

Contact No/s.

Email address

DECISION MAKER	Reason/s for disapproval:
<input type="radio"/> APPROVED	_____
<input type="radio"/> DISAPPROVED	_____

SIGNATURE/DATE	_____

PAYMENT
Php _____
OR# _____
Date _____

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