



FOI REQUEST FORM

INSTRUCTIONS: All blanks must be filled up properly. Indicate "N/A" for items not applicable. Duly accomplished form must be submitted with required/supporting documents. Print all entries in block or CAPITAL LETTERS.

REQUESTING PARTY

1. Title (e.g. Mr, Mrs, Ms, Miss): _____ 2. Given Name: _____ 3. MI _____ 4. Surname: _____ 5. Suffix _____

6. Complete Address: _____
Unit/House no. Street Barangay City/Municipality Province

7. Company/School Name: _____

8. Landline No.: _____ 9. Mobile No.: _____ 10. Email Address: _____

11. Preferred Mode of Communications: Landline Mobile Email

12. Preferred Mode of Reply: (We will be sending the reply in this manner) Email Fax Postal Address Pick-up at NTC

13. Type Of Valid ID Presented: (ID's should contain photo and signature) Passport Driver's License SSS ID Postal ID Voter's ID School ID Others : _____

REQUESTED INFORMATION

14. Title of Document/Record Requested: _____

15. Date (DD/MM/YY): _____ OR Period: _____ to _____

16. Purpose: _____

DECLARATION

Privacy Statement: Information provided by the requester will be used by the National Telecommunications Commission (NTC) to deal and respond with the request as set out in the **Freedom of Information Executive Order No.2**. If the NTC gives the requester access to the requested document, and if the document contains no personal information about the requester, the document will be published online at NTC's disclosure log, along with the requester's name and the date applied for. If another person, company or body will use or benefit the documents sought, it will be readily available for NTC's Disclosure.

I declare that:

- The information provided in the form is complete and correct;
- I have read the Privacy Notice;
- I have presented at least one government-issued ID to establish proof of identity

I understand that it is an offense to give misleading information about my identity, and that doing so may result in a decision to refuse to process my request.

Signature: _____

Date Accomplished: _____

NOTE: 1. NTC shall not charge any fee for accepting request. However, NTC may require the requesting party to pay for reproduction or photocopying fee as specified under Section 8 of NTC's FOI Manual.

2. NTC may also require the requesting party to provide a postage stamp in case the requester opted to mail the reply of the FOI Request.

FOI RECEIVING OFFICER (For NTC Use Only)

FOI Receiving Officer Name: _____ **Signature:** _____

Date/Time FOI of Request Received: _____ - _____ - _____ : _____

Proof of ID Presented: Passport Driver's License SSS/GSIS ID or **UMID** Postal ID
(Photocopies of the Original Should be attached) Voter's ID School ID Others : _____

The Request is Recommended to be : Approved Denied

If denied, Please tick the Reason for Denial: Invalid Request Incomplete Data available online

The information requested contains sensitive personal information protected by *Data Privacy Act of 2012*.

Exception: _____

Decision Maker Assigned to Delivery Unit: _____ *(DM's Initial)*

BSD RSPD IPMB AB LEGAL

ESD RB SLB PFMB NTC RO: _____

Unit Receiving Officer: _____ **Signature:** _____

Status of Request: Successful Partially Successful

Decision Maker's Decision on Processed Request: _____ Approved Denied

Date Request Finished: _____

Date Documents Released/Sent: _____

FOI Registry Accomplished: Yes No

Receiving Officer Signature: _____
(Released of FOI Reply)

Date: _____