



**Republic of the Philippines**  
**Office of the President**  
**Coconut Industry Investment Fund OIL MILLS GROUP (CIIF OMG)**  
 16<sup>th</sup> Floor, UCPB Building, Makati Avenue, Makati City



**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: