ANNEX "C"

Philippine Aerospace Development Corporation

REQUEST FOR ACCESS TO DOCUMENTS/INFORMATION

To be filled out by the Requesting Party*	
Requesting Party: _____ **Date**:_____ Surname First Name Middle Name **Address:** _____ **Contact No**. _____ **Name of Office**: _____ **Office Address**: _____	

B. Information/Documents/Records requested*	**C. Specific Purposes***

| **D. Desired mode of receiving the information/document/record requested**
 ☐   To be picked-up
 ☐   Through mail/private courier (payment required) | *E. I hereby certify that the above information is true and correct.*

 _____
 Printed Name and Signature of Requesting Party
 Date: _____ |

F. To be filled out by the Processor:	

Receiving Officer: _____
               Name and Signature
 	
 Action Officer: _____
               Name and Signature
 	
 Status of Document:
 	
       Already Disposed ☐
       Available Record ☐
       No Record Maintenance by RS ☐
	Action Taken:
	 Issued Certification ☐
	 Issued Certified Copy ☐
	 No. of copies ☐
	 Total no. of pages ☐
	 Provided Photocopy only ☐
	
	 Assessed Fee: _____

G. To be accomplished by the Processor:	*H. To be accomplished by the Records Section Chief*
The Request is recommended to be denied for the following reason/s: _____ _____ _____	_____ **Request Approved** _____ **Request Disapproved** _____ Printed Name and Signature

I. The Requesting Party shall present at least one (1) government-issued ID with picture and signature of bearer.
☐   GSIS/SSS ID   ☐   Driver's License   ☐   PRC ID   ☐   Voter's ID   ☐   Philhealth   ☐   Student ID   ☐   Passport   ☐   Senior Citizen's ID

J. Release of Request:
Document/Record received by/released to: _____   Printed Name and Signature of Requesting Party   ID presented: _____   Date of Released: _____   Amount Paid: _____ O.R. No. _____   O.R. Date: _____

Note: * Mandatory fields