



Republic of the Philippines  
**DINALUPIHAN WATER DISTRICT**  
Pag-asa, Kataasan, Dinalupihan, Bataan 2110  
(047) 636-1325; (047) 481-3717  
dinalupihan\_waterdistrict@yahoo.com

### Request for Information

Control No. \_\_\_\_\_ Date: \_\_\_\_\_

Proof of Identification Presented: \_\_\_\_\_

Name of Requestor: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

Information being Requested:

\_\_\_\_\_

Purpose of Request for Information:

\_\_\_\_\_

No. of Copies: \_\_\_\_\_

\_\_\_\_\_  
Signature Over Printed Name  
(Requestor)

*Reminders: For authorized representative, please bring authorization letter and valid ID of both requestor and representative. Documents should be claimed within 30 working days from due of release. Information not claimed within 30 days shall be disposed of accordingly.*

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(To be accomplished by the Receiving Officer)

#### REQUEST RECEIVED BY:

Name: \_\_\_\_\_

Date and Time: \_\_\_\_\_

Instructions: \_\_\_\_\_

\_\_\_\_\_

#### REQUEST:

Approved ☐

Denied ☐

Others/ Remarks: \_\_\_\_\_

\_\_\_\_\_