





Republic of the Philippines
COMMISSION ON AUDIT
Commonwealth Avenue, Quezon City

REQUEST FORM

A	Requesting Party:			Nationality:
	Surname	First Name	Middle Name	
	Residential Address:			
	Name of Office/Company:			
	Office/Company Address:			
Contact Nos.: 1) (Residence) ; 2) (Office/Company) ; 3) (Mobile)				
	Authorized Representative:			Nationality:
	Surname	First Name	Middle Name	
	Residential Address:			
	Name of Office/Company:			
	Office/Company Address:			
Contact Nos.: 1) (Residence) ; 2) (Office/Company) ; 3) (Mobile)				
Information/Documents/Records requested:				
Specific Purpose/s:				
Desired mode of receiving information/documents/records			Desired mode of notice on the availability of information, documents, records	
<input type="checkbox"/> To be picked up			<input type="checkbox"/> Through telephone in the number/s indicated above	
<input type="checkbox"/> Through mail/private courier (payment required)			<input type="checkbox"/> By mail/through letter	
<div></div>			<div></div>	
Printed Name and Signature			Date	
B	To be accomplished by the Processor			
	1. The Requesting Party/Authorized representative presented the original of at least two (2) of the following validly issued IDs (Photocopies must be attached hereto):			
	<input type="checkbox"/> GSIS/UMID/SSS	<input type="checkbox"/> Voter's ID		
	<input type="checkbox"/> TIN/Pag-IBIG/Philhealth	<input type="checkbox"/> Current Company ID		
	<input type="checkbox"/> Passport	<input type="checkbox"/> Senior Citizen's ID		
<input type="checkbox"/> Driver's License	<input type="checkbox"/> Student ID			
<input type="checkbox"/> PRC ID	<input type="checkbox"/> Others			
<input type="checkbox"/> IBP ID				
2. The Request is recommended to be denied because it is covered by the limitations/restrictions provided in Paragraph 3.2 of COA Circular No. 2013-006 dated September 18, 2013, which is/are as follows:				
1.				
2.				
3.				

C	OATH
<p>I hereby certify under oath that the undersigned is the person whose name and signature appear hereunder and that the above-requested information, documents or records will be used for the above-mentioned purpose and for no other purpose. In case of Statement of Assets, Liabilities and Net Worth (SALN), neither will the contents thereof and the private address of its owner be disclosed to a third-party who is not the requester of the said SALN.</p> <p>Should I violate the terms of this undertaking, I understand that the official or employee concerned may bring action against me and that as a consequence thereof, the Court in which such action/s are brought may assess a penalty in the amount provided in Section 11 (d) of Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees), or impose the penalty provided under Article 183 (False testimony in other cases and perjury in solemn affirmation) of the Revised Penal Code, where applicable.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="width: 45%; text-align: center;"> _____ Requesting Party/Authorized Representative</div><div style="width: 45%; text-align: center;"> _____ Date</div></div> <p>SUBSCRIBED AND SWORN TO before me this _____ day of _____ 20____, affiant exhibiting his/her two (2) current/unexpired identification cards:</p> <div style="margin-left: 40px;"><p>1. _____</p><p>2. _____</p></div> <div style="text-align: right; margin-top: 20px;"> _____ Printed Name and Signature of SA/ATL/Division Chief</div>	
D	<p>To be accomplished by the SA/ATL/Division Chief</p> <p>Assessment/Evaluation:</p> <p>Comments/Recommendations (Separate paper, if necessary):</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="width: 45%; text-align: center;"> _____ Printed Name and Signature of SA/ATL/Division Chief</div><div style="width: 45%; text-align: center;"> _____ Date</div></div>
E	<p>To be accomplished by the Office/Cluster/Regional Director</p> <div style="display: flex; justify-content: space-between;"><div style="width: 45%;">Approved/Disapproved by:</div><div style="width: 45%;">Reason/s for disapproval:</div></div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="width: 45%; text-align: center;"> _____ Printed Name and Signature</div><div style="width: 45%; text-align: center;"> _____ Date</div></div>
F	<p>Details of Payment/Release of Documents (To be accomplished by the Processor)</p> <div style="display: flex; justify-content: flex-end; margin-top: 10px;"><div style="margin-right: 20px;"><div style="border: 1px solid black; padding: 2px 5px;">Y</div><div style="border: 1px solid black; padding: 2px 5px;">N</div></div></div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div style="width: 60%;">Did the Requesting Party pay for the prescribed fees for reproduction/mailing?</div><div style="width: 10%; text-align: center;"><div style="border: 1px solid black; width: 20px; height: 20px; margin: 0 auto;"></div></div><div style="width: 10%; text-align: center;"><div style="border: 1px solid black; width: 20px; height: 20px; margin: 0 auto;"></div></div></div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div style="width: 60%;">In case of SALN, is the private address of its owner blackened?</div><div style="width: 10%; text-align: center;"><div style="border: 1px solid black; width: 20px; height: 20px; margin: 0 auto;"></div></div><div style="width: 10%; text-align: center;"><div style="border: 1px solid black; width: 20px; height: 20px; margin: 0 auto;"></div></div></div> <div style="margin-top: 10px;">Amount Paid _____ O.R. No. _____ Date _____</div> <p>Documents/Records received by/released to:</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="width: 45%; text-align: center;"> _____ Printed Name and Signature</div><div style="width: 45%; text-align: center;"> _____ Date</div></div>