



Exhibit 1

**INFORMATION REQUEST FORM
 UNDER E.O. NO. 02**

To be filled up by the Requestor

Date :	Contact no:
Name :	
Address :	Email:
Purpose of Request:	
Information/Documents being Requested <i>(describe as much as possible to facilitate search and retrieval)</i>	

You will be informed of the copying fee charge for the document/s. This shall be paid before release of documents.

To be filled up by the Administrative Division

Received by Action Officer:	Printed Name and Signature	Designation
--------------------------------	----------------------------	-------------