



RULE ON

ACCESS TO INFORMATION

Sandiganbayan Centennial Building Commonwealth Avenue corner
Batasan Road, Quezon City 1100 • Website: sb.judiciary.gov.ph •
Email: info@sb.judiciary.gov.ph • Telefax: 9514582

❖ Overview ❖

WHEREAS, pursuant to Section 28, Article II of the 1987 Constitution, the State adopts and implements a policy of full public disclosure of all its transactions involving public interest, subject to reasonable conditions prescribed by law;

WHEREAS, Section 7, Article III of the 1987 Constitution guarantees the right of the people to information on matters of public concern. Access to official records, and documents, and papers pertaining to official acts, transactions, or decisions, as well as to government research data used as basis for policy development, shall be afforded the citizen, subject to such limitations as may be provided by law;

WHEREAS, the Judiciary has always maintained the principle of transparency and accountability in the court system, and full disclosure of its affairs pursuant to the aforesaid constitutional provision;

WHEREAS, the Supreme Court promulgated resolutions defining the people's right to information, setting forth the extent thereof and explaining its limitations (on account of privilege and confidentiality) regarding matters and concerns affecting the operation of the Judiciary, its officers and employees;

WHEREFORE, the Sandiganbayan hereby adopts and promulgates the following *Rule on Access to Information*:

TITLE I

❖ Preliminary Matters ❖

Section 1. TITLE. – This set of rules shall be known and cited as “*The Rule on Access to Information*,” hereinafter referred to as “Rule.”

Section 2. PURPOSE. – The Rule seeks to provide the guidelines, processes and procedures by which the Sandiganbayan shall deal with requests for access to information, as defined in this Rule, received pursuant to Section 7, Article III of the 1987 Constitution.

Section 3. STRUCTURE. – This Rule sets out the definition of terms, the policy, the standard procedures, remedies, fees and administrative liability. It also provides for the relevant form and other annexes.

Section 4. COVERAGE. – This Rule shall cover all requests for access to information about the Judiciary directed to the Sandiganbayan.

TITLE II

❖ Definition of Terms ❖

Section 5. TERMS DEFINED. – As used in this Rule, the following terms shall mean:

a. *Information* – Any records, documents, papers, reports, letters, contracts, minutes and transcripts of official meetings, maps, books, photographs, data, research materials, films, sound and video recording, magnetic or other tapes, electronic data, computer stored data, any other like or similar data or materials recorded, stored or archived in whatever format, whether offline or online, which are made, received, or kept in or under the control and custody of any government office pursuant to law, executive order, and rules and regulations or in connection with the performance or transaction of official business by any government office.¹

b. *Official Records* – Information produced or received by a public officer or employee, or by a government office in an official capacity or pursuant to a public function or duty.²

c. *Public Records* – Information required by laws, executive orders, rules or regulations to be entered, kept, and made publicly available by a government office.³

¹ Section 1(a), E.O. No. 2, s. 2016.

² *Id.*, Section 1(b)

³ *Id.*, Section 1(c).

d. *Personal Information* – refers to any information whether recorded in a material form or not, from which the identity of an individual is apparent or can be reasonably and directly ascertained by the entity holding the information, or when put together with other information would directly and certainly identify an individual.⁴

e. *Privileged Information* – Information about the Judiciary that is not meant to be made a matter of public record and not covered by the access provided herein. This may include, but is not limited to, any information on pending cases that is predecisional and deliberative and cover notes, drafts, research papers, internal deliberations, internal memoranda, records of internal deliberations, and similar documents in whatever format (written, printed, recorded on audio or video) as well as recollections, memorials of the same to include private written memoranda documenting any such information; it may also include personal information about the members of the Judiciary that may be considered sensitive for reasons of security and in relation to judicial independence. Finally, it includes all the information that is enumerated in Annex “A” of this Rule and any such information that the Supreme Court may subsequently consider as “privileged” through a rule, resolution, or a decision.

f. *Sensitive personal information* – refers to personal information:

i. About an individual’s race, ethnic origin, marital status, age, color, and religious, philosophical or political affiliations;

ii. About an individual’s health, education, genetic or sexual life of a person, or to any proceeding for any offense committed or alleged to have been committed by such person, the disposal of

⁴ Section 3(g), Chapter I, Republic Act 10173 otherwise known as “Data Privacy Act of 2012.”

such proceedings, or the sentence of any court in such proceedings;

iii. Issued by government agencies peculiar to an individual which includes, but not limited to, social security numbers, previous or current health records, licenses or its denials, suspension or revocation, and tax returns; and

iv. Specifically established by an executive order or an act of Congress to be kept classified.⁵

g. Access shall mean the privilege of obtaining a copy, receiving the information, or gaining of insight into the information or records sought.

h. *Information Custodian* shall refer to any official or employee assigned or designated by the chief of office to receive, process, maintain, safeguard and disseminate any information relating to the organization, functions, policies, decisions, resolutions, procedures, operations and other activities of the officer of the Sandiganbayan.

TITLE III

❖ Statement of Policy ❖

Section 6. ACCESS TO INFORMATION. – Access to all information and records or portions in the official custody, possession and control of offices in the Sandiganbayan shall be guaranteed except for such information or records that are protected from disclosure by pertinent laws or as provided in Annex “A” hereof.

Section 7. PROTECTION OF PRIVACY. – While providing for access to information, the SANDIGANBAYAN shall afford full protection to a person’s right to privacy, as follows:

⁵ *Id.*, Section 3(l).

a. The SANDIGANBAYAN shall ensure that personal information, particularly sensitive personal information, in its custody or under its control, is disclosed only as permitted by existing laws, rules and regulations.

b. The SANDIGANBAYAN shall protect personal information in its custody or under its control by making reasonable security arrangements against unauthorized access, leaks or premature disclosure

c. Any court employee or official who has access, whether authorized or unauthorized, to personal information in the custody of the SANDIGANBAYAN, shall not disclose that information except as authorized by existing laws.

Section 8. LIMITATIONS. – The right of access to information is without prejudice to the right of the SANDIGANBAYAN to determine whether there are grounds to believe that:

a. the identity of the requesting party is fictitious or otherwise not legitimate based on the credentials provided by him/her;

b. the request is prompted by sheer idle curiosity;

c. the request is being made with a plainly discernible improper motive such as harassment;

d. the purpose of the request is contrary to law, morals, good customs or public policy;

e. the request is for any commercial purpose;

f. the request pertains to privileged documents or communications; or

g. the request covers copies of Statement of Assets, Liabilities, and Net Worth (SALN), Personal Data Sheet (PDS) and Curriculum Vitae (CV) of the Justices of the Sandiganbayan.

TITLE IV
❖ Standard Procedure ❖

Section 9. REQUEST FOR ACCESS TO INFORMATION.

– All requests for access to information shall:

- a. be in writing and be accompanied using the prescribed Access to Information Form (AIRF) found in Annex “B” of this Rule;
- b. provide the full name, contact information, affiliation, company, organization of the requesting party including two (2) valid government identification cards with photograph and signature;
- c. reasonably describe the information requested; and
- d. explain the reason for and the specific purpose of the request for information.

For purposes of this Rule, the reason for or the purpose of the request for information shall be specific or adequately and sufficiently described. The following general averments of the purpose such as “for information,” “for research,” “for legal purposes,” or other similarly worded purpose shall not be considered to have met the requirement of specificity. Failure to specify the reason for or purpose of the request for information, despite request by the OCC to provide a specific reason or purpose shall be ground for denial of the request.

Any false information provided in the AIRF and its accompanying required documents shall be a ground for indirect contempt of court, and dealt with accordingly, without prejudice to appropriate criminal or civil liabilities.

Section 10. REQUEST FORM. – A person making an Access to Information request shall use the standard AIRF and submit two (2) copies thereof. The AIRF shall be available free of charge upon request from the OCC or through the SANDIGANBAYAN’s website (sb.judiciary.gov.ph). A request for access to information shall only be considered valid when accompanied by the AIRF.

Section 11. MANNER OF MAKING REQUEST. - A request for access to information shall be made by the requesting party by delivering it personally, by registered mail or facsimile machine to the Office of the Presiding Justice ("OPJ"), through the OCC. Requests may also be made through electronic mail, or through official online portals, provided that the requesting party shall provide all the required information and attach the supporting documents.

The OCC shall provide reasonable assistance, free of charge, to enable all requesting parties and particularly those with special needs, to comply with the request requirements, without prejudice to fees herein required. In case the requesting party is unable to make a written request, he or she may make an oral request, and the attending officer or employee of the OCC shall reduce it in writing. The requesting party shall sign the form or affix his/her thumb mark thereto. Reasonable assistance shall not cover reproduction costs of the requesting party's copy of the AIRF and the supporting documents.

However, for requests of copies of the SALN, PDS and CV of the Justices of the Sandiganbayan, they shall be addressed to the Sandiganbayan En Banc, in accordance with the guidelines set forth in Supreme Court Resolution A.M. NO. 09-8-6-SC & A.M. NO. 09-8-07-CA.

Section 12. RECEIVING OFFICE. - The OCC shall receive the request for information from the requesting party and check compliance with the requirements set forth hereunder. The OCC shall immediately refer the fully compliant AIRF to the OPJ for appropriate action and/or referral to proper office/s. The AIRF shall be signed and stamped received by the information custodian or, in his/her absence, the assistant, officially assigned or designated by the respective chief of office. Where the request is made by electronic mail, the same shall be transmitted to the information custodian, copy furnished the chief of office.

For requests of copies of the SALN, PDS and CV of the Justices of the Sandiganbayan, the OPJ shall preliminarily determine if they are not covered by the limitations and prohibitions provided in Republic Act No. 6713 and its implementing rules and regulations and in accordance with the guidelines set forth in the Supreme Court Resolution dated June 13, 2012 in A.M. No. 09-8-6-SC and A.M. No. 09-8-07-CA.

Section 13. IDENTIFICATION AND PROOF OF AUTHORITY. – A requesting party shall attach to his or her AIRF the following:

a. At least two (2) valid government identification cards containing the photograph and the signature of the requesting party.

b. If the request is made through a representative, in addition to paragraph (a), the written authorization of the principal and at least two (2) valid government identification cards, containing the photograph and signature of the representative.

c. If the requesting party is a natural person who is a member, employee, affiliated with or related to a juridical entity, company or organization, and the request is made not in behalf of such juridical entity, company or organization but arises from such membership, affiliation or relation, such other sufficient proof of authority or affiliation.⁶

d. If the requesting party is a minor, his or her guardian or any competent supervising adult shall comply with the requirements for a representative.

e. In case the requesting party is a member of the media, the request shall additionally be supported by proof of his/her media affiliation and a certification of the accreditation of the organization/s as legitimate media practitioner, both of which must be under oath.

The authorization shall expressly state the extent of the authority of the representative to make the request, provide clarification, receive the requested information, and to bind the principal for all representations and/or undertaking made by the representative in connection with the request for information.

Section 14. PERIOD TO RESPOND. – The SANDIGANBAYAN shall respond to requests for access to

⁶ For example, for an employee or member, a copy of the company or organization ID; or for students, a copy of the school ID and written indorsement of the supervising teacher/professor/instructor.

with the website link where the information is posted, if known;

iv. the requested information refers to another government agency, in which case the requesting party shall be notified accordingly and provided with the contact details of that office, if known;

v. the reason for the request is contrary to laws, rules or regulations, in which case the requesting party shall be notified accordingly;

vi. the requested information is specifically provided by this Rule to be inaccessible, unavailable or non-disclosable to the public, in which case the requesting party shall be notified accordingly.

Denial of the request may be wholly or partially, clearly setting forth the ground/s for denial and the circumstances on which the denial is based. Failure to notify the requesting party of the action taken on the request within the period herein provided shall be deemed denial of request to information.

(c) *Referral* – if the records or information requested refer to another office within the Judiciary, the request shall be immediately referred to such proper office through the most expeditious manner and the requesting party shall be notified accordingly and provided with the contact details of that office.

For requests of copies of the SALN, PDS and CV of the Justices of the Sandiganbayan, the OPJ shall refer the matter to the Sandiganbayan *En Banc*.

Section 16. RETURN TO THE REQUESTING PARTY. – In case the request fails to substantially comply with the requirements as provided for in this Rule, the OPJ, or the Sandiganbayan *En Banc*, as the case may be, shall so inform the requesting party, through the preferred mode of communication indicated in the AIRF, and require the requesting party to comply with the same.

Section 17. TRANSMITTAL OF THE REQUEST BY THE OPJ TO THE OCC AND/OR HEAD OF OFFICE CONCERNED (HOC)– After receipt of a fully compliant AIRF, the OPJ shall forward a copy of the AIRF to the OCC or the concerned HOC within one (1) working day from receipt of the request. The OPJ shall record the date, time of referral to the OCC/HOC, including the name of the personnel who actually received the request, and log the said information in a record book with the corresponding signature of acknowledgement of receipt of the request.

Section 18. DUTY OF THE OCC/HOC. – Upon receipt of the fully compliant AIRF from the OPJ, the OCC/HOC shall make all necessary steps to locate and retrieve the information requested. The OCC/HOC shall ensure that the complete information requested will be submitted to the OPJ within ten (10) working days upon receipt of such request. The OPJ shall note the date and time of receipt of the information from the OCC/HOC in order to determine if the submission is beyond the ten-day period.

Section 19. DUTY OF THE OPJ TO TRANSMIT THE INFORMATION TO THE REQUESTING PARTY. – The OPJ shall collate and ensure that the information is complete together with a cover/transmittal letter signed by the PRESIDING JUSTICE, ensuring the transmittal of such information to the requesting party within five (5) working days upon receipt of the information or records.

TITLE V

❖ Remedies ❖

A person whose request for access to information has been denied may avail himself of the remedy set forth below:

a. *Motion for Reconsideration* to the OPJ: Provided that the written motion for reconsideration must be filed by the same requesting party within fifteen (15) calendar days from the notice of denial or from the lapse of the period to respond to the request.

Denial of the Motion for Reconsideration may be appealed to the Sandiganbayan *En Banc* by filing a written appeal within fifteen (15) calendar days from the notice of denial or from the lapse of the period to respond to the request.

The appeal shall be decided by the *Sandiganbayan En Banc* within thirty (30) working days from filing of said written appeal.

b. Upon exhaustion of the foregoing remedies, the requesting party may file the appropriate action with the Supreme Court, in accordance with the Rules of Court.

TITLE VI

❖ Fees and Undertaking ❖

Section 20. ASSESSMENT AND PAYMENT OF FEES. – The OPJ shall notify the requesting party in case there shall be payment of fees for the information or document requested. The requesting party, based on the fees assessed, shall pay the fees to the Cashier of the Court which shall issue the proper receipt therefor to said requesting party.

No information or record shall be released until the fees have been paid in full.

Section 21. WAIVER. – The Republic of the Philippines and its agencies and instrumentalities are exempt from the payment of the prescribed fees. Government-owned or controlled corporations as well as local governments are not exempt from paying the fees fixed under this Rule.

Sandiganbayan officials and employees are exempt from payment for information or records requested on a case-to-case basis to be determined by the OPJ, or the Sandiganbayan *En Banc*, as the case may be. The HOC, OCC, OPJ or the Sandiganbayan *En Banc* may waive, in whole or in part, payment of the prescribed fees in meritorious cases.

Section 22. UNDERTAKING. – If the information requested will be used for academic purposes, the requesting party must submit, as an additional requirement to the AIRF, a fully-detailed outline of the subject matter for which the information is needed, with a certification from the appropriate academic officials attesting to the: (a) enrolment of the requesting party/ies, (b) the necessity for the academic requirement, and (c) the necessity for the information sought.

The requesting party acknowledges that the same shall: (a) not be used for any purpose other than what is indicated in the request form as approved; (b) not be used for any purpose that is contrary to law, morals, good customs, or public policy; and (c) not be reproduced for any commercial use.

TITLE VII

❖ Administrative Liability ❖

Section 23. NON-COMPLIANCE WITH THE RULE. - Failure of the employees and officials of the SANDIGANBAYAN to comply with the mandatory requirements of this Manual may be a ground for administrative disciplinary action. The requesting party shall submit a written complaint to the PRESIDING JUSTICE stating the grounds and reasons for filing such complaint.

The PRESIDING JUSTICE shall forthwith follow the mechanism in place in handling such administrative complaint.

Section 24. ADMINISTRATIVE PENALTIES. - The following acts shall constitute administrative offenses and shall be penalized accordingly:

a. Light Offenses

i. Failure to act promptly on letters and requests for official records or information officially under their custody within the prescribed period.

First Offense: Reprimand

Second Offense: Suspension of one (1) day to thirty (30) days; and

Third Offense: Dismissal from the service

ii. Violation of reasonable office rules and regulations through negligent acts resulting in the unauthorized disclosure of information officially under his/her custody or

known to him/her by reason of his/her office.

First Offense: Reprimand

Second Offense: Suspension of one (1) day to thirty (30) days; and

Third Offense: Dismissal from the service

b. Less Grave Offenses

i. Gross violation of existing civil service law and rules of serious nature such as the unauthorized disclosure of information officially under his/her custody or known to him/her by reason of his/her office.

First Offense: Suspension of one (1) month and one (1) day to six (6) months; and

Second Offense: Dismissal from the service.

ii. Simple neglect of duty resulting in the disclosure of information officially under his/her custody or known to him/her by reason of his/her office.

First Offense:
Suspension of one (1) month and one (1) day to six (6) months; and

Second Offense: Dismissal from the service.

c. Grave Offenses

i. Disclosing or misusing confidential information officially under his/her office or obtained by him/her

under this Rule to further his/her private interests or give undue advantage to anyone or to prejudice the public.

First Offense: Suspension of six (6) months and one (1) day to one (1) year; and

Second Offense: Dismissal from the service.

ii. Knowingly accessing any computer or intentionally interfering in a computer system used by the Court without authorization or exceeding authorized access, and by means of that conduct obtaining or stealing information.

First Offense: Dismissal from the service.

The filing of administrative proceedings shall be without prejudice to the criminal prosecution of the official or employee involved as provided for by law.

Section 25. PROCEDURE. – The Revised Rules on Administrative Cases in the Civil Service on Discipline shall be applicable in the disposition of cases under this Rule.

Section 26. CONTEMPT OF COURT. – Any disclosure in violation of the rule on confidentiality shall constitute indirect contempt of court and shall be dealt with accordingly. Any false statement or information provided in the Access to Information request and its accompanying documents shall also be treated as indirect contempt and dealt with accordingly.

TITLE VIII

❖ Publication and Effectivity ❖

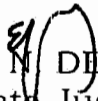
Section 27. PUBLICATION ON SANDIGANBAYAN WEBSITE. – This Rule shall be published and maintained in the Sandiganbayan Website.

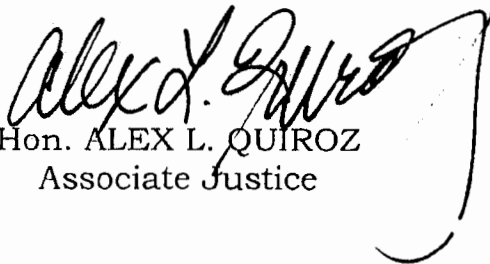
Section 28. EFFECTIVITY CLAUSE. – The Rule shall take effect fifteen (15) days after publication in a newspaper of general circulation in the Philippines.

Quezon City, Metro Manila, Philippines.

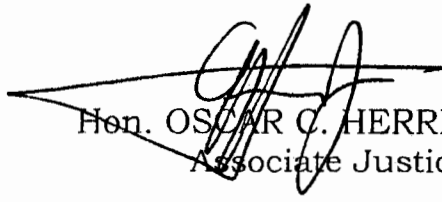
Approved:



Hon. AMPARO M. CABOTAJE-TANG
Presiding Justice



Hon. EFREN N. DE LA CRUZ
Associate Justice

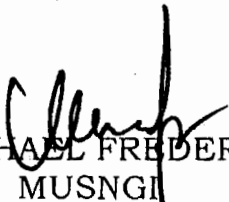

Hon. ALEX L. QUIROZ
Associate Justice


Hon. RAFAEL R. LAGOS
Associate Justice


Hon. OSCAR C. HERRERA, JR.
Associate Justice


Hon. MA. THERESA DOLORES
C. GOMEZ-ESTOESTA
Associate Justice

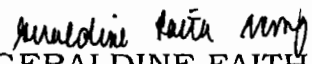

Hon. SARAH JANE T.
FERNANDEZ
Associate Justice



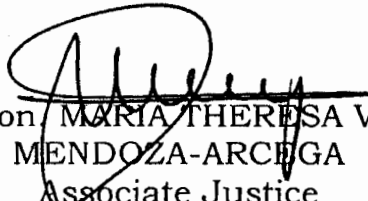
Hon. MICHAEL FREDERICK L.
MUSNGI
Associate Justice



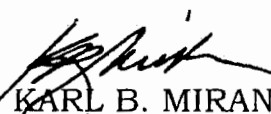
Hon. REYNALDO P. CRUZ
Associate Justice



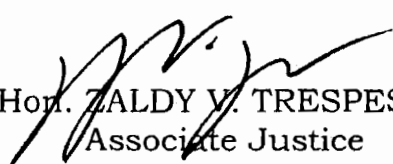
Hon. GERALDINE FAITH A.
ECONG
Associate Justice



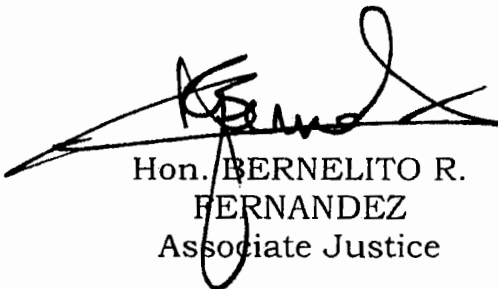
Hon. MARIA THERESA V.
MENDOZA-ARCEGA
Associate Justice



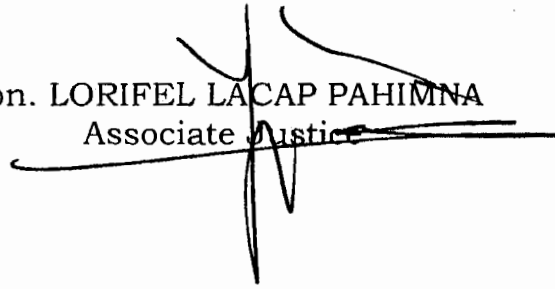
Hon. KARL B. MIRANDA
Associate Justice



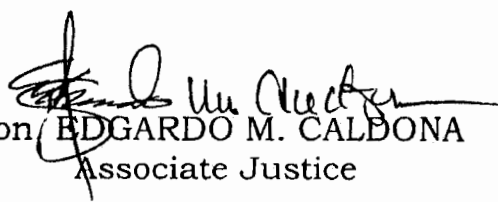
Hon. ZALDY V. TRESPESSES
Associate Justice



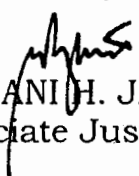
Hon. BERNELITO R.
FERNANDEZ
Associate Justice



Hon. LORIFEL LACAP PAHIMNA
Associate Justice



Hon. EDGARDO M. CALDONA
Associate Justice



Hon. BAYANI H. JACINTO
Associate Justice

(A) Non-disclosable information by provision of law include the following:

- a. Information that must be kept secret in the interest of national defense or security or the conduct of foreign affairs;
- b. Information the disclosure of which would put the life and safety of an individual in imminent danger;
- c. Information that fall within the concepts of established privilege;
- d. Information of a personal nature where disclosure would constitute a clearly unwarranted invasion of personal privacy;
- e. Information that would disclose investigatory records compiled for law enforcement purposes, or which would (i) interfere with enforcement proceedings, (ii) deprive a person of his/her right to a fair trial or impartial adjudication, (iii) disclose the identity of a confidential source and confidential information furnished only by the confidential source; or (iv) unjustifiably disclose investigative techniques and procedures;
- f. Information the disclosure of which would likely frustrate the implementation of a proposed official action, except when the court has already disclosed the content or nature of the proposed action to the public, or where the court is required by law to make such disclosure on its own initiative prior to taking final official action on the proposal; and
- g. All other information specifically provided by law to be inaccessible, unavailable or non-disclosable to the public.

(B) Non-disclosable information under the Rule on Access to Information shall include the following:

- a. Contents of the statements of assets, liabilities and net worth and the disclosure of business interests and financial connections when such

statements or any item of information entered therein shall be requested or used for (1) any purpose contrary to morals or public policy; or (2) any commercial purpose other than by news and communication media for dissemination to the general public. Information as to whether or not such statements have been filed shall be fully disclosable;

- b. Contents of the 201 Personnel Records of the justices, officials and personnel of the Sandiganbayan when such contents or records or any item of any information contained therein shall be requested by a party other than the person to whom the file pertains. However, the 201 Personnel Records of the justices, officials and personnel of the Sandiganbayan shall be fully disclosable when (1) requested by the Supreme Court, or the justices or chiefs of offices of the Sandiganbayan for official purposes; (2) required, through the appropriate court subpoena, in a pending criminal or civil case against the justice, official or personnel; and (3) requested, through an appropriate request personally signed by the Ombudsman, in a pending criminal case against the justice, official or personnel;
- c. Intra- and inter-agency communications, except when they later on become part of a disclosable record;
- d. Judicial information
 - (1) Agenda, whether in draft or final form;
 - (2) Drafts of minutes;
 - (3) Internal resolutions and portions of the minutes containing such resolutions;
 - (4) Drafts of resolutions, decisions, issuances, memoranda and reports;
 - (5) Contents of records and *rollos* of pending cases, except as to any of the parties or counsel in the case;

(6) Contents of administrative complaints and proceedings against justices of the Sandiganbayan and court personnel, except as respondents of such complaints;

(7) Contents of reports and recommendations on administrative cases, including medical reports, retirement applications, and those pertaining to the mental or psychological condition of justices, judges and court personnel; and

(8) All other information that may in the future be specifically provided by the Court through its issuances, resolutions and decisions as inaccessible, unavailable or non-disclosable to the public.

- e. Medical information - All information relating to the physical, mental and dental condition, including psychiatric and personality evaluation results, of justices, judges and court personnel on file with the Court, except when the interests of public health and safety and judicial service require the disclosure thereof.

(C) Non-disclosable information on account of privilege and confidentiality:¹

- a. Court actions which may not be disclosed under the Internal Rules of the Sandiganbayan;
- b. Court deliberations or the deliberations of the Members in court sessions on cases and matters pending before the Sandiganbayan;
- c. Court records which are "predecisional" and "deliberative" in nature, in particular, documents and other communications which are part of or related to the deliberative process, i.e., notes, drafts, research papers, internal discussions, internal memoranda, records of internal deliberations, and similar

¹ Court En Banc Resolution dated February 14, 2012, "In Re: Production of Court Records and Documents and the Attendance of Court officials and employees as witnesses under the subpoenas of February 10, 2012 and the various letters for the Impeachment Prosecution Panel dated January 19 and 25, 2012."

papers;

- d. Confidential Information secured by justices, judges, court officials and employees in the course of their official functions, mentioned in (2) and (3) above, are privileged even after their term of office;
- e. Records of cases that are still pending for decision are privileged materials that cannot be disclosed, except only for pleadings, orders and resolutions that have been made available by the court to the general public.

These privileges belong to the Sandiganbayan as an institution, not to any justice in his or her individual capacity. Since the Sandiganbayan is higher than the individual justices, no sitting or retired justice, not even the Presiding Justice, may claim exception without the consent of the said court.



Republic of the Philippines
Sandiganbayan
Quezon City

ACCESS TO INFORMATION REQUEST FORM

PART I INFORMATION ON THE REQUESTING PARTY	
COMPLETE NAME OF THE REQUESTING PARTY	DATE OF REQUEST:
Last Name Given Name Middle Initial	Day - Name of the Month - Year
COMPLETE ADDRESS:	CONTACT DETAILS
	Landline: Fax: Mobile: E-mail:
COMPANY/AFFILIATION/ORGANIZATION/SCHOOL and POSITION	PREFERRED MODE OF COMMUNICATION
	The preferred mode of communication will be used in case the Sandiganbayan needs to inform the requesting party of the availability of the requested information, denial of the AIRF or in the event extension is needed to act on the request.
TYPE OF GOVERNMENT ID GIVEN (with photograph and signature)	<input type="checkbox"/> Landline <input type="checkbox"/> E-mail <input type="checkbox"/> Mobile <input type="checkbox"/> Postal Address
<input type="checkbox"/> Passport <input type="checkbox"/> Driver's License <input type="checkbox"/> Others, please specify <input type="checkbox"/> Postal ID <input type="checkbox"/> Voter's ID	Name of Representative or Guardian (if applicable)
	ID of Representative Proof of Authority
PART II REQUESTED INFORMATION	
Document Requested: please provide as much detail as you can	Date of Document
	<input type="checkbox"/> Photocopy <input type="checkbox"/> Cert. True Copy <input type="checkbox"/> Cert. Photocopy
Purpose or the Request: Kindly describe adequately or sufficiently the reason or purpose of the request. General averments such as "for information," "for research," "for legal purposes," or other similarly worded purpose shall not be considered to have met the requirement of specificity. <u>Failure to specify the reason for or purpose of the request for information shall be ground for denial of the request.</u>	
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 SANDIGANBAYAN. I understand that the SANDIGANBAYAN may collect, use and disclose personal information contained in this request.	
Signature of the Requesting Party or Representative	For Official Use Only
Date:	Received:
Remarks:	