

OPD FORM – 001
 Version: 01
 Revision: 00
 Effective Date: November 16, 2019

Request No: _____

OPD Data Request Form

Name of Requestor:		Contact Number:	
Position/Designation		Date of Request:	
Department/Office:		Date Released:	
Type of Data or Documents Requested			
<input type="checkbox"/> Program of Work (POW) <input type="checkbox"/> Building Perspective <input type="checkbox"/> Floor Plan <input type="checkbox"/> Land Use Development and Infrastructure Plan (Map) <input type="checkbox"/> Campus Map <input type="checkbox"/> Building / Land Dimensions	OTHERS: PLEASE SPECIFY BELOW AND PROVIDE DETAILED INFO ABOUT YOUR REQUEST.		
Purpose (Please indicate also the date of which the data being requested is needed)			
<i>This portion below will be filled-up by OPD Service Desk Personnel</i>			
Received By:		Data is available?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<i>Signature over Printed Name & Date</i>		
Data Provided:		<input type="checkbox"/> Actions Taken on the Request: <input type="checkbox"/> Accepted <input type="checkbox"/> Rejected, reason: _____	
	<i>Signature over Printed Name & Date</i>		
Approved By:			
	MICHELLE V. JAPITANA, D.Eng Director, OPD		

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