



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
 DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, Quezon City
www.dilg.gov.ph

FULL DISCLOSURE POLICY PORTAL REQUEST FOR RECTIFICATION FORM

A. BASIC INFORMATION

Name : _____
 Position : _____
 Region : _____
 Province : _____
 LGU : _____
 FDPP Username : _____
 Email Address : _____
 Contact No. : _____

B. DOCUMENTS TO BE RECTIFIED

Document/s	Year/Quarter	Reason for Rectification

Requested by:

Name and Signature : _____

Date : _____

GUIDE NOTES:

1. For documents flagged as late due to:

- a) *overridden documents*--- please make sure to upload the overridden document upon requesting for rectification.
- b) *use of the wrong template*--- please make sure to upload the document using the correct template upon requesting for rectification.
- c) *technical issues encountered*--- please include screenshots on the issue encountered. These may be documents/templates that were uploaded, documents templates that were downloaded, or any resulting output that may help us understand the error. Or if the issue was reported to the Central Office, attach the FDPP Issue Report Form.

2. Kindly endorse this Form to your DILG Field Officer, together with, an official request letter from your LGU, for appropriate action and endorsement to the DILG Provincial and/or Regional Offices and the Bureau of Local Government Supervision.