



Republic of the Philippines
TARLAC STATE UNIVERSITY
OFFICE OF REGISTRATION AND ADMISSION
Tarlac City

REQUEST FOR DATA FORM

(For data to be used within the University only)

Consent statement:

Tarlac State University will collect your personal information only for the purpose indicated in the form. All information will be kept confidential and secured in compliance with the Data Privacy Law.

Date (mm/dd/yyyy):	
Data being requested:	
Period:	
Purpose:	
Format:	<input type="checkbox"/> E-copy to be sent via Email
Requested by:	 _____
Email address:	

Recommending Approval:

Noted by:

College Dean

Data Privacy Officer

Approved:

Director, ORA

Received by:

ORA Data Processing Section

Due Date (at least three days):

- NOTE:**
- Maybe given ahead of time if data requested are simple (1 day)
 - Maybe given longer than three days if data requested are complex (7 days)
 - Maybe given longer if peak season (3-7 days)