

**REQUEST FOR OFSQA INFORMATION  
(INTERVIEWS, DOCUMENTS AND PICTURES)**

Control No: \_\_\_\_\_

I, \_\_\_\_\_ (Name and Section of Class/ Organization. Unit Office) is requesting for an interview/ written information from the OFSQA on the following details:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

Objectives of the interview/ activity are the following:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

I hereby acknowledge that the initial draft of soft and hard copy of this interview output will be given to the Office for Food Safety Assurance before print out for project submittal and a hard copy will be submitted on or before \_\_\_\_\_ (date) for their necessary filing.

The interview schedule will be held on \_\_\_\_\_ at (\_\_\_\_AM/ PM) until (\_\_\_\_AM/ PM) only. Interviewers will be as follows:

- 1. \_\_\_\_\_ (Student ID# \_\_\_\_\_)
- 2. \_\_\_\_\_ (Student ID# \_\_\_\_\_)
- 3. \_\_\_\_\_ (Student ID# \_\_\_\_\_)
- 4. \_\_\_\_\_ (Student ID# \_\_\_\_\_)
- 5. \_\_\_\_\_ (Student ID# \_\_\_\_\_)

Enclosed is a copy of the questionnaire.

\_\_\_\_\_  
Signature over Printed Name of the Requesting Party

Endorsed by:

\_\_\_\_\_  
Signature over Printed Name of the Faculty/ Adviser/ Unit Office Director

Approved by:

Date and Time Approved:

\_\_\_\_\_  
FSQA Officer/ Head



Control Number: \_\_\_\_\_

\_\_\_\_\_  
Name and Section of Class/ Organization. Unit Office:

For FSQA Approval	
The Request is:	FSQA Remarks:
Approved Date and Time of the Interview:	