



## FULL DISCLOSURE POLICY PORTAL REQUEST FOR RE-UPLOAD FORM

### A. BASIC INFORMATION

Name : MAYBELYN BENITEZ  
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### B. DOCUMENT TO BE RE-UPLOADED

| DOCUMENT | POSTING PERIOD | REASON FOR RE-UPLOADING |
|----------|----------------|-------------------------|
| SRE      | QUARTER 1 2023 | Not Yet Uploaded        |

Requested by:

Authorized by:

Name and Signature: Maybelyn Benitez

Name and Signature: Aldrin M. Aquino

Date: July 10, 2023

Position: MPDC

### GUIDE NOTES:

This form is to be used for:

- a. Re-upload of document/s due to:
  - i. Wrong Document Period Upload;
  - ii. Use of the Wrong Template;
  - iii. Technical issues encountered – please include screenshots of the issue encountered, as well as a screenshot showing proof that the issue was reported to the DILG Focal Person or FDP Team on the same day. . These may be documents/templates that were uploaded, documents templates that were downloaded, or any resulting output that may help us to understand the error. Or if the issue was reported to Central Office, attach the FDPP issue report Form; and
  - iv. Edit Additional Inputted Data.
- b. Uploading of document/s not uploaded within the prescribed period.