



Republic of the Philippines  
**DEPARTMENT OF JUSTICE**  
**FINANCIAL SERVICE**

**COMPLAINT AND FEEDBACK FORM**

**A. SERVICE REQUEST/HINIHINGI O HINILING NA SERBISYO**

- Obligation and Disbursement of Funds
- Preparation of Budget Proposal
- Issuance of LDDAP-ADA
- Issuance of Check

**B. CLIENT SATISFACTION RATING/PAGSUSURI NG SERBISYO**

Please check (✓) the appropriate boxes (□)/ *Lagyan ng (✓) ang wastong kahon.*

Question/Katanugan		Excellent (5)	Very Satisfied (4)	Satisfactory (3)	Moderately Satisfied (2)	Poor (1)
<input type="checkbox"/>	How do you rate our service?					

**C. CUSTOMER FEEDBACK/PUNA**

1. Please check (✓) the appropriate boxes (□)/ *Lagyan ng (✓) ang wastong kahon.*

\_\_\_\_\_ **Compliment/Pagpuri**

\_\_\_\_\_ **Suggestion/Mungkahi**

\_\_\_\_\_ **Complain/Reklamo**

2. Facts or details of the incident/*Pahayag sa insidente*

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3. Recommendation/Suggestion/Desired Action from the Office/*Mungkahi sa Opisina*

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