



Republic of the Philippines
DEPARTMENT OF JUSTICE
RECORDS MANAGEMENT SECTION

COMPLAINT AND FEEDBACK FORM

A. SERVICE REQUEST/HINIHINGI O HINILING NA SERBISYO

- Provision of Certified True Copy of Documents
 Retrieval of Official Documents

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*

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