

FREEDOM OF INFORMATION PROGRAM

Agency: **CALABANGA WATER DISTRICT**

Receiving Officer: **Ma. Carmelle A. Malanyaon**

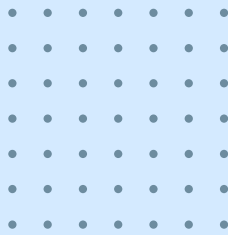
Designation: **Minutes/Agenda Officer B**

Office: **Office of the Board of Directors**

Receiving Office: **Administrative and General Services Division**
San Antonio, Calabanga, Camarines Sur

Contact No.: **(054) 881-9188**

Email: **calabangawdhr@gmail.com**



Step 01

Go to **www.foi.gov.ph** to your browser's home address.



Step 02

Click the Sign Up button and provide all the required fields. Attach a valid ID to create an account.



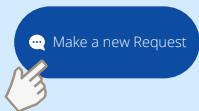
Step 03

Once logged-in, you will be directed to your Dashboard. The Dashboard contains all the FOI requests of the account owner.



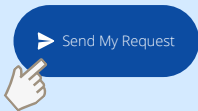
Step 04

Click the Make a Request button then select the name of the agency you wish to ask.



Step 05

You will now be directed to the Make a Request Page. Accomplish all fields then click Send My Request.



Step 06

The agency will evaluate your request and will notify you within 15 working days.



Step 07

The agency will prepare the information for release, based on your desired format. It will be sent to you depending on the receipt of preference.



Mode of Request

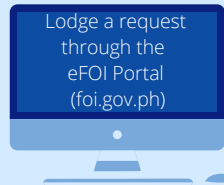
STANDARD



Submit request form with necessary personal documents

or

eFOI



Step 01

The CAWADI FOI Receiving Officer (FRO) shall receive the request for information from requesting party and validate the following requirements:

- Written Request
- Name, contact information, and proof of identification /authorization of the requesting party
- Request shall indicate the reason, purpose and request of information



Step 02

In case the requesting party is unable to make a written request (illiterate/PWD), he or she may make an oral request, and the FRO shall reduce it in writing.



Step 03

The request shall be stamped received by the FRO, indicating the date and time of the receipt of written request and details of the public officer who received the request with signature and copy furnished for the requesting party. In case of email requests, acknowledge the request by electronic mail, print and follow the same procedure.



Step 04

CAWADI must respond promptly, within the fifteen (15) working days following the date of receipt of the request.



FOI Appeals

If you are not satisfied with the response to your FOI request, you may ask us to carry out an internal review of the response by writing to calabangawdhr@gmail.com. Your review request should explain why you are dissatisfied with the response, and should be made within 15 calendar days from the date when you received this letter. We will complete the review and tell you the result within 30 calendar days from the date when we received your appeal.



FREEDOM OF INFORMATION
PHILIPPINES

Be **informed**. Be **engaged**. Know your government better.

