

Freedom of Information Program

Agency: MANAPLA WATER DISTRICT

Receiving Officer: Alexis P. Franco
Designation: Collection Assistant B
Office: Commercial Section

Receiving Office: Commercial Section, Manapla Water District Office,
B. Gallo St., Brgy. I-B, Manapla, Negros Occidental

Contact Nos.: Telefax No.: (034) 491-0013, Cell. No.: 09398145610
Email: manaplawd@yahoo.com



STANDARD REQUEST

Step 1

Download the Request Form at <http://manaplawaterdistrict.gov.ph/wp-content/uploads/2021/01/FOI-Request-Form.pdf>



Step 2

Submit three (3) copies of the duly accomplished and signed request form and present one (1) valid I.D. to MWD's FOI Receiving Officer.



Step 3

The MWD shall assess and evaluate the request and shall notify the requesting party within 15 working days of the result of the evaluation.



Step 4

If the request is approved, the FOI Receiving Officer shall release the requested information. If denied, the requesting party may appeal to the MWD's Board of Directors within 15 working days.



eFOI REQUEST

Step 1

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



Step 2

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



Step 3

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



Step 4

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



Step 5

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



Step 6

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



Step 7

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.



FOI Appeals

If you are not satisfied with the response to your FOI request, you may request to review the response we have given by writing to MWD's FOI Appeals and Review Committee within 15 calendar days from the date when you received the letter response. We would suggest that you explain in detail why you are not pleased with the response you have received. We will complete the review and tell you the result within 30 working days from the date when we received your appeal.



FREEDOM OF INFORMATION
PHILIPPINES

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