



**FREEDOM OF  
INFORMATION  
MANUAL**

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## **I. Overview**

### **1. Purpose of the Manual**

The purpose of this Freedom of Information Manual is to provide the process by which the Manapla Water District shall deal with Request of Information received under Executive Order No. 2, series 2016 on Freedom of Information issued by the Office of the President.

### **2. Structure of the Manual**

This manual sets out the definition of terms, standard operating procedures, remedies, fees and administrative liability. It also provides for the relevant forms and other annexes.

### **3. Coverage of the Manual**

This manual shall cover all requests for information directed to the Manapla Water District, as follows:

- a. Board of Directors
- b. Office of the General Manager

### **4. Responsible Officers**

#### **a. Personnel Assistance and Complaint Desk (PACD)**

For purposes of the Manual, the PACD shall be the FOI receiving officer. He/she shall assist the requesting party in filling out the request form and endorse it directly to the Office of the General Manager.

#### **b. FOI Decision Maker**

The General Manager shall evaluate the request for approval or denial. The General Manager can seek the assistance of a legal counsel or of the Local Water Utilities Administration to ensure that the request is in conformance to the existing laws, rules and regulations.

#### **c. Appellate Authority**

If the request is denied by the FOI Decision Maker, the requesting party may appeal to the Board of Directors within fifteen (15) calendar days upon receipt of the notice of denial. The body may deny or approve the appeal through a resolution. In case of denial, the BOD should state in the resolution the ground for denial and provide necessary laws, rules and regulations.

## **II. Definition of Terms**

**INFORMATION** - shall mean any records, documents, papers, reports, letters, contracts, minutes of board meetings and transcripts of official meetings, maps, plans, books, photographs, data, research materials, films, sound and video recording, magnetic or other tapes, electronic data, computer stored data, any other like or similar data or materials recorded, stored or archived in whatever format, whether offline or online, which are made, received, or kept in or under the control and custody of any government office pursuant to law, executive order, and rules and regulations or in connection with the performance or transaction of official business by any government office.

**OFFICIAL RECORDS** - shall refer to information produced or received by a public officer or employee or by a government office in an official capacity or pursuant to a public function or duty.

**PUBLIC RECORDS** - shall include information required by laws, executive orders, rules, or regulations to be entered, kept, and made publicly available by a government office.

**PERSONAL INFORMATION** - shall refer to any information, whether recorded in a material form or not, from which the identity of an individual is apparent or can be reasonably and directly ascertained by the entity holding the information, or when put together with other information would directly and certainly identify an individual.

**SENSITIVE PERSONAL INFORMATION** –refers to personal information: (RA10173)

- 1) About an individual's race, ethnic origin, marital status, age, color, and religious philosophical or political affiliations;
- 2) About an individual's health, education, genetic or sexual life of a person, or to any proceedings for any offense committed or alleged to have committed by such person, the disposal of such proceedings or the sentence of any court in such proceedings;
- 3) Issued by government agencies peculiar to an individual which includes, but not limited to, social security numbers, previous or current health records, licenses or its denials, suspension or revocation, and tax returns; and
- 4) Specifically established by an executive order or an act of Congress to be kept classified.

**BOARD OF DIRECTORS (BODs)**–The Board of Directors is the policy setting and legislative body of the WD. The BOD ensures the availability of adequate financial resources and approves annual budget. The powers and duties of the Board shall be defined in Chapter V of PD 198.

**GENERAL MANAGER** - is an executive who has overall responsibility for managing all the elements of a water district, usually oversees most or all of the District's functions as well as the day-to-day operations. Frequently, the General Manager is responsible for effective planning, delegating, coordinating, staffing and organizing to attain desirable mission and vision of the water district.

### **III. Standard Operating Procedure**

**1. Request for Information:** All requests for information shall:

- a) Be in writing and be accomplished using the prescribed form of the Manapla Water District; (**Annex B**)
- b) Provide the full name and contact information of the requesting party including a valid government identification card with photograph and signature; and
- c) Reasonably describe the information requested, and the reason for, or purpose of the request for information.

The request for information shall be made available in the Manapla Water District office located at B. Gallo St., Brgy. I-B, Manapla, Negros Occidental, Philippines and on the Manapla WD website at [www.manaplawd.gov.ph](http://www.manaplawd.gov.ph).

If the PACD determines that the request form is not completely filled out, the PACD shall immediately return it and inform the requesting party to submit the complete form. (**Annex B**)

**2. Manner of Making Request:** A request for information shall be made by the requesting party using the prescribed form by delivering it personally to the Office of Manapla Water District located in Manapla, Negros Occidental, Philippines or by sending it thru e-mail at [manaplawd@yahoo.com](mailto:manaplawd@yahoo.com)

In case the requesting party is unable to make a written request because of illiteracy or disability, he or she may make an oral request and the PACD shall reduce it into writing. The requesting party shall sign the form or if he or she is incapable to sign, his or her right thumb mark will suffice.

**3. Receipt of Request:** A complete request for information shall be signed and stamped received by the PACD upon submission by the requesting party. If the request is received by personnel other than the PACD, the request shall be signed and stamped received by the PACD after it has been delivered to her by the personnel who actually received the request. The PACD shall indicate the date and time of receipt and the name, rank, title and position of the said personnel at the receiving station. (**Annex C**)

For email requests sent on a non-working day, and during non-working hours, receipt shall be at the start of the working hours of the next working day. A confirmation email shall then be sent to the requesting party. For email requests to be considered received:

1. They must be sent to [manaplawd@yahoo.com](mailto:manaplawd@yahoo.com); and
2. An acknowledgement email must be sent to the requesting party within 1 working day.

#### 4. **Period to Respond:**

4.1 The office of Manapla Water District shall respond to the requesting party within fifteen (15) working days from the date of receipt of the complete request for Information/Records.

4.2 A working day is any day other than a Saturday, Sunday, or a day which is declared a national public holiday in the Philippines in computing for the period.

The date of receipt shall be:

- 1) The date when the request is physically delivered to the Office of Manapla Water District located in Manapla, Negros Occidental, Philippines.
- 2) The date when the request is received by mail by the Office of Manapla Water District; or
- 3) The date when the request is electronically received by the Office of Manapla Water District, provided that, when the request has been emailed to an employee of Manapla WD who is absent and this has generated an 'out of office' message with instructions on how to re-direct the message to another contact, then it shall be the date when the request electronically delivered to that contact.

4.3 The period may be extended whenever the request requires extensive search of the records of the Office of Manapla Water District. The General Manager shall inform the requesting party of the extension, setting forth the reasons for such extension. (**Annex D**)

In no case shall the extension exceed twenty (20) working days, unless exceptional circumstances warrant a longer period.

5. **Transmittal of Request by the PACD to the GM:** The PACD shall forward the request for information to the General Manager within the day from receipt. In case the General Manager is out of the office for official business, the PACD shall submit it to the officer –in-charge or if there isn't, request for information shall be forwarded to the General Manager upon reporting for work. The PACD shall record the date and time and the name of the receiving person if he or she is other than the General Manager. When the request requires extensive search of the records of the Office of Manapla Water District, an extended time shall be made. The General Manager shall inform the requesting party of the extension, setting forth the reasons for such extension. (**Annex D**)

6. **Response on the Request:** Upon receipt of the request for information, the GM shall assess and evaluate the request for approval or denial. Response shall be relayed by the GM to the requesting party through its authorized representative, by the preferred mode of reply or response chosen by the requesting party as stated on their request form.

7. **Approval of Request:** The GM will approve or deny the request. If the request is denied, the GM will cite the ground for denial and provide necessary laws, rules and regulations. The GM shall then notify the requesting party in writing the decision. **(Annex F)**

8. **Denial of Request:** No request shall be denied by the General Manager unless:

10.1. The reason for the request is contrary to law or rules and regulations **(Annex G)**,  
or

10.2. The request falls under the exceptions under the Inventory of Exceptions issued by the Office of the President **(Annex H)**. The General Manager shall notify the requesting party in writing through its authorized representative, clearly setting forth the ground for denial and the circumstances on which the denial is based.

**11. Requested Information is Substantially Similar or Identical to a Previous Request:** The Manapla Water District shall not be required to act, upon determination by the General Manager, the requested information is substantially similar or identical to a previous request by the requesting party, whether the same has been granted or denied. The requesting party shall be advised accordingly. **(Annex I)**

**12. Requested Information is Available On-Line:** If the General Manager determines that the requested information is already available on the MWD website, the requesting party shall be advised accordingly and provided with the website link where the information is posted. **(Annex J)**

**13. Requested Information is Not in the Custody of the Manapla Water District:** If the General Manager determines that the requested information refers to another government agency, the requesting party shall be advised accordingly and coursed through the concerned government agency. **(Annex K)**

**14.** If the government agency is not within the coverage of E.O. No. 2, the requesting party shall be advised accordingly and provided with the contact details of that office, if known. **(Annex L)**

#### **IV. Remedies In Case Of Denial**

1. In case of denial of a request for information, the requesting party may appeal to the Board of Directors. The appeal shall be in writing, and shall be filed within fifteen (15) working days from the receipt of notice of denial or from the lapse of the period to respond to the request. The appeal shall be decided within fifteen (15) working days from receipt of the appeal.

2. Upon exhaustion of administrative appeal remedies, the requesting party may file the appropriate judicial action in accordance with the Rules of Court.



**V. Fees**

The Manapla Water District will not charge any fee for accepting requests for Information/Records.

**VI. Administrative Liability**

**1.Non-compliance with FOI:** Failure to comply with the provisions of thisManual shall be a ground for the following administrative penalties:

1. 1st Offense - Reprimand
2. 2nd Offense - Suspension of one day to thirty days
3. 3rd Offense - Suspension of one month to six months
4. 4th Offense - Dismissal from the service

**VII. FOI Officers**

The names and contact details of the FOI Officers of the Manapla Water District are as follows:

<b>DESIGNATION</b>	<b>NAME</b>	<b>MOBILE NO.</b>	<b>EMAIL ADDRESS</b>
FOI Receiving Officer	Alexis P. Franco	09452590207	manaplawd@yahoo.com
FOI Decision Maker	Arlene Mae B. Balatayo	09205039572	manaplawd@yahoo.com
Appellate Authority	Board of Directors	(034)4910056	manaplawd@yahoo.com

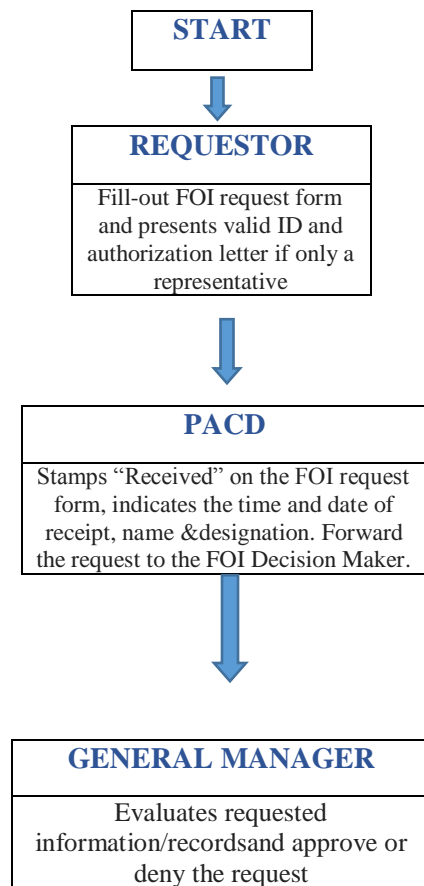
### **VIII. Process Flow Chart and Work Instructions**

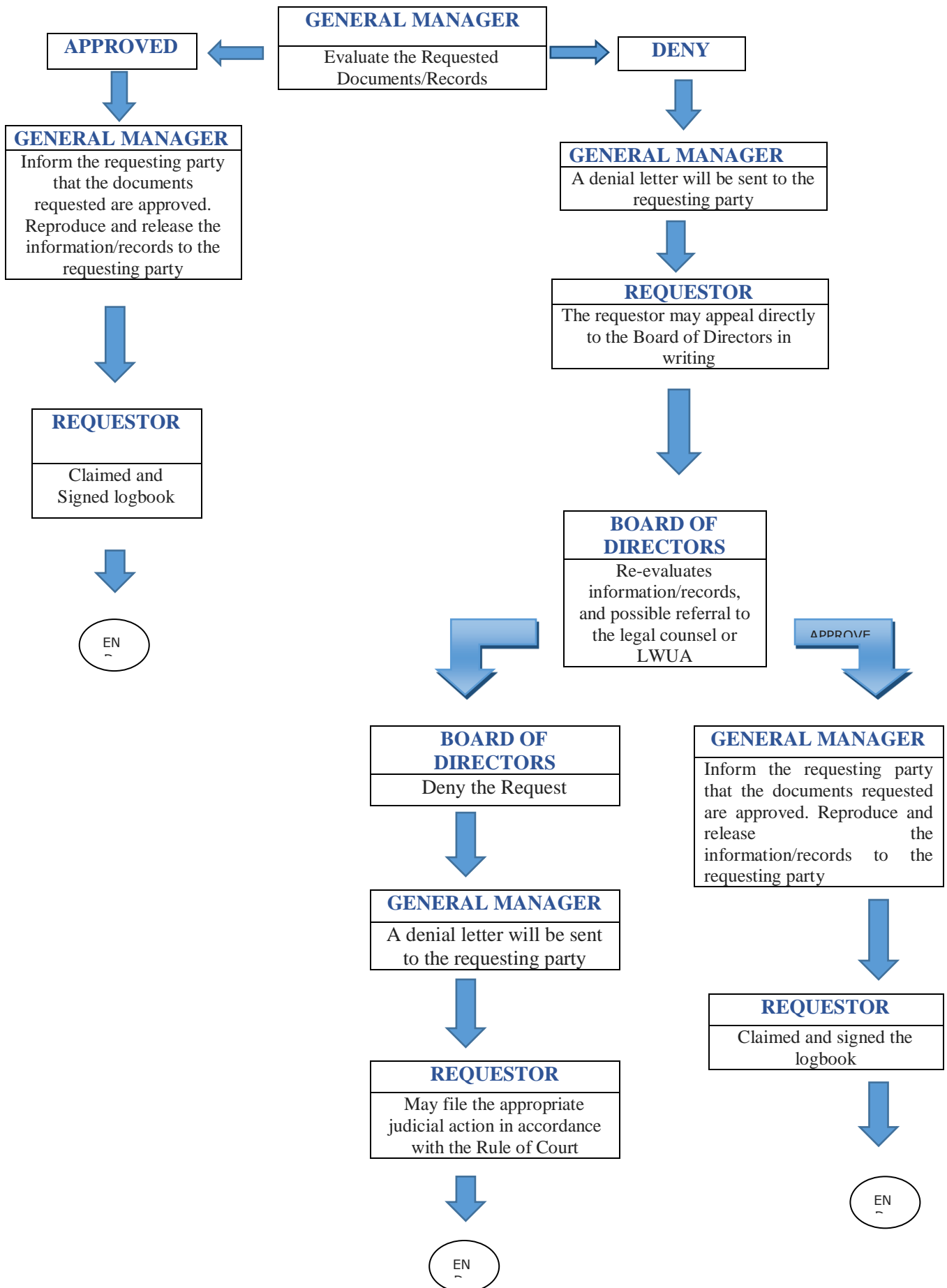
The procedure for Request for Information / Record covers the filing of request for information with the Manapla Water District (FOI Request Form is available at the PACD located at the entrance of the MWD’s office), receipt and evaluation of request, and approval/denial of request.

No Fees shall be collected from the requesting party for any information/record requested.

Requirements:

1. Duly accomplished Request Form
2. Valid Identification Card with picture and signature
3. For representatives, an authorization letter and valid ID





## **IX. Manapla Water District FOI Annexes**

ANNEX "A"

### **LIST OF EXCEPTIONS for FOI Manual**

1. The Manapla Water District shall deny access to information only when the information requested falls under any of the exceptions enshrined in the Constitution, existing laws or jurisprudence and specified in the inventory of exceptions as embodied in the Circular issued by the Office of the President pursuant to Section 4 of EO 2, s. 2016.
2. The requested information is not in the custody of Manapla Water District.
3. The requested information contains Sensitive Personal Information, unless authorized by the owner thereof.
4. The request is an unreasonable subsequent identical or substantially similar request from the same requesting party whose request has already been previously granted or denied by Manapla Water District.
5. Filed and pending cases (Courts and Ombudsman)
6. 201 Files
7. Personnel Selection Board Documents
8. Statement of Assets, Liabilities and Net-Worth (SALN)
9. BAC Minutes of meetings, except Minutes of Opening of Bids, as provided under the last sentence 3 Paragraph, Section 29, the 2016 Revised IRR, RA 9184, and only upon written request stating reasons therefor, and payment of minimal fee to recover cost of materials.
10. Abstract of Bids, except Abstract of Bids as Read, as provided under the last sentence, 3 Paragraph, Section 29, the 2016 Revised IRR, RA 9184, and only upon written request stating reasons therefor, and payment of minimal fee to recover cost of materials.
11. TWG Recommendation, BAC Resolutions, and other Bidding Documents
12. IPCR
13. Financial Report not yet audited by COA
14. All reports not in the final form.
15. Agenda, deliberations and minutes of the Board Meetings
16. Legal opinions or comments rendered by the Legal Service



## FOI REQUEST FORM



Republic of the Philippines  
**MANAPLA WATER DISTRICT**  
 Manapla, Negros Occidental

**FREEDOM OF INFORMATION REQUEST FORM****PART I. INFORMATION ON REQUESTING PARTY**

1. Title: (Mr/Mrs/Miss/Ms)  Others

2. Full Name:  
 Surname   
 First Name (Including M.I.)

3. Complete Address:  
 Apt/House No./Street   
 Brgy/District   
 City/Municipality   
 Province

4. Company/Affiliation/Organization/School and Position:

5. Type of I.D. Given: (With photograph and signature)  
 Passport  Driver's License  Others: (Pls. Specify)   
 Postal ID  Voter's ID

6. Contact Details:  
 Landline: 

Country Code	Area Code	Number
( )	( )	

  
 Fax: 

( )	( )	
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 Mobile:   
 E-mail:

7. Preferred Mode of Communication: (For clarification and other matters)  
 Landline  Mobile  E-mail  Postal Address

8. Preferred Mode of Reply/Response:  
 Pick-up  Fax  E-mail  Postal Address

9. Name of Representative/Guardian: (If applicable)  
 Surname   
 First Name (Including M.I.)

10. I.D. of Representative:

11. Proof of Authority:

**PART II. REQUESTED INFORMATION**

12. Title of Document/Record Requested: (Please provide as much detail as you can)  
 Photocopy  Certified Photocopy  Certified True Copy

13. Date of Document: (DD/MM/YYYY)  /  /

14. Purpose of Request (Please be as specific as possible):

15. Any other relevant information:

I declare and certify that the information provided in this form is complete and correct. I am aware that giving false or misleading information or using forged documents is a criminal offense. I bind myself and my principal to use the requested information only for the specific purpose stated and subject to such other conditions as may be prescribed by the Office of the President. I understand that the Office of the President may collect, use and disclose personal information contained in this request.

**16. Signature of Requesting Party or Representative:**


Date: (DD/MM/YYYY)

 /  / 
**For Official Use Only**

Received by:  
 Name/Signature:  
 Position:  
 Date and Time Received:  
 Remarks:

**FOI RESPONSE TEMPLATE– COMPLETION OF FORM**



Republic of the Philippines  
**MANAPLA WATER DISTRICT**  
Manapla, Negros Occidental

DATE

Dear Mr./Mrs. \_\_\_\_\_,

Greetings!

Thank you for your request dated \_\_\_\_\_ under Executive Order No. 2 (s. 2016) on Freedom of Information in the Executive Branch.

**Information Requested:**

You asked for \_\_\_\_\_.

**Response to your request:**

After processing your request, we found that you have failed to provide the following necessary details:

\_\_\_\_\_.

For the processing of your request, please provide us with the necessary missing details.

Thank you.

Respectfully,

\_\_\_\_\_  
General Manager

**FOI RESPONSE TEMPLATE – EXTENSION OF PERIOD**



Republic of the Philippines  
**MANAPLA WATER DISTRICT**  
Manapla, Negros Occidental

Dear Mr./Mrs. \_\_\_\_\_,

Greetings!

Thank you for your request dated \_\_\_\_\_ under Executive Order No. 2 (s. 2016) on Freedom of Information in the Executive Branch.

**Information Requested:**

You asked for \_\_\_\_\_.

**Response to your request:**

Since your request requires extensive search of the records and facilities of the Manapla Water District or because of \_\_\_\_\_ which is beyond our control, we are asking for an extension of 15 days in order to fully process your request.

Thank you.

Respectfully,

\_\_\_\_\_  
General Manager



**FOI RESPONSE TEMPLATE – CLARIFICATION**



Republic of the Philippines  
**MANAPLA WATER DISTRICT**  
Manapla, Negros Occidental

DATE

Dear Mr/Mrs. \_\_\_\_\_,

Greetings!

Thank you for your request dated \_\_\_\_\_ under Executive Order No. 2 (s. 2016) on Freedom of Information in the Executive Branch.

**Information Requested:**

You asked for \_\_\_\_\_.

**Response to your request:**

In order to fully process your request, may we ask for the following clarificatory details:

\_\_\_\_\_.

Thank you.

Respectfully,

\_\_\_\_\_  
General Manager

**FOI RESPONSE TEMPLATE – APPROVAL**



Republic of the Philippines  
**MANAPLA WATER DISTRICT**  
Manapla, Negros Occidental

DATE

Dear Mr./Mrs \_\_\_\_\_,

Greetings!

Thank you for your request dated \_\_\_\_\_ under Executive Order No. 2 (s. 2016) on Freedom of Information in the Executive Branch.

**Information Requested:**

You asked for \_\_\_\_\_.

**Response to your request:**

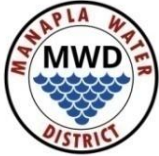
Your FOI request is APPROVED. The Manapla Water District will forward the copies of all the requested information to you in accordance with the information you have stated in the FOI request form.

Thank you.

Respectfully,

\_\_\_\_\_  
General Manager

**FOI RESPONSE TEMPLATE – DENIAL (contrary to law, rules and regulations)**



Republic of the Philippines  
**MANAPLA WATER DISTRICT**  
Manapla, Negros Occidental

DATE

Dear Mr./Mrs. \_\_\_\_\_,

Greetings!

Thank you for your request dated \_\_\_\_\_ under Executive Order No. 2 (s. 2016) on Freedom of Information in the Executive Branch.

**Information Requested:**

You asked for \_\_\_\_\_.

**Response to your request:**

Your FOI request is DENIED because it is contrary to \_\_\_\_\_. If you would like to appeal this denial, you may submit an appeal within fifteen (15) days from the receipt of this letter to the Board of Directors of Manapla Water District.

Thank you.

Respectfully,

\_\_\_\_\_  
General Manager

**FOI RESPONSE TEMPLATE – DENIAL (falls under list of exemptions)**



Republic of the Philippines  
**MANAPLA WATER DISTRICT**  
Manapla, Negros Occidental

DATE

Dear Mr./Mrs. \_\_\_\_\_,

Greetings!

Thank you for your request dated \_\_\_\_\_ under Executive Order No. 2 (s. 2016) on Freedom of Information in the Executive Branch.

**Information Requested:**

You asked for \_\_\_\_\_.

**Response to your request:**

Your FOI request is DENIED because it falls under the list of exceptions, specifically \_\_\_\_\_ . If you would like to appeal this denial, you may submit an appeal within fifteen (15) days from the receipt of this letter to the Board of Directors of Manapla Water District.

Thank you.

Respectfully,

\_\_\_\_\_  
GeneralManager

**FOI RESPONSE TEMPLATE – SIMILAR TO PREVIOUS REQUEST**



Republic of the Philippines  
**MANAPLA WATER DISTRICT**  
Manapla, Negros Occidental

DATE

Dear Mr./Mrs. \_\_\_\_\_,

Greetings!

Thank you for your request dated \_\_\_\_\_ under Executive Order No. 2 (s. 2016) on Freedom of Information in the Executive Branch.

**Information Requested:**

You asked for \_\_\_\_\_.

**Response to your request:**

Since your requested information is substantially similar or identical to your previous request dated \_\_\_\_\_, the Manapla Water District shall not act upon your request. Please be guided accordingly.

Thank you.

Respectfully,

\_\_\_\_\_  
General Manager

FOI RESPONSE TEMPLATE – AVAILABLE ONLINE



Republic of the Philippines  
**MANAPLA WATER DISTRICT**  
Manapla, Negros Occidental

DATE

Dear Mr./Mrs. \_\_\_\_\_,

Greetings!

Thank you for your request dated \_\_\_\_\_ under Executive Order No. 2 (s. 2016) on Freedom of Information in the Executive Branch.

**Information Requested:**

You asked for \_\_\_\_\_.

**Response to your request:**

We would like to inform you that your requested information can be FOUND ONLINE at the website of the Manapla Water District. Your requested information can be found at the following link/s:[[www.manaplawd.gov.ph](http://www.manaplawd.gov.ph)]

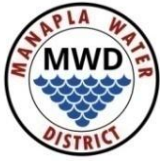
Thank you.

Respectfully,

\_\_\_\_\_  
General Manager

ANNEX "K"

**FOI RESPONSE TEMPLATE – NOT IN CUSTODY (information with other government agency)**



Republic of the Philippines  
**MANAPLA WATER DISTRICT**  
Manapla, Negros Occidental

DATE

Dear Mr./Mrs. \_\_\_\_\_,

Greetings!

Thank you for your request dated \_\_\_\_\_ under Executive Order No. 2 (s. 2016) on Freedom of Information in the Executive Branch.

**Information Requested:**

You asked for \_\_\_\_\_.

**Response to your request:**

We would like to inform you that the Manapla Water District is NOT IN POSSESSION of the information you have requested. You may file a request to \_\_\_\_\_.

Thank you.

Respectfully,

\_\_\_\_\_

General Manager

**FOI RESPONSE TEMPLATE – NOT IN CUSTODY (information not with agency covered by E.O. No. 2)**



Republic of the Philippines  
**MANAPLA WATER DISTRICT**  
Manapla, Negros Occidental

DATE

Dear Mr./Mrs. \_\_\_\_\_,

Greetings!

Thank you for your request dated \_\_\_\_\_ under Executive Order No. 2 (s. 2016) on Freedom of Information in the Executive Branch.

**Information Requested:**

You asked for \_\_\_\_\_.

**Response to your request:**

We would like to inform you that the Manapla Water District is NOT IN POSSESSION of the information you have requested. You may file a request to \_\_\_\_\_ which can properly process your request.


Thank you.

Respectfully,

\_\_\_\_\_  
General Manager



This Freedom of Information Manual was updated and signed on January 23, 2024 by:

  
Arlene Mae B. Balatayo  
General Manager