



San Pablo City Water District

PEOPLE'S FREEDOM

of

INFORMATION MANUAL

Maharlika Highway, Barangay San Gabriel
San Pablo City, Laguna 4000

January 2022

FOREWORD

“Freedom of Information (FOI) is a concept that broadly refers to the principle that individuals and the public at-large have the right to access information that is pertinent to their interests.”

Executive Order No. 02 or the Executive Order on Freedom of Information (FOI) aims to promote an open government by increasing the transparency of the executive branch and its agencies. It strengthens the right to information as enshrined by the constitution.

FOI allows Filipino citizens to request any information about government transactions and operations, provided that it shall not put into jeopardy privacy and matters of national security. The FOI mechanism for the Executive Branch is enabled through Executive Order No. 2, series of 2016.

This manual recognizes the importance of openness and transparency of information in the government and further guarantees the right of the people to access to information on matters of public concern.



ENGR. ELEUTERIO D. AMANTE
General Manager

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I. OVERVIEW

1. Purpose

The purpose of the San Pablo City Water District (SPCWD) Freedom of Information People's Manual is to provide the guidelines, process and procedures in dealing with requests for information received under Executive Order (EO) No. 02, on Freedom of Information (FOI).

The Manual shall set out the rules and procedures to be followed by the SPCWD when a request for access to information is received. The SPCWD General Manager being the FOI Decision Maker is responsible for all actions carried out under this Manual and may delegate this responsibility to key personnel of the District who shall decide and act on any FOI requests in his absence.

The Decision Maker shall approve or deny all request of information. In case where the Decision maker is on official leave, such authority may be delegated to his designated Officer.

The denial of the request of information may be appealed to the Central Appeals Committee in accordance with the procedures outlined hereof.

2. Coverage

This Manual shall cover all the request for information directed to SPCWD.

3. Structure of the Manual

This Manual shall set out the rules and procedures to be followed by the SPCWD when a request for information is received. The SPCWD FOI Decision Maker (FDM) is the General Manager as approved by its Board of Directors and shall have overall responsibility for the initial decision on information requests, (i.e., to decide whether to release all the records, partially release the records or deny access).

4. FOI Officers and their Roles

1. FOI Decision Maker – is the General Manager, the head of the agency who gives the final approval or denial of all FOI requests lodged to the San Pablo City Water District. The Decision Maker approves and denies all requests for information if:

- a. The information requested falls under the list of FOI exceptions
- b. The information requested contains sensitive personal information protected by the Data Privacy Act of 2021

- c. . information requested is not in the custody of SPCWD
 - d. Requested information is already posted and available on line
 - e. Requested information is substantially similar or identical to the previous request
- 2. FOI Receiving Officer – is the OIC, Division Manager of the General Services Division who shall be in charge of:
 - a. Receiving all requests for information and forwarding it to the appropriate office who has custody of the records
 - b. Monitoring all FOI requests and appeals
 - c. Providing assistance to the FOI Decision Maker
 - d. Providing assistance to the public on FOI matters
 - e. Advising the requesting party on the status of the request
 - f. Compiling statistical information as required
- 3. Central Appeals Committee – composed of three (3) Department Mangers designated to review and analyze a written appeal for a denied request for information. The Committee shall submit recommendation to the Decision Maker on the result of the evaluation of the appeal.

II. Promotion on Transparency and Easy Access to Information

SPCWD promotes transparency and regard it as important on its own because it allows learning and contributes to accountability.

Through SPCWD website, public access to information and services become easy. SPCWD uphold the principle that access to information is a fundamental human right, that everyone can access information from public bodies, subject only to a limited regime of exceptions in keeping with a democratic society and proportionate to the interest that justifies them.

III. Protection of Privacy

While providing for access to information, the SPCWD shall afford full protection **to a person's right to privacy pursuant to** Section 2. Declaration of Policy of Republic Act No. 10173, An Act Protecting Individual Personal Information in Information and Communications Systems in The Government and The Private Sector, Creating for This Purpose a National Privacy Commission, And for Other Purposes otherwise known as the "Data Privacy Act of 2012".

"It is the policy of the State to protect the fundamental human right of privacy, of communication while ensuring free flow of information to promote innovation and growth. The State recognizes the vital role of

information and communications technology in nation-building and its inherent obligation to ensure that personal information in information and communications systems in the government and in the private sector are secured and protected".

IV. Standard Procedure

A. Filing of requests for information

Walk-In Request for Information

1. The Requesting Party submits FOI Request –
 - a. The Requesting Party may inquire with the Public Assistance Counter Desk Officer where to lodge the FOI request.
 - b. The Public Assistance Counter Desk Officer accommodates, assists and endorses the Requesting Party to the FOI Receiving Officer.
 - c. The Requesting Party submits and complies the following requirements:
 - Two (2) copies of accomplished FOI Request Form with details on:
 - Name and contact information
 - Description of the information requested
 - Purpose of the request for information
 - Signature of the Requesting Party
 - Valid proof of identification (ID) – any government issued ID
 - d. If the Requesting Party cannot sign the Request Form for reasons of disability or illiteracy, he or she may make an oral request and the FOI Receiving Officer shall provide assistance by reducing the request in writing and a thumb mark is required in lieu of signature.

B. Processing of Requests for Information

1. The FOI Receiving Officer checks the request and the requirements submitted by the Requesting Party.
2. The FOI Receiving Officer evaluates compliance to the documentation requirements and provides reference number to the Requesting party.
3. The FOI Receiving Officer stamps and signs the Request Form indicating his name rank, title and position, including the date and time of the receipt of the request.

4. The FOI Receiving Officer records the transaction in the FOI log book and then furnished a copy of the Request Form to the Requesting Party.
5. The FOI Receiving Officer endorses a copy of the FOI request to the FOI Decision Maker within one (1) day from receipt of request.
6. The FOI Decision Maker evaluates and approved or denied the request based on the list of exceptions and other existing laws.
7. The FOI Decision Maker endorse his decision to the FOI Receiving Officer depending on the result of his evaluation.

V. Approval and Denial of Request for Information

The FOI Decision Maker evaluates the requested information and identifies the request if it is simple or complex.

For Simple Requests

4. The FOI Decision Maker thru the concerned offices or department retrieves the information requested within ten (10) working days from receipt of request.
5. The FOI Decision Maker turns over the requested information to the FOI Receiving Officer. If the requested information is sensitive in nature, the FOI Decision Maker shall advise the Requesting Party to personally appear and claim the information with other needed documents to identify and attest the intention of the Requesting Party.
6. The FOI Receiving Officer log in the record book the requested information as duly received by the Requesting Party.

For Complex Requests

1. The FOI Decision Maker informs the FOI Receiving Officer that the requested information is a complex request and would require an extension through the Electronic Portal.
2. The FOI Receiving Officer updates the log book on the progress of the request.
3. The FOI Receiving Officer informs the Requesting Party for the required extension through phone call and formal letter duly signed by the FOI Decision Maker.
4. The FOI Decision Maker thru the concerned offices or departments shall retrieve the information requested within twenty (20) working days from receipt of the request.

5. The FOI Decision Maker turns over the requested information to the FOI Receiving Officer. If the requested information is sensitive in nature, the FOI Decision Maker shall advise the Requesting Party to personally appear and claim the information together with other needed documents to identify and attest the intention of the Requesting Party.
6. The FOI Receiving Officer log in the record book the requested information as duly received by the Requesting Party.

For Denied Request for Information

1. The FOI Decision Maker immediately notifies the FOI Receiving Officer
2. The FOI Receiving Officer Record and update the log book.

VI. Notice to the Requesting Party on the Approval/Denial of Request for Information

Approved Requests

1. The FOI Receiving Officer ensures that all records have been retrieved and checked for possible exemptions prior to actual release of information.
2. The FOI Receiving Officer encloses the requested information to the formal communication that has to be approved by the FOI Decision Maker.
3. After approval, the FOI Receiving Officer informs the Requesting Party that **the request is ready for release and has been sent to the Requesting Party's email or in the submitted address.**
4. For sensitive information, the FOI Receiving Officer shall advise the Requesting Party to appear personally and claim the requested information with the other needed documents to identify and attest the intention of the Requesting Party.

Denial of Requests

1. The FOI Receiving Officer informs the Requesting Party on the denial of the request through formal letter duly signed by the FOI Decision Maker. **The formal letter has been sent to the Requesting Party's email or in the submitted address.**
2. The FOI Receiving Officer uploads the FOI Request Walk-in to the Electronic Freedom of Information (e-FOI) Portal for monitoring and tracking purposes.

VII. Online Request for Information

1. Go to the SPCWD website at www.spcwd.gov.ph
2. Browse homepage downward and click the Freedom of Information Icon
3. Click the "My Request" button and select from the drop down the "San Pablo City Water District"

4. You will now be directed to the Make Request Page.
5. Accomplish all fields then click "Send My Request".
 - i. The FOI Receiving Officer checks and evaluates compliance of the request based on the submitted requirements.
 - ii. The FOI Receiving Officer stamps and signs the request form indicating therein the Request Reference Number, date and time of receipt, including his name, rank, title position and contact information where the Requesting Party can follow up the request.
 - iii. The FOI Receiving Officer furnishes the Requesting Party a copy of the duly signed and stamped received Request Form.
 - iv. The FOI Receiving Officer updates the online tracking system in the Electronic Portal and record the transaction in the log book.
 - v. The FOI Receiving Officer notifies the FOI Decision Maker on the request for information within one (1) day from receipt of the request.
 - vi. The FOI Receiving Officer records in the log book the time, and date the FOI Decision Maker acknowledge receipt of the request and updates the progress of the request in the Electronic Portal.
 - vii. The FOI Decision Maker evaluates the request for his approval or denial based on the list of exceptions and other existing laws.
 - viii. Once the FOI Decision Maker approves the request for information, the FOI Receiving Officer notifies the Requesting Party through the Electronic Portal.
6. SPCWD will evaluate the request and will notify the requesting party within fifteen (15) working days
7. SPCWD will prepare the information for release based on the desired format. It will be sent to the requesting party depending on the receipt of preference if documents are available, or notice if otherwise.

VIII. Schedule of Fees

- No Request Fee: The SPCWD shall not charge any fee for accepting requests for access to information
- Reasonable Cost of Reproduction and copying of the Information: The FOI Receiving Officer shall immediately notify the requesting party in case there shall be a reproduction and copying fee in order to provide the information. Such fee shall be the actual amount spent by the SPCWD in providing the information to the requesting party. The schedule of fees shall be posted by the SPCWD.
- Exemption from Fees: The SPCWD may exempt any requesting party from payment of fees, upon request stating the valid reason why such requesting party shall not pay the fee. In case the requesting party cannot pay the required fees, the SPCWD may provide digital or electronic copy.

IX. Remedies in Case of Denial

A person whose request for access to information has been denied may avail himself of the remedy set forth below:

1. The Administrative FOI Appeal to the SPCWD Central Appeals and Review Committee: Provided, that the written appeal must be filed by the same requesting party within fifteen (15) calendar days from the notice of denial or from the lapse of the period to respond to the request.
 - i. Denial of a request may be appealed by filing a written appeal to the SPCWD Central Appeals and Review Committee within fifteen (15) calendar days from the notice of denial or from the lapse of the period to respond to the request.
 - ii. The appeal shall be decided by the FOI Decision Maker within thirty (30) working days upon recommendation of the Central Appeals and Review Committee within thirty (30) working days from the filing of said written appeal, Failure to decide within the 30-day period shall be deemed a denial of the appeal.
2. Upon exhaustion of administrative FOI appeal remedies, the requesting party may file the appropriate judicial action in accordance with the Rules of Court

X. Administrative Liability

1. Non-compliance with FOI

Failure to comply with the provisions of this Manual shall be a ground for the following administrative penalties:

- | | |
|-------------------|---|
| a. First Offense | - Reprimand |
| b. Second Offense | - Suspension of one (1) to thirty (30) days |
| c. Third Offense | - Dismissal from the service |

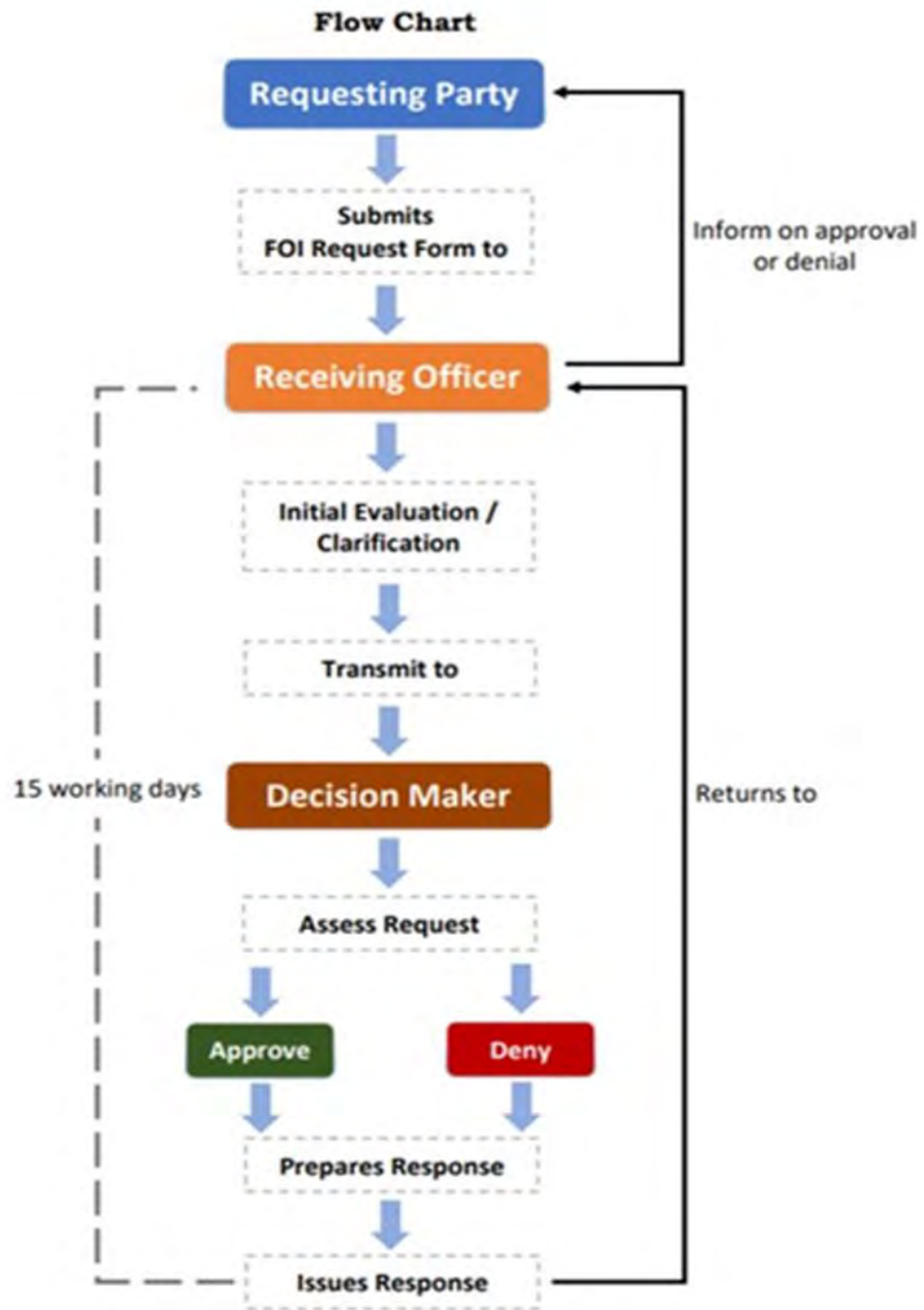
2. The Revised Rules on Administrative Cases in the Civil Service shall be applicable in the disposition of cases under this Manual.

XI. List of Exceptions to Right of Access to Information

For the guidance of all government offices and instrumentalities covered by Executive Order no. 2 (s. 2016) and the general public, the following are the exceptions to the right of access to information, as recognized by the Constitution, existing laws, or jurisprudence:

1. Information covered by Executive privilege;
2. Privileged information relating to national security, defense or international relations;
3. Information concerning law enforcement and protection of public and personal safety;
4. Information deemed confidential for the protection of the privacy of persons and certain individuals such as minors, victims of crimes or the accused;
5. Information, documents or records known by reason of official capacity and are deemed confidential, including those submitted or disclosed by entities to government agencies, Tribunals, and boards, or officers, in relation to the performance of their functions, or to inquiries or investigation conducted by them in the exercise of their administrative, regulatory or quasi-judicial powers;
6. Prejudicial premature disclosure;
7. Records of proceedings or information from proceedings which, pursuant to law or relevant rules and regulations, are treated as confidential or privileged;
8. Matters considered confidential under banking and finance laws, and their amendatory laws; and
9. Other exceptions to the right to information under laws, jurisprudence, rules and regulations.

XII. Flow Chart in Making Request for Information



XIII. No Wrong Door Policy for FOI

Pursuant to Freedom of Information Memorandum Circular No. 2021-05, the San Pablo City Water District hereby adopt the following guidelines for the “NO WRONG DOOR POLICY FOR FOI”

Purpose. These guidelines for the referral of any requested information, official record/s, or public record/s to San Pablo City Water District by another agency when SPCWD does not have in its possession or custody the requested information or records, or is not authorized to release the information to the public.

Coverage. These guidelines shall cover all requests to SPCWD, pursuant to EO No. 2, s. 2016 and all other related issuances, and applies to both paper-based and electronic form of requesting information.

Request for Information. Any person who requests for access to information to SPCWD shall comply with Section 9 of EO No. 02, s. 2016 and all other pertinent laws, existing rules and regulations, issuances, and orders. For purposes of this guidelines, information and records shall refer to information, official record/s, or public record/s as defined under EO No. 02, s. 2016.

Acceptance of request. As a general rule, all fully compliant requests for information shall be accepted by the SPCWD FOI Receiving Officer (FRO) and FOI Decision Maker (FDM). No request for information shall be denied or refused acceptance by SPCWD unless the reason for the request is contrary to the Constitution, pertinent laws, existing rules and regulations, or it is one of the exceptions provided under the Inventory of Exceptions.

Process of Referral. When the requested information is not in the possession of SPCWD but is available in another government, the request shall be immediately referred through the most expeditious manner but not exceeding three (3) working days from the receipt of the request. This shall be considered as the “**First Referral**” and a fresh period will apply.

Referral to the appropriate government agency shall mean that another government office is the proper repository or custodian of the requested information or records, or have control over the said information or records.

If SPCWD fails to refer the request within three (3) working days upon its receipt, the FRO shall act on it within the remaining period to respond pursuant to EO No. 02, s. 2016. No fresh period shall apply.

If SPCWD, in good faith, erroneously referred the request to another government agency, the latter shall immediately notify the former as well as the requesting party, that the information requested is not available in their agency.

The government agency, to whom the request was referred by SPCWD under the First Referral may subsequently refer the request to another government agency, under the procedure same as the foregoing. This shall be considered as the **"Second Referral"** and another fresh period shall apply.

Referrals under this Order shall only be limited to two (2) subsequent transfers of request. A written or email acknowledgement of the referral shall be made by the FRO of the government agency where it was referred.

The requesting party shall be notified of the referral and must be provided with the reason or rationale thereof, and contact details of the government office where the request was referred.

FOI Internal Messenger. The FOI-PMO shall create a **"FOI Internal Messenger"**. Such feature shall be included in the dashboards of FROs and FDMs, located at the eFOI portal or www.foi.gov.ph, where all FROs and FDMs can ask or confirm with each other on which agency has the control and custody of any information or record being requested.

Status of the Request. A request that is referred by SPCWD to the appropriate government agency is considered successful if the same is acknowledged and the requested information is disclosed to the requestor.

If the government agency where the request was referred to, after the second referral, still cannot provide the information requested, it shall deny the said request and shall properly notify the requesting party.

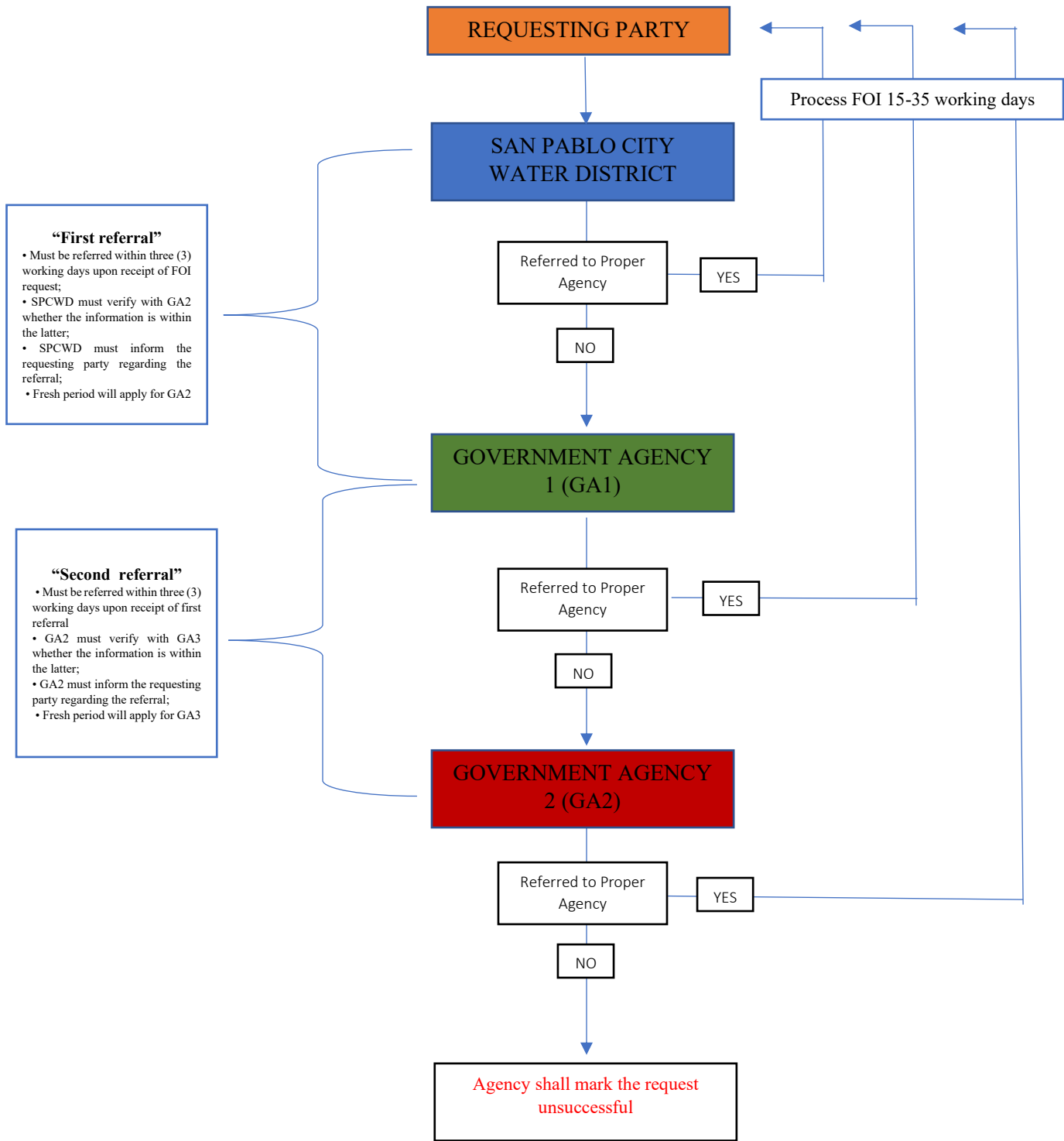
In all phases of the referral, the requesting party shall be informed in writing, email, and/or through the eFOI of the status of his/her request.

Inventory of Receiving Officers and Decision Makers, and Agency Information Inventory. For the convenience of all FROs and FDMs in implementing this Circular, an inventory of the names and contact details of all designated FROs and FDMs of government agencies, and an Agency Information Inventory (All) shall be compiled by the FOI-PMO.

The FOI-PMO shall be the central repository of the inventory of all designated FROs and FDMs and shall collate and update the names and contact information of the designated FROs and FDMs of each government agency. The inventory shall be posted at the eFOI portal, www.foi.gov.ph. FOI-PMO shall strictly adhere to Republic Act No. 10173 or the Data Privacy Act of 2012.

To assist the FROs in locating the requested information or record, an annual updating of the All shall be required of all agencies on-boarded on the eFOI Portal. The consolidated inventory of information shall likewise be made available in the dashboard of the FRO and FDM for ease of access and information.

XIV. SPCWD NO WRONG DOOR POLICY Flow Chart



NOTE: If SPCWD fails to refer the request within three (3) working days upon its receipt, the FOI Receiving Officer (FRO) shall act on it within the remaining period to respond pursuant to EO No. 2, s. 2016. No fresh period shall apply.

FREQUENTLY ASKED QUESTIONS

1. What is Freedom of Information or FOI?

FOI is a government mechanism that allows Filipino citizens to request information about government transactions and operations, a response to the call for transparency and full public disclosure of information, provided that it will not jeopardize privacy and national security.

2. What is Executive Order (EO) No. 2 series of 2016?

Executive Order (EO) No. 2 series of 2016 is the enabling Order of Freedom of Information. It was signed by President Rodrigo R. Duterte on 23 July 2016 for "Operationalizing in the Executive Branch the People's Constitutional Right to Information and the State Policies of Full Public Disclosure and Transparency in the Public Service and Providing Guidelines Therefor".

3. Who was designated by the government to oversee the implementation of EO No. 2?

The Presidential Communications Operations Office is designated as the lead agency in the implementation of EO No. 2 s. 2016, and all other FOI programs and initiatives including electronic FOI.

4. Who can prepare or make an FOI request?

Any Filipino citizens can prepare or make an FOI request. An FOI request to be prepared shall be applied through the fully accomplished standard FOI Request Form and to present at least one (1) valid government issued Identification Card.

5. What can I request in FOI?

Information, official records, public records, documents and papers pertaining to official act, transactions or decisions as well as to government research data as basis for policy development.

6. How do I make an FOI request?

- The Requesting Party shall fill up an FOI Request Form to be submitted to the FOI Receiving Officer. The FOI Receiving Officer will evaluate the content of the request for information and log it to the FOI tracker.
- When deemed necessary, the FOI Receiving Officer may clarify the request on the same day it was filed, specified the information requested and provide other assistance needed by the requesting party.

- The FOI Receiving Officer shall verify the request if the agency holds the information requested, if it is already posted and available on line, and if substantially similar or identical to the previous request.
- Once relevant information is retrieved, officials will verify if any exemptions apply and recommend appropriate response to the request.
- When necessary, the Decision Maker shall provide clearance to the request.
- The FOI Receiving Officer shall release the information based on the desired format of the Requesting Party to be sent depending on the preferred means of receipt.

7. How much does it cost to make an FOI request?

There is no fee to make a request, but the agency will charge a reasonable fee for the cost of printing or reproduction.

8. What will I receive in response to an FOI request?

You are to receive a response either granting or denying your request. If the request is granted, the information will be attached to the response and if denied there is a written explanation for its denial.

9. How long will it take before I receive a response?

As mandated, all replies shall be sent within the required fifteen (15) working days. The Requesting Party may file an appeal letter to the Central Appeals and Review Committee.

10. What will happen if my request is not granted?

The Requesting Party may file an appeal letter to the Central Appeals and Review Committee within fifteen (15) working days from the notice of denial or from the lapse of the relevant period to respond to the request.

11. If all administrative remedies are exhausted and no resolution is provided, the Requesting Party may file the appropriate case in the proper court in accordance with rules of court.

12. What if I never receive a response?

If the agency fails to send a response within the required fifteen (15) working days, the Requesting Party may write an appeal to the Central Appeals and Review Committee within the fifteen (15) working days from the lapse of required response period. The Appeal shall be decided within thirty (30) working days by the Central Appeals and Review Committee.

If all administrative remedies are exhausted and no resolution is provided, the Requesting Party may file the appropriate case in the proper court in accordance with the rules of court.



SAN PABLO CITY WATER DISTRICT

Maharlika Highway, San Gabriel, San Pablo City

Tel No. 562 9955

Bilang na Palatandaan:

FREEDOM OF INFORMATION

Porma ng Kahilingan

Basahin mabuti ang mga sumusunod na kaalaman bago magpatuloy sa iyong aplikasyon. Gumamit ng asul o itim na tinta. Ang hindi maayos o maling pagpuno sa aplikasyon ay hindi tutugunan. Logven ng ekis "x" ang bawat kahon. **Tandaan:** (*) Nangangahulugan na kailangan punan.

A. Partido na Humihiling

Ikaw ay kinakailangan ilagay ang iyong pangalan at kinatatahanan para sa pakikipagsulatan. Ang karagdagang pagkakatapat na detalye ay makakatulong upang ang iyong aplikasyon ay mabilis matugunan sa ninanais na anyo.

1. Titulo _____

2. * Pangalan _____

3. * Apelyido _____

4. *Kumpletong Kinatatahanan _____

5. Telepono / Fax _____

6. * Mobile _____

7. * Email _____

8. Pumili ng Anyo ng Komunikasyon

Telepono

Mobile

Email

Postal na Kinatatahanan

(Kung ang iyong kahilingan ay matagumpay, ipapadala namin sa iyo ang dokumento sa napiling paraan.)

9. Pumili ng Anyo ng Tugon

Email

Fax

Postal na Kinatatahanan

Kunin sa Ahensya

10. Uri ng Ibinigay na ID _____

(Pakitayag na ang ID ay naglalaman ng iyong larawan at lagda)

Pasaporte

Lisensya sa Pagmamaneho

SSS ID

Postal ID

Voter's ID

School ID

Company ID

Iba pa _____

B. Kahilingang Impormasyon

11. * Ahensya - Ugnayang Ahensya (Kung akma) _____

12. * Titulo ng Dokumentong Hinihiling (Paki-detalye ng mabuti) _____

13. * **Mga Taon o Panahong Saklaw** (DD/MM/YY)

14. * **Layunin**

15. * **Uri ng Dokumento**

16. * **Pantukoy na Bilang** (Kung batid)

17. * **Anumang kaugnay na kaalaman**

C. Pahayag

Pansariling Paunawa: Kapag naipalagav na balido, ang ivong impormasyon mula sa iyong aplikasyon ay gagamitin ng ahensyang hinilingan upang tugunan ang iyong aplikasyon batay sa nakasaad sa Freedom of Information Executive Order No. 2. Kung ang Departamento o Ahensya ay nagbigay ng daan sa dokumento at kung ang dokumento ay hindi naglalaman ng kaalaman tungkol sa ivo, ang dokumento ay ihahayag online sa disclosure log ng Departamento o Ahensya kalakip ang iyong pangalan at panahon ng ivong aplikasyon, at, kung ibang tac, kumpanya o kinatawan ay gagamitin o makikinabang mula sa dokumentong siniyasat, ang pangalan ng naturang tao, entidad o kinatawan,

Aking Inihahayag na:

- Ang impormasyong ibinigay ay kumpleto at wasto;
- Aking nabasa ang Pansariling Paunawa;
- Ako'y nagbigay ng hindi kukulangin sa isang (I) government-issued ID upang pagtibayin ang patunay ng aking pagkakakilanlan

Aking nauunawaan na isang paglabag ang pagbibigay ng maling kaalaman tungkol sa aking pagkatao, at vaon paggawa ay maaaring magresulta sa desiyon upang tanggihang iproseso ang aking aplikasyon.

* **Lagda**

* **Petsa ng Natapos** (DD/MM/YYYY)

D. Para sa Tatanggap na Kawani (PANLOOB NA GAMIT LAMANG)

* **Pangalan**

(Bakas pangalan)

* **Ahensya – Ugnayang Ahensya**

(Kung akma, kung hindi N/A)

*** Petsa ng pinasol sa eFOI**

(Kung akma, kung hindi N/A)

Patunay ng ID na ibinigay

(Kailangan kasama ang Photocopies ng orihinal)

- Pasaporte Lisensya sa Pagmamaneho SSS ID Postal ID Voter's ID
 School ID Company ID Iba pa _____

Ang kahilingan ay inirerekomenda upang:

- Pinagtibay Tinanggihan

(Kung tinanggihan, lagyan ng ekis "x" ang dahilan ng pagtangga)

- Imbalidong Kahilingan Hindi lubos Ang impormasyon ay makukuha na online

*** Pangalawang Kawaning Tagatanggap**

(Bakas pangalan) _____

*** Itinalagang Tagapagpasya Sa Aplikasyon**

(Bakas pangalan) _____

Pasya sa Aplikasyon

- Pasado Bahagvang Pasado Tinanggihan Halaga

(Kung tinanggihan, lagyan ng ekis "x" ang dahilan pagtangga)

- Imbalidong Kahilingan Hindi lubos Ang impormasyon ay makukuha na online

Pagbubukod Aling Pagbubukod? _____

*** Petsa ng Natapos ang Kahilingan**

(DD/MM/YYYY) _____

*** Petsa ng Naipadala ang Dokumento (kung meron)**

(DD/MM/YYYY) _____

FOI Talaan Naganap

- Oo Hindi

RO Lagda

Petsa

(DD/MM/YYYY) _____

Annex "C"

Directory of FOI Officers

FOI Title	Position	Name of Officer	Contact Details
Decision Maker	General Manager	Engr. Eleuterio D. Amante	(049) 562-9955 loc 112 - 113
Receiving Officer	Division Manager	Wilfredo M. Aligato	loc 126 - 127
Central Appeals and Review Committee	Department Manager from: - Administrative - Financial Mgt. - Commercial	Mildred C. Morga Gretchen G. Calabria Maria Victoria D. Africa	loc 123 loc 110 - 111 loc 103 - 108