

# FREEDOM OF INFORMATION

## One-Page Manual

**Name of Agency:** CABUYAO WATER DISTRICT

**Address:** B1 L40 KATAPATAN HOMES, BRGY. BANAY-BANAY, CABUYAO CITY, LAGUNA

**FOI Receiving Officer:** ADMINISTRATIVE OFFICER A  
Administrative and General Services Division

**Contact Details:** (049)-304-0049

### Standard Request:

1. Download and accomplish the FOI Request Form
2. Receipt of request for information
3. Initial evaluation of request and will notify within 15 working days
4. Result of request will be provided by the FOI Officer

### e-FOI Request:

1. Log-in to [www.foi.gov.ph](http://www.foi.gov.ph)
2. Sign-up and complete the information needed
3. Click the 'Make a Request' button and select the agency you wish to ask
4. Accomplish all the fields and click "Send My Request" button
5. The agency will evaluate the request and notify the sender within 15 working days
6. Once approved, the agency will prepare the information for release

### Appeals Mechanism:

Requesting Party may request to appeal the response of CABWAD by writing to the CABWAD General Manager within fifteen (15) days upon receipt of the letter of response. We will complete the review and respond to your appeal within thirty (30) working days from the date when we received your appeal.