

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: **RIZZA A. MAÑALAC**
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
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.