

FREEDOM OF INFORMATION PROGRAM

Be informed. Be engaged. Know your government better.



FREEDOM OF INFORMATION
PHILIPPINES

- AGENCY RECEIVING OFFICER DESIGNATION OFFICE** : MONCADA WATER DISTRICT
: JOYCE REGINE J. RAMOS
: CASHIER B
: FINANCE SECTION
- RECEIVING OFFICE** : MONCADA WATER DISTRICT,
POBLACION 2, MONCADA, TARLACT
- CONTACT NOS.** : 045 6065407 / 09171839637 / 09175267009
- EMAIL** : moncadawd1978@gmail.com

STEP 1

Go to <https://www.foi.gov.ph>



STEP 2

Click "VIEW AGENCIES" menu



STEP 3

Type "MONCADA WATER DISTRICT"



STEP 4

Click "FILTER AGENCIES" button



STEP 5

Click "MONCADA WATER DISTRICT" link



STEP 6

Click "MAKE A REQUEST" button



STEP 7

Fill out the Request Fields, tick "I agree to Terms and Conditions, tick "I'm not a robot" and click "SEND MY REQUEST" button.



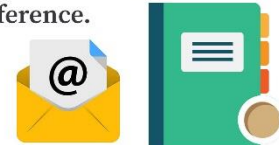
STEP 8

Receiving Officer will conduct initial evaluation of the request and will notify the requester within 15 working days



STEP 9

Moncada Water District will prepare the information for release, based on the requester's desired format. It will be sent to the requester depending on the receipt of preference.



MODE OF REQUEST



STANDARD

Submit request Form with necessary personal documents



eFOI

lodge a request through the eFOI Portal (foi.gov.ph)

FOI APPEALS

In case of denial of a request for information or dissatisfied with the response to your FOI request, the requesting party may appeal to MWD FOI Appeals and Review Committee and the appeal should be in writing and shall be filed within **fifteen (15) working days** from the receipt of the notice/response. And in case of dissatisfaction of the response, the review request should explain why you are dissatisfied with the response. The appeal shall be decided within **thirty (30) working days** from receipt of the appeal.