

FREEDOM OF INFORMATION Program

Agency: **MONCADA WATER DISTRICT**

Receiving Officer: **LETICIA D. SACALAMITAO**
 Designation : Human Resource Management Officer
 Office: Human Resource Management Office

Receiving Office: Moncada Water District, Poblacion 2, Moncada, Tarlac

Contact Nos.: **045 6065407/09171839637/09175267009**
 Email: lettyducosacalamitao@yahoo.com



- Step 1**
Go to <https://www.foi.gov.ph>
- Step 2**
Click "VIEW AGENCY" menu
- Step 3**
Type "MONCADA WATER DISTRICT"
- Step 4**
Click "FILTER AGENCY" button
- Step 5**
Click MONCADA WATER DISTRICT link
- Step 6**
Click "MAKE A REQUEST" button
- Step 7**
Fill out the request fields then 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

or

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.



FREEDOM OF INFORMATION PHILIPPINES

Be **informed**. Be **engaged**. Know your government better.