

Freedom of Information Program

Agency: **GUINAYANGAN WATER DISTRICT**



Receiving Officer: **Rikka May I. Manalo**
Designation: **Administration Services Assistant A**
Office: **AFCS Guinayangan Water District**

Receiving Office: **Guinayangan Water District**
Brgy. Calimpak, Guinayangan, Quezon, 4319

Contact Nos.: **landline (042)7176027, globe 09563447041**
Email: **guinayangan_water@yahoo.com**

Step 1

Ask or download a copy of the FOI Request Form



Step 2

Accomplish all fields indicating clearly what is being requested



Step 3

Submit (personally or thru email) the accomplished form to the FOI Receiving Officer (FRO)



Step 4

Submit a valid ID as proof of Identity



Step 5

Ask a copy of your "stamped received" Request Form.



Step 6

The FRO will evaluate your request and will notify you within 15 working days



Step 7

The GWD will prepare the information for release based on your desired format. It will be sent to you depending on your preferred mode or receipt.



STANDARD



Submit request form with necessary personal documents

or

eFOI



Mode of Request

FOI Appeals

If you are not satisfied with the response to your FOI request, you may ask us to carry out an internal review of the response by writing to GWD Appeals Committee. Your review request should explain why you are dissatisfied with the response and should be made within 15 calendar days from the date you received the given response. The GWD Appeals Committee will complete the review and the GWD FRO will tell you the result within 30 calendar days from the date your appeal was submitted.



FREEDOM OF INFORMATION PHILIPPINES

Be informed. Be engaged. Know your government better.