

Freedom of Information Program

Agency: **ANGAT WATER DISTRICT**

Receiving Officer: Engr. Milet C. Rovero

Designation: Water Maintenance General Foreman

Receiving Office: 269 M.A. Fernando St., Sta. Cruz, Angat, Bulacan 3012

Contact No.: (044) 671-1204, (044) 769-1529

Email: angatwd@gmail.com



Mode of request

STANDARD



Submit request form with necessary personal documents

Step 1
Go to www.foi.gov.ph to your browser's home address.

Step 2
Click the Sign Up button and provide all the required fields. Attach a valid ID to create an account.

Step 3
Once logged-in, you will be directed to your Dashboard. The Dashboard contains all the FOI requests of the account owner.

Step 4
Click the Make a Request button then select the name of the agency you wish to ask.

Step 5
You will now be directed to the Make a Request Page. Accomplish all fields then click Send My Request.

Step 6
The agency will evaluate your request and will notify you within 15 working days.

Step 7
The agency will prepare the information for release, based on your desired format. It will be sent to you depending on the receipt of preference.

Step 1
Accomplish in full the standard request for FOI Request which is available at the AWD Office or can be downloaded to AWD website.

Step 2
Submit the request for information (RFI) together with 2 valid ID's. (Personal or email-scanned copy of forms & 2 valid ID's)

Step 3
The valid and complete RFI will be received by the assigned FOI Receiving Officer

Step 4
The valid RFI shall be forwarded to the FOI Action Officer (FAO)

Step 5
The FAO will review and endorse the request to the FOI Decision Maker (FDM)

Step 6
The agency will evaluate your request and will notify you within 15 working days. Upon evaluation, FDM shall decide on the request.

Step 7
The agency will prepare the information for release, based on your desired format. It will be sent to you depending on the receipt of preference.

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 angatwd@gmail.com. Your review request should explain why you are dissatisfied with the response, and should be made within 15 calendar days from the date when you received this letter. We will complete the review and tell you the result within 30 calendar days from the date when we receive your appeal.



FREEDOM OF INFORMATION PHILIPPINES

Be informed. Be engaged. Know your government better.