

TOLEDO CITY WATER DISTRICT



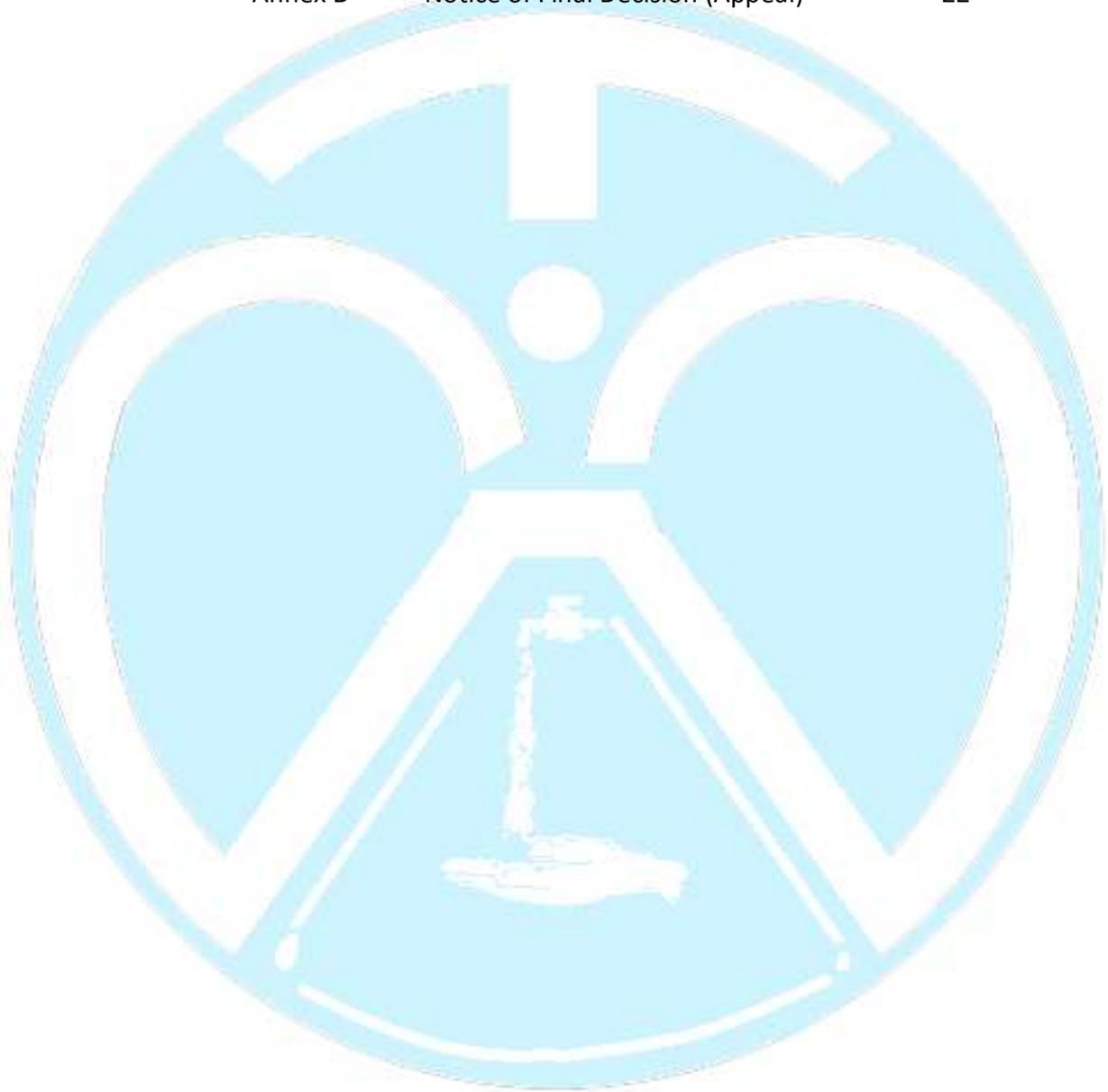
FREEDOM OF INFORMATION MANUAL

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INTRODUCTION

Toledo City Water District, TCWD for brevity, adopts this Manual to serve as a guide to the public in exercising their constitutional right to information on matters of public concern. It also seeks to implement the provisions of Executive Order (E.O) No.2, Series of 2016, on Freedom of Information (FOI). This Manual set out the rules and procedures to be followed by TCWD when a request for access to information is received. It likewise provides for limitations and remedies available, in case of denial of request. It shall cover all requests for information of public concern directed TCWD provided it is not within the list of exceptions provided by law. While TCWD encourages the public to be informed of its operation, nonetheless, we condemn against abuses of such right and maintain the balance between the people's right to information and the State's obligation to protect confidential information and to ensure efficient use of its resources.

ARTICLE 1: OVERVIEW

SEC 1. Purpose:

The purpose of this TCWD Freedom Of Information Manual (hereinafter Manual) is to provide the process to guide and assist the TOLEDO CITY WATER DISTRICT (TCWD) in dealing with requests of information received under Executive Order (E.O.) No. 2 on Freedom of Information (FOI).

SEC 2. Structure of the Manual:

This Manual shall set out the rules and procedures to be followed by the TCWD when a request for access to information is received. The General Manager is responsible for all actions carried out under this Manual and may delegate this responsibility to key personnel of the TCWD as may be designated from time to time and as approved by the Board of Directors. The General Manager may likewise delegate specific officers to act as the Decision Makers (DMs), who shall have overall responsibility for the initial decision on FOI requests, (i.e. to decide whether to release all the records, partially release the records or deny access).

SEC 3. Coverage of the Manual:

The Manual shall cover all requests for information directed to the TCWD.

SEC 4. FOI Receiving Officer:

There shall be FOI Receiving Officers (FROs) designated at the TCWD Main Office. The FROs shall preferably come from the Public Assistance or Information Office, or Administrative Office of the TCWD. The functions of the FRO shall include receiving on behalf of the TCWD all requests for information and forwarding the same to the appropriate office which has custody of the records; monitoring all FOI requests and appeals; providing assistance to the FOI Decision Maker; providing assistance and support to the public and staff with regard to FOI; compiling statistical information as required; and, conducting initial evaluation of the request and advising the requesting party whether the request will be forwarded to the FOI Decision Maker for further evaluation, or denied based on any of the following grounds:

- a. That the form is incomplete; or
- b. That the information is already disclosed in the TCWD's Official Website, www.toledocitywd.gov.ph.

SEC 5. FOI Decision Maker:

There shall be FOI Decision Makers (FDMs), designated by the Board of Directors and General Manager, with a rank of not lower than a Section Head or its equivalent, who shall conduct evaluation of the request for information and have the authority to grant the request, or deny it based on the following:

- a. the TCWD does not have the information requested;
- b. the information requested contains sensitive personal information protected by the Data Privacy Act of 2012; or
- c. the request is an unreasonable subsequent identical or substantially similar request from the same requesting party whose request has already been previously granted or denied by the TCWD.

SEC 6. Approval and Denial of Request to Information:

The Decision Maker shall approve or deny all requests for information. In case where the Decision Maker is on official leave, such authority is automatically delegated to the designated officer-in-charge of the unit/Division.

SEC 7. FOI Appeals and Review Committee:

There shall be an FOI Appeals and Review Committee composed of two (2) Department Managers designated by the Board of Directors and chaired by the General Manager to review and analyze bases for the grant or denial on the appeal.

ARTICLE 2: SCOPE

SEC 1. This Manual covers request for information, official records, public documents and papers which are made, received or kept in or under the control and custody of TCWD pursuant to law, executive order, rules and regulations or in connection with the performance or transaction of official business of TCWD and which are not publicly available. An information, official record or public document is considered publicly available if it is published in the TCWD website (www.toledocitywd.gov.ph), Official Gazette, Philippine Government Electronic Procurement System (PhilGEPS) and newspaper of general circulations, among others.

SEC 2. Confidential information which are protected or considered confidential pursuant to laws, rules, regulation, policies shall not be disclosed. Access to information shall be denied when the information falls under any of the exceptions enshrined in the Constitution, existing laws or jurisprudence.

The following is the list of exceptions provided under EO No. 2, to wit:

1. Information covered by Executive privilege;
2. Privileged information relating to national security, defense or international relations;
3. Information concerning law enforcement and protection of public and personal safety;
4. Information deemed confidential for the protection of the privacy of persons and certain individuals such as minors, victims of crimes, or the accused;
5. Information, documents or records known by reason of official capacity and are deemed as confidential, including those submitted or disclosed by entities to government agencies, tribunals, boards, or officers, in relation to the performance of their functions, or to inquiries or investigation conducted by them in the exercise of their administrative, regulatory or quasi-judicial powers;
6. Prejudicial premature disclosure;
7. Records of proceedings or information from proceedings which, pursuant to law or relevant rules and regulations, are treated as confidential or privileged;
8. Matters considered confidential under banking and finance laws, their amendatory laws; and
9. Other exceptions to the right to information under laws, jurisprudence, rules and regulations.

Pursuant to Section 4 of E.O. 2, this list of exceptions shall periodically be updated to properly reflect any change in existing law and jurisprudence and the Department of Justice and the Office of the Solicitor General are directed to update the list of exceptions as the need to do so arises, for circulation.

ARTICLE 3: GLOSSARY AND DEFINITION OF TERMS

CONSULTATION. When a government office locates a record that contains information of interest to another office or another person, it will ask for the views of that other agency on the disclosability of the records before any final determination is made. This process is called a “consultation.”

EXCEPTIONS. Information that should not be released and disclosed in response to an FOI request because they are protected by the Constitution, laws or jurisprudence.

FREEDOM OF INFORMATION (FOI). The Executive Branch recognizes the right of the people to information on matters of public concern, and adopts and implements a policy of full public disclosure of all its transactions involving public interest, subject to the procedures and limitations provided in Executive Order No. 2. This right is indispensable to the exercise of the right of the people and their organizations to effective and reasonable participation at all levels of social, political and economic decision-making.

FOI CONTACT. The name, address and phone number at each government office where you can make a FOI request.

FOI REQUEST. A written request in prescribed form submitted to TCWD office personally or by email asking for records on any topic. An FOI request can generally be made by any Filipino to any government office.

FOI RECEIVING OFFICE. The primary contact at each agency where the requesting party can call and ask questions about the FOI process or the pending FOI request.

FULL DENIAL. When the AGENCY or any of its office, bureau or agency cannot release any records in response to a FOI request, because, for example, the requested information is exempt from disclosure in its entirety or no records responsive to the request could be located.

FULL GRANT. When a government office is able to disclose all records in full in response to a FOI request.

INFORMATION. Shall mean any records, documents, papers, reports, letters, contracts, minutes and transcripts of official meetings, maps, books, photographs, data, research materials, films, sound and video recording, magnetic or other tapes, electronic data, computer stored data, any other like or similar data or materials recorded, stored or archived in whatever format, whether offline or online, which are made, received, or kept in or under the control and custody of any government office pursuant to law, executive order, and rules and regulations or in connection with the performance or transaction of official business by any government office.

INFORMATION FOR DISCLOSURE. Information promoting the awareness and understanding of policies, programs, activities, rules or revisions affecting the public, government agencies, and the community and economy. It also includes information encouraging familiarity with the general operations, thrusts, and programs of the government. In line with the concept of proactive disclosure and open data, these types of information can already be posted at the TCWD website, without need for written requests from the public.

OFFICIAL RECORD/S. Shall refer to information produced or received by a public officer or employee, or by a government office in an official capacity or pursuant to a public function or duty.

OPEN DATA. Refers to publicly available data structured in a way that enables the data to be fully discoverable and usable by end users.

PARTIAL GRANT/PARTIAL DENIAL. When a government office is able to disclose portions of the records in response to a FOI request, but must deny other portions of the request.

PENDING REQUEST OR PENDING APPEAL. An FOI request or administrative appeal for which a government office has not yet taken final action in all respects. It captures anything that is open at a given time including requests that are well within the statutory response time.

PERSONAL INFORMATION. Shall refer to any information, whether recorded in a material form or not, from which the identity of an individual is apparent or can be reasonably and directly ascertained by the entity holding the information, or when put together with other information would directly and certainly identify an individual.

PROACTIVE DISCLOSURE. Information made publicly available by government agencies without waiting for a specific FOI request. Government agencies now post on their websites a vast amount of material concerning their functions and mission.

PROCESSED REQUEST OR PROCESSED APPEAL. The number of requests or appeals where the agency has completed its work and sent a final response to the requester.

PUBLIC RECORDS. Shall include information required by laws, executive orders, rules, or regulations to be entered, kept, and made publicly available by a government office.

PUBLIC SERVICE CONTRACTOR. Shall be defined as a private entity that has dealing, contract, or a transaction of whatever form or kind with the government or a government agency or office that utilizes public funds.

RECEIVED REQUEST OR RECEIVED APPEAL. An FOI request or administrative appeal that an agency has received within a fiscal year.

REFERRAL. When a government office locates a record that originated with, or is of otherwise primary interest to another agency, it will forward that record to the other agency to process the record and to provide the final determination directly to the requester. This process is called a “referral.”

SENSITIVE PERSONAL INFORMATION. As defined in the Data Privacy Act of 2012, shall refer to personal information:

- (1) About an individual race, ethnic origin, marital status, age, color, and religious philosophical or political affiliations;
- (2) About an individual health, education, genetic or sexual life of a person, or to any proceedings for any offense committed or alleged to have committed by such person, the disposal of such proceedings or the sentence of any court in such proceedings;
- (3) Issued by government agencies peculiar to an individual which includes, but not limited to, social security numbers, previous or current health records, licenses or its denials, suspension or revocation, and tax returns; and
- (4) Specifically established by an executive order or an act of Congress to be kept classified.

SIMPLE REQUEST. An FOI request that an agency anticipates will involve a small volume of material or which it will be able to process relatively quickly.

ARTICLE 4: PROMOTION OF OPENNESS IN GOVERNMENT

SEC 1. Duty to Publish Information. The TCWD shall regularly publish, print and disseminate at no cost to the public and in an accessible form, in conjunction with Republic Act 9485, or the Anti-Red Tape Act of 2007, and through their website, timely, true, accurate and updated key information including, but not limited to:

- a. A description of its mandate, structure, powers, functions, duties and decision-making processes;
- b. A description of the frontline services it delivers and the procedure and length of time by which they may be availed of;
- c. The names of its key officials, their powers, functions and responsibilities, and their profiles and curriculum vitae;
- d. Work programs, development plans, investment plans, projects, performance targets and accomplishments, and budgets, revenue allotments and expenditures;
- e. Important rules and regulations, orders or decisions;

- f. Current and important database and statistics that it generates;
- g. Bidding processes and requirements; and
- h. Mechanisms or procedures by which the public may participate in or otherwise influence the formulation of policy or the exercise of its powers.

SEC 2. Accessibility of Language and Form.

The TCWD shall endeavor to translate key information into major Filipino dialects and present them in popular form and means.

SEC 3. Keeping of Records. The TCWD shall create and/or maintain in appropriate formats, accurate and reasonably complete documentation or records, policies, transactions, decisions, resolutions, enactments, actions, procedures, operations, activities, communications and documents received or filed with them and the data generated or collected.

ARTICLE 5: PROTECTION OF RIGHT TO PRIVACY

SEC 1. While providing access to information, TDCWD shall afford full protection to the right to privacy of the individual, particularly sensitive personal information, on its custody or under its control pursuant to Section 7 of EO No.2.

ARTICLE 6: STANDARD PROCEDURES

SEC 1. Receipt of Request for Information.

1.1. The FOI Receiving Officer (FRO) shall receive the request for information from the requesting party and check compliance of the following requirements:

- ♣ The request must be in writing in the prescribed form (See Annex "A");
- ♣ The request shall state the name and contact information of the requesting party, as well as provide valid proof of identification or authorization;
- ♣ The request shall reasonably describe the information requested, and the reason for, or purpose of, the request for information and;
- ♣ The request can be made through email, using the downloadable FOI request form at the TCWD website, and attach a copy of a duly recognized government issued ID with photo.

- 1.2. In case the requesting party is unable to make a written request because of illiteracy or due to being a person with disability, he or she may make an oral request, which the FRO shall reduce in writing and duly signed or thumb marked by the requesting party.
- 1.3. The request shall be stamped received by the FRO, indicating the date and time of the receipt of the written request, and the name, rank, title and position of the public officer who actually received it, with a corresponding signature and a copy, furnished to the requesting party.

In case of email requests, the email shall be printed out and shall follow the procedure mentioned above, and be acknowledged by electronic mail. The FRO shall input the details of the request on the Request Tracking System and allocate a reference number.

- 1.4. The TCWD must respond to requests promptly, within fifteen (15) working days following the date of receipt of the request. A working day is any day other than a Saturday, Sunday or a day which is declared a national public holiday or a non-working day in the Philippines. In computing for the period, Art. 13 of the New Civil Code shall be observed. The date of receipt of the request will be either:
 - a. The day on which the request is physically or electronically delivered to the government office, or directly into the email inbox of a member of staff; or
 - b. If the government office has asked the requesting party for further details to identify and locate the requested information, the date on which the necessary clarification is received. An exception to this will be where the request has been emailed to an absent member of staff, and this has generated an "out of office" message with instructions on how to re-direct the message to another contact. Where this is the case, the date of receipt will be the day the request arrives in the inbox of that contact. Should the requested information need further details to identify or locate, then the fifteen (15) working days will commence the day after it receives the required clarification from the requesting party. If no clarification is received from the requesting party after sixty (60) calendar days, the request shall be closed.

SEC 2. Initial Evaluation. After receipt of the request for information, the FRO shall evaluate the contents of the request.

- 2.1. **Request relating to more than one unit under the TCWD:** If a request for information is received which requires to be complied with by different units, the FRO shall forward such request to the units concerned and ensure that it is well coordinated and monitor its compliance. The FRO shall also clear with the

respective units that they will only provide the specific information that relates to their offices.

- 2.2. **Requested information is not in the custody of the TCWD or any of its units:** If the requested information is not in the custody of the TCWD or any of its offices, following referral and discussions with the FDM, the FRO shall undertake the following steps: If the records requested refer to another AGENCY, the request will be immediately transferred to such appropriate AGENCY Through the most expeditious manner and the transferring office must inform the requesting party that the information is not held within the 15-working day limit. The 15-working day requirement for the receiving office commences the day after it receives the request. If the records refer to an office not within the coverage of E.O. No. 2, the requesting party shall be advised accordingly and provided with the contact details of that office, if known.
- 2.3. **Requested information is already posted and available online:** Should the information being requested is already posted and publicly available in the TCWD's website, data.gov.ph or foi.gov.ph or printed in official TCWD fliers/printed information releases, the FRO shall inform the requesting party of the said fact and provide them the website link or printed information where the information is posted.
- 2.4. **Requested information is substantially similar or identical to the previous request:** Should the requested information be substantially similar or identical to a previous request by the same requester, the request shall be denied. However, the FRO shall inform the applicant of the reason of such denial.

SEC 3. Transmittal of Request by the FRO to the FDM: After receipt of the request for information, the FRO shall evaluate the information being requested, and notify the FDM of such request. The copy of the request shall be forwarded to such FDM within one (1) day from receipt of the written request. The FRO shall record the date, time and name of the FDM who received the request in a record book with the corresponding signature of acknowledgement of receipt of the request.

SEC 4. Role of FDM in processing the request: Upon receipt of the request for information from the FRO, the FDM shall assess and clarify the request if necessary. He/She shall make all necessary steps to locate and retrieve the information requested. The FDM shall ensure that the complete information requested be submitted to the FRO within ten (10) days upon receipt of such request. The FRO shall note the date and time of receipt of the information from the FDM and report to the General Manager or the designated officer, in case the submission is beyond the 10-day period. If the FDM needs further details to identify or locate the information, he/she shall, through the FRO, seek clarification from the requesting party. The clarification shall stop the running of the 15-working day period and will commence the day after it receives the

required clarification from the requesting party. If the FDM determines that a record contains information of interest to another office, the FDM shall consult with the agency concerned on the disclosability of the records before making any final determination.

SEC 5. Role of FRO to transmit the information to the requesting party: Upon receipt of the requested information from the FDM, the FRO shall collate and ensure that the information is complete. He/She shall attach a cover/transmittal letter signed by the General Manager or the designated officer and ensure the transmittal of such to the requesting party within fifteen (15) working days upon receipt of the request for information.

SEC 6. Request for an Extension of Time: If the information requested requires extensive search of the government's office records facilities, examination of voluminous records, the occurrence of fortuitous events or other analogous cases, the FDM should inform the FRO. The FRO shall inform the requesting party of the extension, setting forth the reasons for such extension. In no case shall the extension exceed twenty (20) working days on top of the mandated fifteen (15) working days to act on the request, unless exceptional circumstances warrant a longer period.

SEC 7. Notice to the Requesting Party of the Approval/Denial of the Request: Once the FDM approves or denies the request, he/she shall immediately notify the FRO who shall prepare the response to the requesting party either in writing or by email. All actions on FOI requests, whether approval or denial, shall pass through the General Manager or the designated officer for final approval.

SEC 8. Approval of Request: In case of approval, the FRO shall ensure that all records that have been retrieved and considered be checked for possible exemptions, prior to actual release. The FRO shall prepare the letter or email informing the requesting party within the prescribed period that the request was granted and be directed to pay the applicable fees, if any.

SEC 9. Denial of Request: In case of denial of the request wholly or partially, the FRO shall, within the prescribed period, notify the requesting party of the denial in writing. The notice shall clearly set forth the ground or grounds for denial and the circumstances on which the denial is based. Failure to notify the requesting party of the action taken on the request within the period herein provided shall be deemed a denial of the request to information. All denials on FOI requests shall pass through the Office of the General Manager or to the designated officer.

ARTICLE 7: FILING OF REQUEST

SEC 1. The requesting party shall submit all the requirements enumerated in Article 6 hereof to the FOI Receiving Officer (FRO) at the:

TCWD Public Assistance & Complaints Counter
or at the

Office of the Administrative & HR Department
2/F Terminal Bldg.,
Baybay I, Poblacion, Toledo City
Telephone Nos. (032) 467 8544 loc. 118 or (032) 322 6430

or email with complete attachment as stated in Section 1 of Article 6 to

pacc@toledocitywd.gov.ph

SEC 2. The schedule for filing request for information is 8:00AM to 12:00 noon and 1:00PM to 5:00PM Tuesday to Friday. Emailed requests are considered received on the subsequent working day it was sent.

SEC 3. The request shall be stamped **“RECEIVED”** by the FRO, indicating the date and time of the receipt of the written request, and the name, rank, title and position of the public officer who actually received it, with a corresponding signature and a copy, furnished to the requesting party. This shall include printout of emailed request form and documents. The FRO shall log the receipt of the same and conduct initial evaluation.

ARTICLE 8: REMEDIES IN CASE OF DENIAL

SEC 1. The request may be denied, in whole or in part, on the following grounds:

- a. The information is not made, received or kept in or under the custody or control of TCWD;
- b. The information is publicly available or already disclosed;
- c. The information requested contains sensitive personal information protected by the Data Privacy Act of 2012;
- d. The request entails disclosure of confidential information or is included in the list of exceptions as provided under EO No. 2.
- e. The request is an unreasonable subsequent identical or substantially similar request from the same requesting party whose request has already been previously granted or denied by TCWD.
- f. The document has been lost or destroyed thus can no longer be reproduced.

Notice of denial shall clearly set forth the ground or grounds for denial and the circumstances on which the denial is based. Failure to notify the requesting party of the action taken on the request within the period herein provided shall be deemed a denial of the request to information. All denials on FOI requests shall pass through the Office of the General Manager or his designated officer.

SEC 2. A person whose request for access to information has been denied may avail himself of the remedy set forth below:

1. Administrative FOI Appeal to the TCWD Appeal and Review Committee:
 - 1.1 Filing a written appeal to the TCWD Appeal and Review Committee by the same requesting party within fifteen (15) calendar days from the notice of denial or from the lapse of the period to respond to the request.
 - 1.2 The Appeal shall be decided by the General Manager upon the recommendation of the TCWD Appeal and Review Committee within thirty (30) working days from the filing of said written appeal. Failure to decide within the 30-day period shall be deemed a denial of the appeal.
2. Upon exhaustion of administrative FOI appeal remedies, the requesting party may file the appropriate judicial action in accordance with the Rules of Court.

ARTICLE 11: FEES

SEC 1. No Request Fee: The TCWD shall not charge any fee for accepting requests for access to information.

SEC 2. Reasonable Cost of Reproduction and Copying of the Information: The FRO shall immediately notify the requesting party in case there shall be a reproduction and copying fee in order to provide the information. Such fee shall be the actual amount spent by the TCWD in providing the information to the requesting party.

SEC 3. Exemption from Fees: The TCWD may exempt any requesting party from payment of the reasonable reproduction and copying costs, upon written request stating the valid reason why such requesting party shall not pay the fee.

ARTICLE 12: FOI Receiving Officer and Creation of TCWD Appeal and Review Committee

SEC 1. There shall be a FOI Receiving Officer (FRO) designated by the General Manager who shall perform the functions provided under EO No.2, to wit:

- a. Receive all requests for information and forward the same to the appropriate department who has custody of the records;
- b. Monitor all FOI requests and appeals;
- c. Provide assistance to the FOI Decision Makers or TCWD Appeal and Review Committee;
- d. Provide assistance and support to the public and staff with regard to FOI;
- e. Compile statistical information as required;
- f. Conduct initial evaluation of the request and advise/update the requesting party on the actions taken on the request; or
- g. Deny the request based on:
 - a. That the form is incomplete; or
 - b. That the information is already disclosed in the TCWD website

SEC 2. There shall be a TCWD Appeal and Review Committee composed of three (3) Members of the Board of Directors, to review and analyze the grant or denial of request of information. The Committee shall also provide expert advice to the General Manager on the denial of such request.

ARTICLE 13: APPROVAL

This Manual is hereby approved and adopted per Board Resolution No. ____ - 17, Series of 2017 dated September , 2017 at CEBECO Board Room, Sipaway, Luray 2, Toledo City, Cebu.

Annex "A"

DESIGNATED PERSONNEL FOR FOI IMPLEMENTATION

Names of Personnel	FOI Designation
Ruby Jean L. Yu Marilou Gelig	FOI Receiving Officers
Arlene V. Mercader	FOI Decision Maker
Ma. Stineli A. Patangan →	Administrative & HR Department
Jenn Glaiza C. Gallego →	Procurement & General Services
Ariel M. Abella →	Operations, Production & Maintenance Dept.
	FOI Decision Maker
Delina L. Delos Reyes	
Jean Ailine C. Lagria →	Finance Services Department
Roseller T. Nuñez →	Commercial Division
Mary Desiree A. Cabante →	Engineering & Construction Division
At least 3 BOD Members	FOI Appeals & Review Committee Member
GM Francisco R. Abellana	FOI Appeals & Review Committee Chairperson



TOLEDO CITY WATER DISTRICT

2nd Flr., Terminal Bldg., Baybay I
Tel. Nos. 0(32) 467 8544/ 467 8533/ 467 9449
Telefax: 0(32) 467 8533
www.toledocitywd.gov.ph

FOI Tracking No. _____

FREEDOM OF INFORMATION REQUEST FORM

Instruction: Please read the following information carefully before proceeding with your application. Use blue ink and write neatly and legibly. Improper or incorrectly filled-out forms will not be acted upon. Tick or mark boxes with "X" where necessary.

A. REQUESTING PARTY (You are required to supply your name and address for correspondence. Additional contact details will help us deal with your application and correspond with you in the manner you prefer.)

_____ Given Name Middle Name Family Name

Complete Address: _____

Contacts: Landline _____ Mobile Phone _____ Email: _____

Preferred Mode of Communication:

- Landline
- Mobile No.
- Email
- Postal Address

Preferred Mode of Service (for Reply and Notices):

- Pick-up TCWD Office
- Email add: _____
- Postal Address/Registered Mail

Identifications provided:

- SSS ID/UMID #
- Postal ID
- Company ID
- Driver's License
- Passport
- Others

Identification details: ID # _____ Date Issued _____ Expiry date _____

B. REQUESTED INFORMATION DETAILS

Title of Document/Record Requested: _____

Brief Description of Document/Record Requested: _____

Date or Period: _____ Purpose: _____

Document Type: _____ Reference Number (if known): _____

Any other Relevant Information: _____

C. DECLARATION

Privacy Notice: Once deemed valid, your information from your application will be used by TCWD to deal with your application as set out in the Freedom of Information Executive Order No. 2. If TCWD gives you access to a document, and if the document contains no personal information about you, the document will be published online in TCWD website or disclosure log, along with your name and the date you applied, and, if another person, company or body will use or benefit from the documents sought, the name of that person, entity or body.

I declare that:

- The information provided in the form is complete and correct:
- I have read the Privacy Notice:
- I have presented at least one (1) government-issued ID to establish proof of my identity

I understand that it is an offense to give misleading information about my identity, and that doing so may result in a decision to refuse to process my application.

Signature : _____ Date Accomplished (dd/mm/yyyy): _____

(INTERNAL USE ONLY)

00..00000000000000

D. FOI RECEIVING OFFICER

The above request is recommended to be: Approved Denied Invalid Request
 Incomplete Data Info available online

Division/Department Assigned : _____

Approving Officer (GM or BOD) : _____

Decision on Application :
 Granted Partially Granted Denied Invalid Request Incomplete Data
 Info available online Exception Which Exception? _____

Date Request Finished (dd/mm/yyyy) : _____

Date Documents Sent (if any) (dd/mm/yyyy) : _____

FOI Registry Accomplished: YES NO

FOI Printed Name and Signature: _____

Date (dd/mm/yyyy) : _____



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Telefax: 0(32) 467 8533
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Annex "C"

NOTICE OF DENIAL

FOI Tracking No. _____ **Date Filed:** _____

Name of the Requesting Party: _____

Brief description of the Document/Information Requested:

Decision: _____

Grounds for Denial of the Request (Cite the exemption or appropriate agency having custody of the document, if any):

Issued by: _____
Name, Position and Signature of the Issuing Officer

Mode of Service: Personal Service Registered Mail Electronic Mail



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Annex "D"

**NOTICE OF FINAL DECISION
(Appeals)**

FOI Tracking No. _____ **Date Filed:** _____

Name of the Requesting Party: _____

Subject of the Appeal:

Decision: _____

Legal Basis for the Decision:

Issued by: _____
Name, Position and Signature of the Issuing Officer

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