FREEDOM OF INFORMATION PROGRAM

2003 LIWAD

Agency: LIBMANAN WATER DISTRICT
Receiving Officer: MR. BENEDICT P. NIÑO
Designation: ADMINISTRATIVE SERVICES AIDE
Office: ADMINISTRATIVE/GENERAL SERVICES
Receiving Office: LIBMANAN WATER DISTRICT, BAGUMBAYAN, LIBMANAN, CAMARINES SUR
Contact Number: (054)-511-9515
Email: libmananwaterdistrict@liwad.gov.ph

STANDARD REQUEST

Step 1
Fill up LIWAD FOI Request form or download at www.liwad.gov.ph

Step 2
Submit filled-out request form with valid I.D to LIWAD FOI Receiving Officer

Step 3
LIWAD will validate the request and will notify requesting party within 15 working days

Step 4
Once approved, LIWAD FOI receiving Officer will provide hard copy/ soft copy/electronic copy of the information for release

eFOI REQUEST

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 I.D. 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
Once approved, 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 foi@pco.gov.ph. 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.