

FREEDOM OF INFORMATION PROGRAM

Pangalan ng Ahensiya: Castillejos Water District
Adres: National Highway Brgy. Nagbunga, Castillejos, Zambales
Pangalan ng FOI Receiving Officer: Queenbeth T. Lorenzo

Impormasyon sa Pakikipag-ugnayan: (047) 223-1208
Email Address: cswd_08@yahoo.com

Paraan ng Paghiling

Electronic Request

Hakbang 1 → Hakbang 2 → Hakbang 3

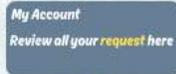
Magtungo sa www.foi.gov.ph gamit ang home address ng inyong browser.



I-click ang **Sign Up** at ibigay ang mga hinihinging impormasyon. **Maglakip ng valid ID.**



Kapag nakapag Dashboard. The Dashboard contains all FOI requests of the account owner.



Hakbang 6 ← Hakbang 5 ← Hakbang 4

Susuriin ng ahensiya ang iyong kahilingan at padadalhan ka ng pabatid sa loob ng 15 araw ng trabaho.



Hakbang 7

Ihahanda ng ahensiya ang impormasyong ilalabas ayon sa nais mong format. Ipadadala ito batay sa iyong napiling paraan ng pagtanggap.



Dadalhin ka ngayon sa pahinang **Make a Request**. Sagutan ang lahat ng patlang at i-click ang **Send My Request**.



I-click ang **Make a Request** at piliin ang pangalan ng ahensyang nais hingan ng impormasyon.



Standard Request



Requesting Party

Ipapasa ang kahilingan kay



Receiving Officer

Paunang ebalwasyon at ibibigay kay



Decision Maker



Ibabalik kay

Impormasyon kung aprubado o hindi aprubado

Sa loob ng **15** araw ng trabaho

Mekanismo ng Pag-apela

Kung hindi ka nasiyahan sa naging tugon sa iyong FOI request, maaaring hilingin sa amin na magsagawa ng internal review sa tugon sa pamamagitan ng pagliham sa cswd_08@yahoo.com. Kailangang ipaliwanag sa iyong hiling na review kung bakit hindi ka nasisiyahan sa tugon, at dapat na isumite ito sa loob ng 15 araw mula sa petsa ng pagkakatanggap ng liham na ito. Isasagawa namin ang review at ipababatid sa iyo ang resulta sa loob ng 30 araw mula sa petsa ng pagkakatanggap ng iyong apela.



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Agency: Castillejos Water District

Receiving Officer: Queenbeth T. Lorenzo

Designation: Customer Services Assistant D

Office: Finance and Commercial Division

Receiving Office: National Highway Brgy. Nagbunga, Castillejos, Zambales

Contact No: (047) 223-1208

Email: cswd_08@yahoo.com

Mode of request

Electronic

Standard

Step 1



Step 2



Step 3



Requesting Party

Submits request to



Receiving Officer

Initial evaluation/
clarification and
transmits to



Decision Maker

APPROVE

DENY

returns to

Inform on
approval or
denial

Step 6



Step 5



Step 4

Step 7

All within **15** working days

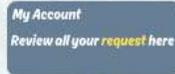
Go to www.foi.gov.ph to your browser's home address.



Click the Sign Up button and provide all the required fields. Attach a Valid ID



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



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



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



Click the Make a Request button then select the name of the agency you wish to



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 to carry out an internal review of the response by writing to cswd_08@yahoo.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.



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