

Agency abbreviation	Agency Name	Title	Description	File Format	Available online?	Location or URL	Disclosure Type	Original Info Owner	Info Maintainer	date_released (or coverage)	frequency_of_update
Agency abbreviation	Name of agency (spelled out)	Title of the information (record/document)	Description of the information	CSV, XLS, SHP, KML, TXT, PDF, DOC, Standard (hard copy) etc.	Posted in the website (Yes/No)	Location of published information or URL for direct download	Whether the information is either of the following: - <b>public:</b> info can be disclosed for public consumption regardless of identity - <b>exception:</b> info is under the Exceptions List - <b>internal:</b> info only for agency consumption - <b>with fee:</b> info can be disclosed but with corresponding charges based on the agency's mandate/policies/business model - <b>limited:</b> info, upon verification of the requesting party's identity, can only be disclosed to specific person/s and/or entity/ies	Agency or office who originally owns/create the information	Unit responsible in storing the information (can be the same as the Data Owner)	The date when the information was initially released (YYYY-MM-DD) or year only	Daily, Annually, Biannually, Quarterly, Monthly (optional)
MANWAD	Manaoag Water District	Annual Audit Report	Result of the financial audit done by the Commission of Audit (COA) Auditors	PDF, Standard	YES	<a href="https://manaoagwaterdistrict.gov.ph/tranparencyseal.php">https://manaoagwaterdistrict.gov.ph/tranparencyseal.php</a>	Public	Manaoag Water District	Finance and Commercial Division	2020-2023	Annually
MANWAD	Manaoag Water District	Annual Financial Report	Record of the financial activities and position of the agency. Includes the detailed statement of financial position, statement of profit or loss & other comprehensive income, and cash flow statement	PDF, Standard	YES	<a href="https://manaoagwaterdistrict.gov.ph/tranparencyseal.php">https://manaoagwaterdistrict.gov.ph/tranparencyseal.php</a>	Public	Manaoag Water District	Finance and Commercial Division	2020-2023	Annually
MANWAD	Manaoag Water District	Employee 201 File	Records of employees containing personal information, employment records, and other credentials prescribed by CSC MC No. 8, s. 2007	PDF, Standard	NO	N/A	Exception	Manaoag Water District	Administrative and General Services Division	N/A	As the need arises
MANWAD	Manaoag Water District	Water Permit/ Application	Permit/Application released by National Water Resources Board	Standard	NO	N/A	Limited	Manaoag Water District	Engineering and Construction Division	1995-2023 (Upon approval of application)	As the need arises
MANWAD	Manaoag Water District	Monthly Data Sheet	Contains service connection data, present water rates, billing and collection data, financial data, miscellaneous financial data, water production data, and other miscellaneous data.	PDF, Standard	NO	N/A	Internal	Manaoag Water District	Finance and Commercial Division	Monthly	Monthly
MANWAD	Manaoag Water District	Approved Budget and Targets	Report of allocated budget to be used by the agency. It includes the Gender and Development (GAD) plan and budget, proposed capital expenditure for the year, annual procurement plan, income statement budget, cash flow projection, and budget appropriation request for the year.	PDF, Standard	YES	<a href="https://manaoagwaterdistrict.gov.ph/tranparencyseal.php">https://manaoagwaterdistrict.gov.ph/tranparencyseal.php</a>	Public	Manaoag Water District	Finance and Commercial Division	2020-2023	Annually
MANWAD	Manaoag Water District	Compliance on SALN Submission	Certification that MANWAD satisfied and complied with the submission of Statement of Assets, Liabilities and Net Worth (SALN) requirement.	PDF, Standard	YES	<a href="https://manaoagwaterdistrict.gov.ph/viewpdf.php?&amp;view=Review-Saln.pdf">https://manaoagwaterdistrict.gov.ph/viewpdf.php?&amp;view=Review-Saln.pdf</a>	Public	Manaoag Water District	Administrative and General Services Division	2023	Annually
MANWAD	Manaoag Water District	Statement of Assets, Liabilities and Net Worth (SALN)	An annual document that all government workers in the Philippines, whether regular or temporary, must complete and submit attesting under oath to their total assets and liabilities, including businesses and financial interests, that make up their net worth.	PDF, Standard	NO	N/A	Exception	Manaoag Water District	Administrative and General Services Division	Upon assuming office of an employee	Annually

MANWAD	Manaoag Water District	Operations Manual	Contains the general information about the agency, its underlying functions, mandates, operating procedures and organization including human resource & water quality management.	PDF, Standard	YES	<a href="https://manaoagwaterdistrict.gov.ph/view.php?view=OPERATIONS%20MANUAL%20-%20FIRST%20EDITION%202023.pdf">https://manaoagwaterdistrict.gov.ph/view.php?view=OPERATIONS%20MANUAL%20-%20FIRST%20EDITION%202023.pdf</a>	Public	Manaoag Water District	All Divisions	2023	As the need arises
MANWAD	Manaoag Water District	Agency Guidelines / Mechanics in Ranking Offices / Delivery Units	Guidelines/Mechanics in ranking delivery units for the grant of Performance-Based Bonus (PBB)	PDF, Standard	YES	<a href="https://manaoagwaterdistrict.gov.ph/view.php?view=GUIDELINES-ON-THE-QUALIFICATION-OF-DELIVERY-UNITS-AND-ELIGIBILITY-OF-INDIVIDUALS-FOR-THE-GRANT-OF-PERFORMANCE-BASED-BONUS-PBB-FOR-FISCAL-YEAR-2023.pdf">https://manaoagwaterdistrict.gov.ph/view.php?view=GUIDELINES-ON-THE-QUALIFICATION-OF-DELIVERY-UNITS-AND-ELIGIBILITY-OF-INDIVIDUALS-FOR-THE-GRANT-OF-PERFORMANCE-BASED-BONUS-PBB-FOR-FISCAL-YEAR-2023.pdf</a>	Public	Manaoag Water District	Administrative and General Services Division	2023	Annually
MANWAD	Manaoag Water District	Freedom of Information Manual	This manual will provide a better mechanism for our customers to check relevant information that can be provided by our agency and enhance our transparency to the public that we serve.	PDF, Standard	YES	<a href="https://manaoagwaterdistrict.gov.ph/view.php?view=FOI-MANUAL-2023.pdf">https://manaoagwaterdistrict.gov.ph/view.php?view=FOI-MANUAL-2023.pdf</a>	Public	Manaoag Water District	Office of the General Manager, Administrative and General Services Division, Finance and Commercial Division and Engineering and Construction Division	2023	As the need arises
MANWAD	Manaoag Water District	Accomplished Maintenance Job Order Report	A summary of the accomplished maintenance job order done by the maintenance men.	Standard	NO	N/A	Internal	Manaoag Water District	Finance and Commercial Division	Daily	Daily
MANWAD	Manaoag Water District	Payroll	Record of Employees' salaries and wages, bonuses, other deductions and withheld taxes.	Standard	NO	N/A	Exception	Manaoag Water District	Administrative and General Services Division and Finance and Commercial Division	Weekly	Weekly

MANWAD	Manaoag Water District	Accomplished BIR Form 2316	A certificate issued to each employees receiving salaries, wages, and other forms of remuneration during the calendar year. It contains the total amount paid by the employer to the employee and the taxes withheld during the calendar year.	Standard	NO	N/A	Exception	Bureau of Internal Revenue	Finance and Commercial Division	Upon assuming office of an employee	Annually
MANWAD	Manaoag Water District	Approved Water Rates for All Types of Connection	Shows the agency's water rates for residential, commercial, semi-commercial, industrial, and government types of water connection.	Standard	NO	N/A	Public	Manaoag Water District	Finance and Commercial Division	2008-07-01	As the need arises
MANWAD	Manaoag Water District	Application and Contract for Water Service	Consolidation of documents submitted for application of water service.	Standard	NO	N/A	Internal	Manaoag Water District	Finance and Commercial Division	Upon application of new connection	As the need arises
MANWAD	Manaoag Water District	Request for Reconnection	Records of approved reconnection requested by customers.	Standard	NO	N/A	Internal	Manaoag Water District	Finance and Commercial Division	Upon request for reconnection	As the need arises
MANWAD	Manaoag Water District	BIR Form 2303	Also known as Certificate of Registration, provides the Agency with Tax Identification Number (TIN) and the type of tax to settle. It proves that the Agency is registered and gives it the legal right to operate.	Standard	NO	N/A	Limited	Manaoag Water District	Finance and Commercial Division	2004-12-04	As the need arises
MANWAD	Manaoag Water District	Citizen's Charter	Shows all the agency's pertinent information on the services that we provide. This includes the list of requirements, costs, and processing time for each external and internal service.	PDF, Standard	YES	<a href="https://manaoagwaterdistrict.gov.ph/charter.php">https://manaoagwaterdistrict.gov.ph/charter.php</a>	Public	Manaoag Water District	Administrative and General Services Division	2019 (1st Edition)	As the need arises



Attached Agency Name	Agency Acronym	Agency Type	Year-Quarter	Request Type	STATUS OF PROCESSED REQUESTS									Total Number of Processing Days	Average Processing Period	Average Feedback Score	STATUS OF ONGOING REQUESTS				
					Total Processed Requests	Successful	Proactively Disclosed	Partially Successful	Referred	Info Under Exceptions	Info Not Maintained	Invalid Request	Closed				Ongoing Requests	Pending	Accepted	Awaiting Clarification	Processing
<i>name of agency</i>	<i>agency acronym</i>	<i>NGA / GOCC / SUC / LWD / LGU</i>	<i>year and quarter of report coverage</i>	<i>eFOI / Standard</i>	<i>total number of requests which are already processed</i>	<i>number of requests where information has been uploaded or provided</i>	<i>number of requests where information has been provided through the agency's website even before it was requested</i>	<i>number of requests where out of many requests, only a number has been provided by the agency</i>	<i>number of requests where out of many requests, referred to another government agency</i>	<i>number of requests denied since it is under the FOI Exceptions List</i>	<i>number of requests denied since information requested is not being handled, maintained, or stored by the agency</i>	<i>number of requests denied since it is a question, not an actionable item, or not a request for information</i>	<i>number of requests closed since the requesting party failed to provide the information needed for clarification-- 60 calendar days after the "Awaiting Clarification" status</i>	<i>total number of working days facilitating processed requests</i>	<i>total number of processing days over the total number of processed requests for the period of coverage (do not include ongoing requests)</i>	<i>Average score given by the requesting party through the feedback survey (sum of the total score then divided by number of feedback survey questions)</i>	<i>total number of requests currently being processed</i>	<i>number of requests submitted by requestors but not yet acknowledged by the Receiving Officer</i>	<i>number of requests acknowledged by the Receiving Officer</i>	<i>number of requests returned to the requestors for some clarification or if he/she failed to provide all requirements such as a valid ID</i>	<i>number of requests received by the Decision Maker and is currently being processed</i>
Manaoag Water District	MANWAD	GOCC	2021-Q1	N/A	0	0	0	0	0	0	0	0	0	0	#DIV/0!	N/A	0	0	0	0	0
Manaoag Water District	MANWAD	GOCC	2021-Q2	N/A	0	0	0	0	0	0	0	0	0	0	#DIV/0!	N/A	0	0	0	0	0
Manaoag Water District	MANWAD	GOCC	2021-Q3	N/A	0	0	0	0	0	0	0	0	0	0	#DIV/0!	N/A	0	0	0	0	0
Manaoag Water District	MANWAD	GOCC	2021-Q4	N/A	0	0	0	0	0	0	0	0	0	0	#DIV/0!	N/A	0	0	0	0	0
Manaoag Water District	MANWAD	GOCC	2022-Q1	N/A	0	0	0	0	0	0	0	0	0	0	#DIV/0!	N/A	0	0	0	0	0
Manaoag Water District	MANWAD	GOCC	2022-Q2	N/A	0	0	0	0	0	0	0	0	0	0	#DIV/0!	N/A	0	0	0	0	0
Manaoag Water District	MANWAD	GOCC	2022-Q3	N/A	0	0	0	0	0	0	0	0	0	0	#DIV/0!	N/A	0	0	0	0	0
Manaoag Water District	MANWAD	GOCC	2022-Q4	N/A	0	0	0	0	0	0	0	0	0	0	#DIV/0!	N/A	0	0	0	0	0
Manaoag Water District	MANWAD	GOCC	2023-Q1	N/A	0	0	0	0	0	0	0	0	0	0	#DIV/0!	N/A	0	0	0	0	0
Manaoag Water District	MANWAD	GOCC	2023-Q2	N/A	0	0	0	0	0	0	0	0	0	0	#DIV/0!	N/A	0	0	0	0	0
Manaoag Water District	MANWAD	GOCC	2023-Q3	N/A	0	0	0	0	0	0	0	0	0	0	#DIV/0!	N/A	0	0	0	0	0

