Access information from the **GOVERNMENT**

www.foi.gov.ph

Freedom of Information Program

Name of Agency: ***MANAOAG WATER DISTRICT***

Address: ***Aquino St., Brgy. Poblacion, Manaoag, Pangasinan***

FOI Receiving Officer: ***Isaac Ian D. Joaquin***

Contact Details: ***(075) 529-0254***

Email Address: ***manwad91280@yahoo.com***

MODE OF REQUESTS

Electronic 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 ID.**

STEP 3

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

Make a Request

STEP 4

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

Send my Request

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

Standard Request

Appeals Mechanism

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 ***manwad91280@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.