

Freedom of Information Program

Agency : **BAYUGAN WATER DISTRICT**

Receiving Officer : **Ms. Gilmarie B. de Claro**
 Designation : **Information Officer**
 Office : **Office of the General Manager**
 Receiving Office : **Bayugan Water District, Bldg.2, Office of the General Manager, Lanzones St., Brgy. Poblacion, Bayugan City, Agusan del Sur**

Contact Nos. : **(085) 830 5865 / 09300458771**
 Email : **bayugan_wd83@yahoo.com.ph**

STANDARD

eFOI

MODE OF REQUESTS



Submit request form with necessary personal documents

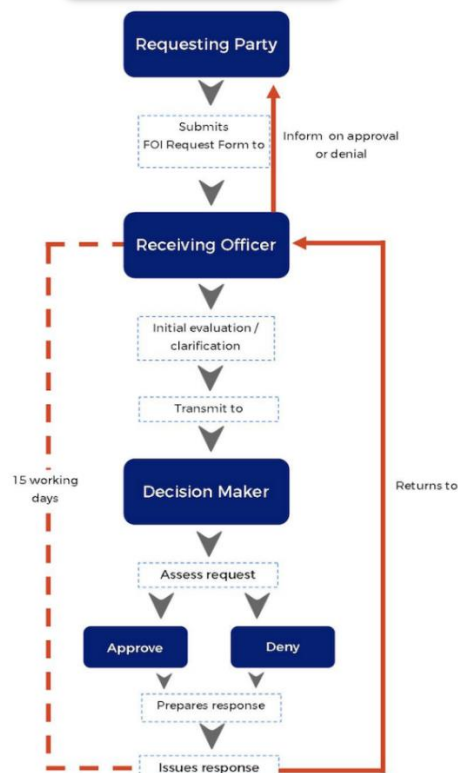
OR

Lodge request through the eFOI Portal (foi.gov.ph)

DETAILED FOI REQUEST PROCESS

1. Receive request (Day 1)
 - Check if request is valid.
 - Stamp received.
 - Provide copy to requestor.
 - Log details on FOI tracker.
2. Clarify request (Day 1)
 - If not clear what information is requested, seek clarification (15 working day clock stops).
 - Provide appropriate advice and assistance to requestor.
 - When clarification is received, NEW working day period starts.
 - If no clarification received, close request (after 60 days from receipt) and notify applicant.
3. Assess request (Days 2-4)
 - Does the agency hold the information requested?
 - Is the information already accessible?
 - Is the request a repeat of a previous request from the same applicant?
4. Locate information (Days 2-4)
 - Obtain all relevant information.
 - Prepare of all information located.
5. Inform/Consult (Days 2-4)
 - Other officials with key interest.
6. Consider response (Days 5-8)
 - Review content of documents and apply relevant exemptions.
 - Consider comment/advice of officials.
7. Clearing response (Days 9-10)
 - Seek clearance from Head of the Agency.
8. Issue response (Days 11-15)
 - Prepare information for release – scan/photocopy documents.
 - If applicant asked for information in a certain format, comply with their preference, if practical.
 - Update FOI tracker and save response.

FLOW CHART



FOI APPEALS

If you are not satisfied with the response to your FOI request, you may make an appeal thru a letter addressed to Byg-WD Central Appeals and Review Committee at bayugan_wd83@yahoo.com.ph/Lanzones St., Poblacion, Bayugan City. Your appeal should explain why you are dissatisfied with the response, and should be made within 15 calendar days from the date when you receive the 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



BAYUGAN WATER DISTRICT
 "Providing a lifeline for a lifetime"