

Freedom of Information Program



Agency: MANGALDAN WATER DISTRICT

Receiving Officer: Demmee G. Carbonel / Terry S. Marticio
Designation: Document Control Officer – Des. / Executive Assistant B
Office: Office of the General Manager

Receiving Office: Mangaldan Water District, Serafica St., Poblacion, Mangaldan, Pangasinan

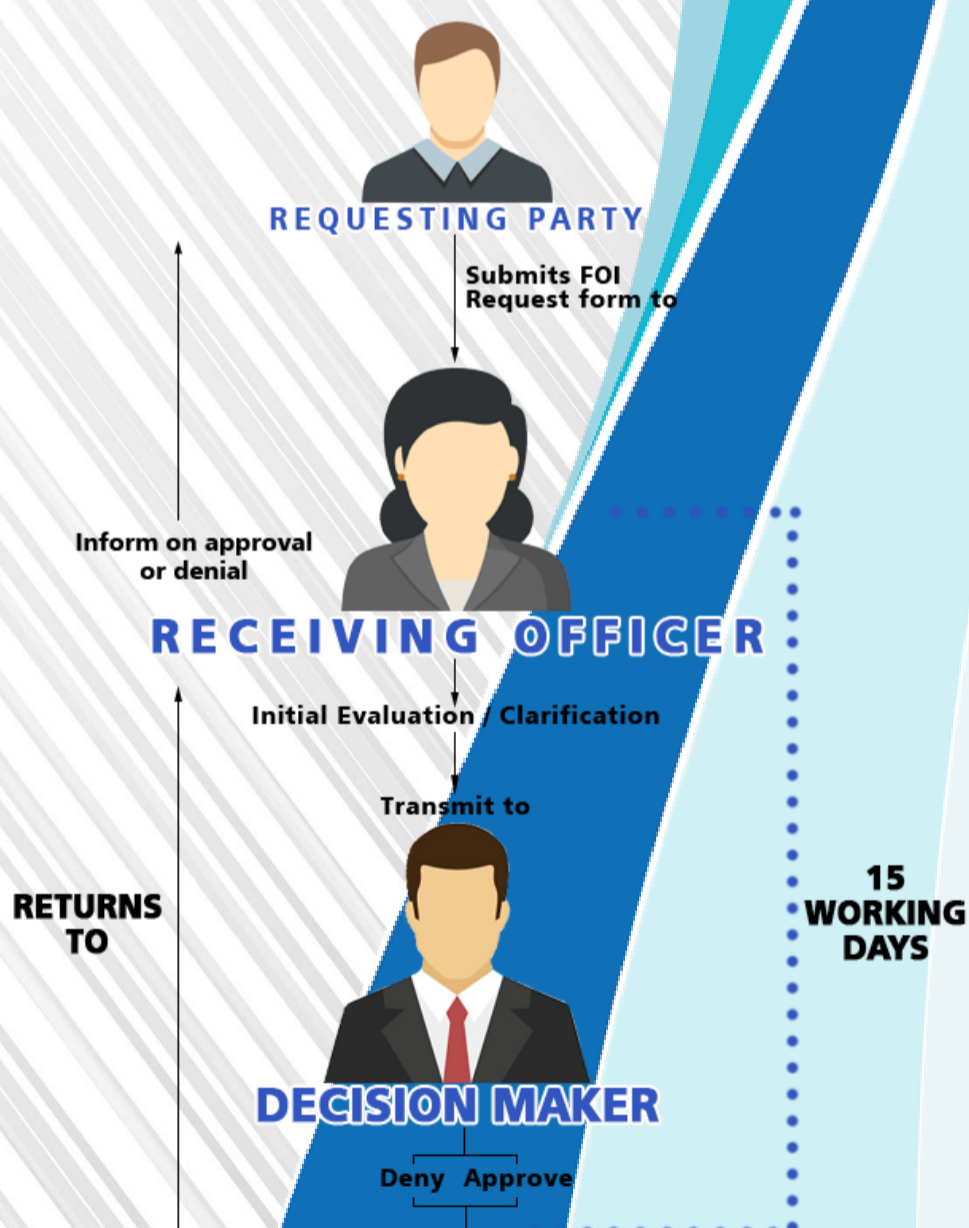
Contact Nos: (075) 653-0574 / (075) 523-5884
Email: mangaldanwaterdistrict0979@yahoo.com
Website: www.mangaldanwaterdistrict.gov.ph

MODES OF REQUEST

eFOI

- STEP 1**
Go to www.foi.gov.ph on your browser's home address bar.
- STEP 2**
Click the Log In Button for existing user or the Sign Up Button for new user and provide all the required information.
- STEP 3**
Once logged in you will be directed to your Dashboard. The Dashboard contains all the request done by 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**
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



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 mangaldanwaterdistrict0979@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.

