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INTERNATIONAL ORGANIZATION
FOR STANDARDIZATION (ISO)



FREEDOM OF INFORMATION (FOI)

CONTACT US

(044) 793-0433 / (044) 793-2524

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INTRODUCTION

Hagonoy Water District, HWD for brevity, adopts this Manual to serve as a guide to the public in exercising their constitutional right to information on matters of public concern. It also seeks to implement the provisions of Executive Order (E.O) No.2, Series of 2016, on Freedom of Information (FOI).

This Manual set out the rules and procedures to be followed by HWD when a request for access to information is received. It likewise provides for limitations and remedies available, in case of denial of request. It shall cover all requests for information of public concern directed to HWD provided it is not within the list of exceptions provided by law.

While HWD encourages the public to be informed of its operation, nonetheless, we condemn against abuses of such right and maintain the balance between the people's right to information and the State's obligation to protect confidential information and to ensure efficient use of its resources.

MALACAÑAN PALACE
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 02

OPERATIONALIZING IN THE EXECUTIVE BRANCH THE PEOPLE'S CONSTITUTIONAL RIGHT TO INFORMATION AND THE STATE POLICIES TO FULL PUBLIC DISCLOSURE AND TRANSPARENCY IN THE PUBLIC SERVICE AND PROVIDING GUIDELINES THEREFORE

WHEREAS, pursuant to Section 28, Article II of the 1987 Constitution, the State adopts and implements a policy of full public disclosure of all its transactions involving public interest, subject to reasonable conditions prescribed by law;

WHEREAS, Section 7, Article III of the Constitution guarantees the right of the people to information on matters of public concern;

WHEREAS, the incorporation of this right in the Constitution is a recognition of the fundamental role of free and open exchange of information in a democracy, meant to enhance transparency and accountability in government official acts, transactions, or decisions;

WHEREAS, the Executive Branch recognizes the urgent need to operationalize these Constitutional provisions;

WHEREAS, the President, under Section 17, Article VII of the Constitution, has control over all executive departments, bureaus and offices, and the duty to ensure that the laws be faithfully executed;

WHEREAS, the Data Privacy Act of 2012 (R.A. 10173), including its implementing Rules and Regulations, strengthens the fundamental human right of privacy, and of communication while ensuring the free flow of information to promote innovation and growth;

NOW, THEREFORE, I, RODRIGO ROA DUTERTE, President of the Philippines, by virtue of the powers vested in me by the Constitution and existing laws, do hereby order:

SECTION 1. Definition. For the purpose of this Executive Order, the following terms shall mean:

(a) "Information" shall mean any records, documents, papers, reports, letters, contracts, minutes and transcripts of official meetings, maps, books, photographs, data, research materials, films, sound and video recording, magnetic or other tapes, electronic data, computer stored data, any other like or similar data or materials recorded, stored or archived in whatever format, whether offline or online, which are made, received, or kept in or under the control and custody of any government office pursuant to law, executive order, and rules and regulations or in connection with the performance or transaction of official business by any government office.

(b) “Official record/records” shall refer to information produced or received by a public officer or employee, or by a government office in an official capacity or pursuant to a public function or duty.

(c) “Public record/records” shall include information required by laws, executive orders, rules, or regulations to be entered, kept and made publicly available by a government office.

SECTION 2. Coverage. This order shall cover all government offices under the Executive Branch, including but not limited to the national government and all its offices, departments, bureaus, offices, and instrumentalities, including government-owned or -controlled corporations, and state universities and colleges. Local government units (LGUs) are encouraged to observe and be guided by this Order.

SECTION 3. Access to information. Every Filipino shall have access to information, official records, public records and to documents and papers pertaining to official acts, transactions or decisions, as well as to government research data used as basis for policy development.

SECTION 4. Exception. Access to information shall be denied when the information falls under any of the exceptions enshrined in the Constitution, existing law or jurisprudence. The Department of Justice and the Office of the Solicitor General are hereby directed to prepare an inventory of such exceptions and submit the same to the Office of the President within thirty (30) calendar days from the date of effectivity of this Order.

The Office of the President shall thereafter, immediately circularize the inventory of exceptions for the guidance of all government offices and instrumentalities covered by this Order and the general public.

Said inventory of exceptions shall periodically be updated to properly reflect any change in existing law and jurisprudence and the Department of Justice and the Office of the Solicitor General are directed to update the inventory of exceptions as the need to do so arises, for circularization as hereinabove stated.

SECTION 5. Availability of SALN. Subject to the provisions contained in Sections 3 and 4 of this Order, all public officials are reminded of their obligation to file and make available for scrutiny their Statements of Assets, Liabilities and Net Worth (SALN) in accordance with existing laws, rules and regulations, and the spirit and letter of this Order.

SECTION 6. Application and Interpretation. There shall be a legal presumption in favor of access to information, public records and official records. No request for information shall be denied unless it clearly falls under any of the exceptions listed in the inventory or updated inventory of exceptions circularized by the Office of the President provided in the preceding section.

The determination of the applicability of any of the exceptions to the request shall be the responsibility of the Head of the Office which is in custody or control of the information, public record or official record, or the responsible central or field officer duly designated by him in writing.

In making such determination, the Head of the Office or his designated officer shall exercise reasonable diligence to ensure that no exception shall be used or availed of to deny any request for information or access to public records, or official records if the denial is intended primarily and purposely to cover up a crime, wrongdoing, graft or corruption.

SECTION 7. Protection of Privacy. While providing access to information, public records, and official records, responsible officials shall afford full protection to the right to privacy of the individual as follows:

(a) Each government office per Section 2 hereof shall ensure that personal information in its custody or under its control is disclosed or released only if it is material or relevant to the subject-matter of the request and its disclosure is permissible under this order or existing law, rules or regulations;

(b) Each government office must protect personal information in its custody or control by making reasonable security arrangements against leaks or premature disclosure of personal information which unduly exposes the individual whose personal information is requested, to vilification, harassment or any other wrongful acts.

(c) Any employee, official or director of a government office per Section 2 hereof who has access, authorized or unauthorized, to personal information in the custody of the office, must not disclose that information except when authorized under this order or pursuant to existing laws, rules or regulation.

SECTION 8. People's Freedom to Information (FOI) Manual. For the effective implementation of this Order, every government office is directed to prepare within one hundred twenty (120) calendar days from the effectivity of this Order, its own People's FOI Manual, which shall include among others the following provisions:

(a) The location and contact information of the head, regional, provincial, and field offices, and other established places where the public can obtain information or submit requests;

(b) The person or office responsible for receiving requests for information;

(c) The procedure for the filing and processing of the request as specified in the succeeding section 8 of this Order.

(d) The standard forms for the submission of requests and for the proper acknowledgment of requests;

(e) The process for the disposition of requests;

(f) The procedure for the administrative appeal of any denial for access to information; and

(g) The schedule of applicable fees.

SECTION 9. Procedure. The following procedure shall govern the filing and processing of request for access to information:

(a) Any person who requests access to information shall submit a written request to the government office concerned. The request shall state the name and contact information of the requesting party, provide valid proof of his identification or authorization, reasonably describe the information requested, and the reason for, or purpose of, the request for information: Provided, that no request shall be denied or refused acceptance unless the reason for the request is contrary to law, existing rules and regulations or it is one of the exceptions

contained in the inventory or updated inventory of exception as hereinabove provided.

(b) The public official receiving the request shall provide reasonable assistance, free of charge, to enable, to enable all requesting parties and particularly those with special needs, to comply with the request requirements under this Section.

(c) The request shall be stamped by the government office, indicating the date and time of receipt and the name, rank, title and position of the receiving public officer or employee with the corresponding signature, and a copy thereof furnished to the requesting party. Each government office shall establish a system to trace the status of all requests for information received by it.

(d) The government office shall respond to a request fully compliant with requirements of sub-section (a) hereof as soon as practicable but not exceeding fifteen (15) working days from the receipt thereof. The response mentioned above refers to the decision of the agency or office concerned to grant or deny access to the information requested.

(e) The period to respond may be extended whenever the information requested requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period.

(f) Once a decision is made to grant the request, the person making the request shall be notified of such decision and directed to pay any applicable fees.

SECTION 10. Fees. Government offices shall not charge any fee for accepting requests for access to information. They may, however, charge a reasonable fee to reimburse necessary costs, including actual costs of reproduction and copying of the information required, subject to existing rules and regulations. In no case shall the applicable fees be so onerous as to defeat the purpose of this Order.

SECTION 11. Identical or Substantially Similar Requests. The government office shall not be required to act upon an unreasonable subsequent identical or substantially similar request from the same requesting party whose request from the same requesting party whose request has already been previously granted or denied by the same government office.

SECTION 12. Notice of Denial. If the government office decides to deny the request, in whole or in part, it shall as soon as practicable, in any case within fifteen (15) working days from the receipt of the request, notify the requesting party the denial in writing. The notice shall clearly set forth the ground or grounds for denial and the circumstances on which the denial is based. Failure to notify the requesting party of the action taken on the request within the period herein stipulated shall be deemed a denial of the request for access to information.

SECTION 13. Remedies in Cases of Denial of Request for Access to Information.

(a) Denial of any request for access to information may be appealed to the person or office next higher in the authority, following the procedure mentioned in Section 7 (f) of this Order: Provided, that the written appeal must be filed by the same person making the request within

fifteen (15) working days from the notice of denial or from the lapse of the relevant period to respond to the request.

(b) The appeal be decided by the person or office next higher in authority within thirty (30) working days from the filing of said written appeal. Failure of such person or office to decide within the afore-stated period shall be deemed a denial of the appeal.

(c) Upon exhaustion of administrative appeal remedies, the requesting part may file the appropriate case in the proper courts in accordance with the Rules of Court.

SECTION 14. Keeping of Records. Subject to existing laws, rules, and regulations, government offices shall create and/or maintain accurate and reasonably complete records of important information in appropriate formats, and implement a records management system that facilitates easy identification, retrieval and communication of information to the public.

SECTION 15. Administrative Liability. Failure to comply with the provisions of this Order may be a ground for administrative and disciplinary sanctions against any erring public officer or employee as provided under existing laws or regulations.

SECTION 16. Implementing Details. All government offices in the Executive Branch are directed to formulate their respective implementing details taking into consideration their mandates and the nature of information in their custody or control, within one hundred twenty (120) days from the effectivity of this Order.

SECTION 17. Separability Clause. If any section or part of this Order is held unconstitutional or invalid, the other sections or provisions not otherwise affected shall remain in full force or effect.

SECTION 18. Repealing Clause. All orders, rules and regulations, issuances or any part thereof inconsistent with the provisions of this Executive Order are hereby repealed, amended or modified accordingly: Provided, that the provisions of Memorandum Circular No. 78 (s. 1964), as amended, shall not be deemed repealed pending further review.

SECTION 19. Effectivity. This Order shall take effect immediately upon publication in a newspaper of general circulation.

DONE, in the City of Manila, this 23rd day of July in the year of our Lord two thousand and sixteen.

(Sgd.) **RODRIGO ROA DUTERTE**

President of the Philippines

By the President:

(Sgd.) **SALVADOR C. MEDIALDEA**
Executive Secretary

**HAGONOY WATER DISTRICT
FREEDOM OF INFORMATION (FOI) MANUAL**

ARTICLE 1

SCOPE

Section 1. This Manual cover request for information, official records, public documents and papers which are made, received or kept in or under the control and custody of HWD pursuant to law, executive order, rules and regulations or in connection with the performance or transaction of official business of HWD and which are not publicly available. An information, official record or public document is considered publicly available if it is published in the HWD website (www.padaluyangtubignghagonoy.gov.ph), Official Gazette, Philippine Government Electronic Procurement System (PhilGEPS) and newspaper of general circulations, among others.

Section 2. Confidential information which are protected or considered confidential pursuant to laws, rules, regulation, policies shall not be disclosed. Access to information shall be denied when the information falls under any of the exceptions enshrined in the Constitution, existing laws or jurisprudence. The following is the list of exceptions provided under EO No. 2, to wit:

1. Information covered by Executive privilege;
2. Privileged information relating to national security, defense or international relations;
3. Information concerning law enforcement and protection of public and personal safety;
4. Information deemed confidential for the protection of the privacy of persons and certain individuals such as minors, victims of crimes, or the accused;
5. Information, documents or records known by reason of official capacity and are deemed as confidential, including those submitted or disclosed by entities to government agencies, tribunals, boards, or officers, in relation to the performance of their functions, or to inquiries or investigation conducted by them in the exercise of their administrative, regulatory or quasi-judicial powers;
6. Prejudicial premature disclosure;
7. Records of proceedings or information from proceedings which, pursuant to law or relevant rules and regulations, are treated as confidential or privileged;
8. Matters considered confidential under banking and finance laws, their amendatory laws; and
9. Other exceptions to the right to information under laws, jurisprudence, rules and regulations.

ARTICLE 2 PROTECTION OF RIGHT TO PRIVACY

Section 1. While providing access to information, HWD shall afford full protection to the right to privacy of the individual, particularly sensitive personal information, on its custody or under its control pursuant to Section 7 of EO No.2.

ARTICLE 3 REQUIREMENTS

Section 1. The requesting party shall comply the following requirements:

- The request must be in writing. A FOI Request Form (Attached as Annex A) must be filled-up completely.
- Submit valid proof of identification or authorization;
- Shall reasonably describe the information requested, and the reason for, or purpose of the request for information.

ARTICLE 4 TIME AND PLACE TO FILE THE REQUEST

Section 1. The requesting party shall submit all the requirements enumerated in Article 3 hereof to the **FOI Receiving Officer (FRO)** at:

Legal Counsel - Atty. Elias M. Santos
2nd Flr. Gusaling Ka Blas F. Ople,
G. Panganiban St., Sto. Niño (Pob), Hagonoy Bulacan
Telephone No. (044) 793-2524 / (044) 793-0019

Section 2. The schedule for filing request for information is 9:00AM to 5:00PM.

Section 3. The request shall be stamped **“RECEIVED”** by the FRO, indicating the date and time of the receipt of the written request, and the name, rank, title and position of the public officer who actually received it, with a corresponding signature and a copy, furnished to the requesting party. The FRO shall log the receipt of the same and conduct initial evaluation.

**ARTICLE 5
STANDARD PROCEDURES**

A. Request for Information Procedure

- STEP 1 Requesting Party files documentary requirements to FRO
- STEP 2 FRO Stamp “Received”; conduct initial evaluation and submit the request to appropriate Division or Department in custody of the information requested
- STEP 3 Division evaluates and processes the request; Submit complete document to FRO within 10 days from receipt of such request
- STEP 4 FRO transmit complete information to GM for approval or denial of the request and amount of fees
- STEP 5 Inform the requesting party of the action of the request
- STEP 6 Requesting Party pay required fees at the Cashier and present receipt to the FRO
- STEP 7 FRO release the information

B. Action on the Request

1. Upon receipt of the request for information from FRO, the Division concern shall:
 - a. Review the nature of the requests and shall make all necessary steps to locate or retrieve the information requested;
 - b. Transmit complete documents to the FRO.
2. FRO shall recommend for approval or denial of the request to the General Manager.
3. Once the General Manager approved or denied the request, the FRO shall notify the requesting party within fifteen (15) working days from receipt of the request unless extended. Service of notices and decisions shall either through registered mail or electronic mail, unless the requesting party requests otherwise.
4. Release the document shall be made only upon payment of the required fees.
5. All follow-ups shall be directed to the FRO and not to the Division or the General Manager.

C. Request for an Extension of Time

If the information requested requires extensive search of the HWD's office records facilities, examination of voluminous records, the occurrence of fortuitous events or other analogous cases, the Division should inform the FRO.

The FRO shall inform the requesting party of the extension, setting forth the reasons for such extension. In no case shall the extension exceed twenty (20) working days on top of the mandated fifteen (15) working days to act on the request, unless exceptional circumstances warrant a longer period.

ARTICLE 6 REMEDIES IN CASE OF DENIAL

Section 1. The request may be denied, in whole or in part, on the following grounds:

- a. The information is not made, received or kept in or under the custody or control of HWD;
- b. The information is publicly available or already disclosed;
- c. The information requested contains sensitive personal information protected by the Data Privacy Act of 2012;
- d. The request entails disclosure of confidential information or is included in the list of exceptions as provided under EO No. 2.
- e. The request is an unreasonable subsequent identical or substantially similar request from the same requesting party whose request has already been previously granted or denied by HWD.
- f. The document has been lost or destroyed thus can no longer be reproduced.

Notice of denial shall clearly set forth the ground or grounds for denial and the circumstances on which the denial is based. Failure to notify the requesting party of the action taken on the request within the period herein provided shall be deemed a denial of the request to information. All denials on FOI requests shall pass through the Office of the General Manager or his designated officer.

Section 2. A person whose request for access to information has been denied may avail himself of the remedy set forth below:

1. Administrative FOI Appeal to the HWD Appeal and Review Committee:
 - 1.1 Filing a written appeal to the HWD Appeal and Review Committee by the same requesting party within fifteen (15) calendar days from the notice of denial or from the lapse of the period to respond to the request.

- 1.2 The Appeal shall be decided by the General Manager upon the recommendation of the HWD Appeal and Review Committee within thirty (30) working days from the filing of said written appeal. Failure to decide within the 30-day period shall be deemed a denial of the appeal.
2. Upon exhaustion of administrative FOI appeal remedies, the requesting party may file the appropriate judicial action in accordance with the Rules of Court.

**ARTICLE 7
SCHEDULE OF FEES**

Service	Cost
Reproduction or photocopy	Php. 5.00 per page (either short or long)
Retrieval fee	a. For documents retrievable within one day – Php. 100.00 b. For documents retrievable for more than 1 day to one (1) week – Php. 300.00 c. For documents requiring more than 1 week – Php. 500.00
Delivery charge (in case of registered mail)	Php. 250.00
Appeal of Notice of Denial (covers for administrative expenses and research fee)	Php. 2,000.00

**ARTICLE 8
FOI Receiving Officer and Creation of HWD Appeal and Review Committee**

Section 1. There shall be a FOI Receiving Officer (FRO) designated by the General Manager who shall perform the functions provided under EO No.2, to wit:

- a. Receive all requests for information and forward the same to the appropriate department who has custody of the records;
- b. Monitor all FOI requests and appeals;
- c. Provide assistance to the FOI Decision Maker or General Manager;
- d. Provide assistance and support to the public and staff with regard to FOI;
- e. Compile statistical information as required;
- f. Conduct initial evaluation of the request and advise the requesting party whether the request will be forwarded to the General Manager for further evaluation; or
- g. Deny the request based on:

- a. That the form is incomplete; or
- b. That the information is already disclosed in the HWD website, foi.gov.ph or at data.gov.ph.

Section 2. There shall be an HWD Appeal and Review Committee composed of three (3) Members of the Board of Directors, to review and analyze the grant or denial of request of information. The Committee shall also provide expert advice to the General Manager on the denial of such request.

ARTICLE APPROVAL

This Manual is hereby approved on August 04, 2017 at Hagonoy Water District,
Hagonoy, Bulacan Philippines.

Approval Signature



ENGR. CELESTINO S. VENGCO
General Manager



HAGONOY WATER DISTRICT

3rd Floor Gusaling Ka Blas F. Ople
G. Panganiban Street, Sto. Niño, Hagonoy, Bulacan
Tel. No.: (044)793-0019, 793-0433 Telefax:(044)793-2524
E-Mail Address: hagonoywd@yahoo.com



FOI Tracking No. _____

FREEDOM OF INFORMATION REQUEST FORM

Instruction: Please read the following information carefully before proceeding with your application. Use blue ink and write neatly and legibly. Improper or incorrectly filled-out forms will not be acted upon. Tick or mark boxes with "X" where necessary.

A. REQUESTING PARTY (You are required to supply your name and address for correspondence. Additional contact details will help us deal with your application and correspond with you in the manner you prefer.)

Given Name _____ Middle Name _____ Surname _____

Complete Address: _____

Landline _____ Mobile Phone _____

Email: _____

Preferred Mode of Communication:

Landline Mobile No. Email Postal Address

Preferred Mode of Service (for Reply and Notices):

Pick-up HWD Office Email Postal Address/Registered Mail

Type of ID Given: Passport Driver's License SSS ID/UMID
 Postal ID Company ID Others _____



B. REQUESTED INFORMATION

Title of Document/Record Requested: _____

Brief Description of Document/Record Requested:

Date or Period: _____

Purpose: _____

Document Type: _____

Reference Number (if known): _____

Any other Relevant Information: _____

C. DECLARATION

Privacy Notice: Once deemed valid, your information from your application will be used by HWD to deal with your application as set out in the Freedom of Information Executive Order No. 2. If HWD gives you access to a document, and if the document contains no personal information about you, the document will be published online in HWD website or disclosure log, along with your name and the date you applied, and, if another person, company or body will use or benefit from the documents sought, the name of that person, entity or body.

I declare that:

- The information provided in the form is complete and correct:
- I have read the Privacy Notice:
- I have presented at least one (1) government-issued ID to establish proof of my identity

I understand that it is an offense to give misleading information about my identity, and that doing so may result in a decision to refuse to process my application.

Signature : _____

Date Accomplished (dd/mm/yyyy): _____



D. FOI RECEIVING OFFICER (INTERNAL USE ONLY)

Name (*Print name*): _____

The request is recommended to be: Approved Denied Invalid Request
 Incomplete Data already available online

Division/Department Assigned: _____

Decision Maker (GM or BOD): _____

Decision on Application: Granted Partially Granted Denied
 Invalid Request Incomplete Data already available online
 Exception Which Exception? _____

Date Request Finished (*dd/mm/yyyy*): _____

Date Documents Sent (if any) (*dd/mm/yyyy*): _____

FOI Registry Accomplished: YES NO

RO Signature: _____

Date (*dd/mm/yyyy*): _____



ANNEX B – NOTICE OF GRANTING THE REQUEST WITH ORDER OF PAYMENT

Form no. Admin 29
December 2017
Rev. 00



HAGONOY WATER DISTRICT



*3rd Floor Gusaling Ka Blas F. Ople
G. Panganiban Street, Sto. Niño, Hagonoy, Bulacan
Tel. No.: (044)793-0019, 793-0433 Telefax:(044)793-2524
E-Mail Address: hagonoywd@yahoo.com*

**NOTICE OF GRANTING THE REQUEST
WITH ORDER OF PAYMENT**

FOI Tracking No. _____ Date Filed: _____

Name of the Requesting Party: _____

Title of Document Requested: _____

Decision on the Request:

Order of Payment:

Kindly pay the amount of _____ to the Cashier.

OR No. _____ Cashier's Signature: _____

Issued by:

Name and Signature of the Issuing Officer

Mode of Service:

____ Personal Service

____ Registered Mail

____ Electronic Mail

HWD.QSF.FOI.02



ANNEX C – NOTICE OF EXTENSION OF TIME TO RESPOND

Form no. Admin 30
December 2017
Rev. 00



HAGONOY WATER DISTRICT



*3rd Floor Gusaling Ka Blas F. Ople
G. Panganiban Street, Sto. Niño, Hagonoy, Bulacan
Tel. No.: (044)793-0019, 793-0433 Telefax:(044)793-2524
E-Mail Address: hagonoywd@yahoo.com*

NOTICE OF EXTENSION OF TIME TO RESPOND

FOI Tracking No. _____ Date Filed: _____

Name of the Requesting Party: _____

Title of Document Requested: _____

Duration of the Extension of Time: _____

Reason/s for the Extension of Time to Respond:

Issued by:

Name and Signature of the Issuing Officer

Mode of Service:

Personal Service Registered Mail Electronic Mail

HWD.QSF.FOI.03



ANNEX D – NOTICE OF DENIAL

Form no. Admin 31
December 2017
Rev. 00



HAGONOY WATER DISTRICT



*3rd Floor Gusaling Ka Blas F. Ople
G. Panganiban Street, Sto. Niño, Hagonoy, Bulacan
Tel. No.: (044)793-0019, 793-0433 Telefax:(044)793-2524
E-Mail Address: hagonoywd@yahoo.com*

NOTICE OF DENIAL

FOI Tracking No. _____ Date Filed: _____

Name of the Requesting Party: _____

Brief description of the Document/Information Requested:

Decision:

Grounds for Denial of the Request (Cite the exemption or appropriate agency having custody of the document, if any):

Issued by:

Name, Position and Signature of the Issuing Officer

Mode of Service:

Personal Service Registered Mail Electronic Mail

HWD.QSF.FOI.04



ANNEX E – NOTICE OF FINAL DECISION

Form no. Admin 32
December 2017
Rev. 00



HAGONOY WATER DISTRICT

*3rd Floor Gusaling Ka Blas F. Ople
G. Panganiban Street, Sto. Niño, Hagonoy, Bulacan
Tel. No.: (044)793-0019, 793-0433 Telefax:(044)793-2524
E-Mail Address: hagonoywd@yahoo.com*



**NOTICE OF FINAL DECISION
(Appeal)**

FOI Tracking No. _____ Date Filed: _____

Name of the Requesting Party: _____

Subject of the Appeal:

Decision:

Legal Basis for the Decision:

Issued by:

Name, Position and Signature of the Issuing Officer

Mode of Service:

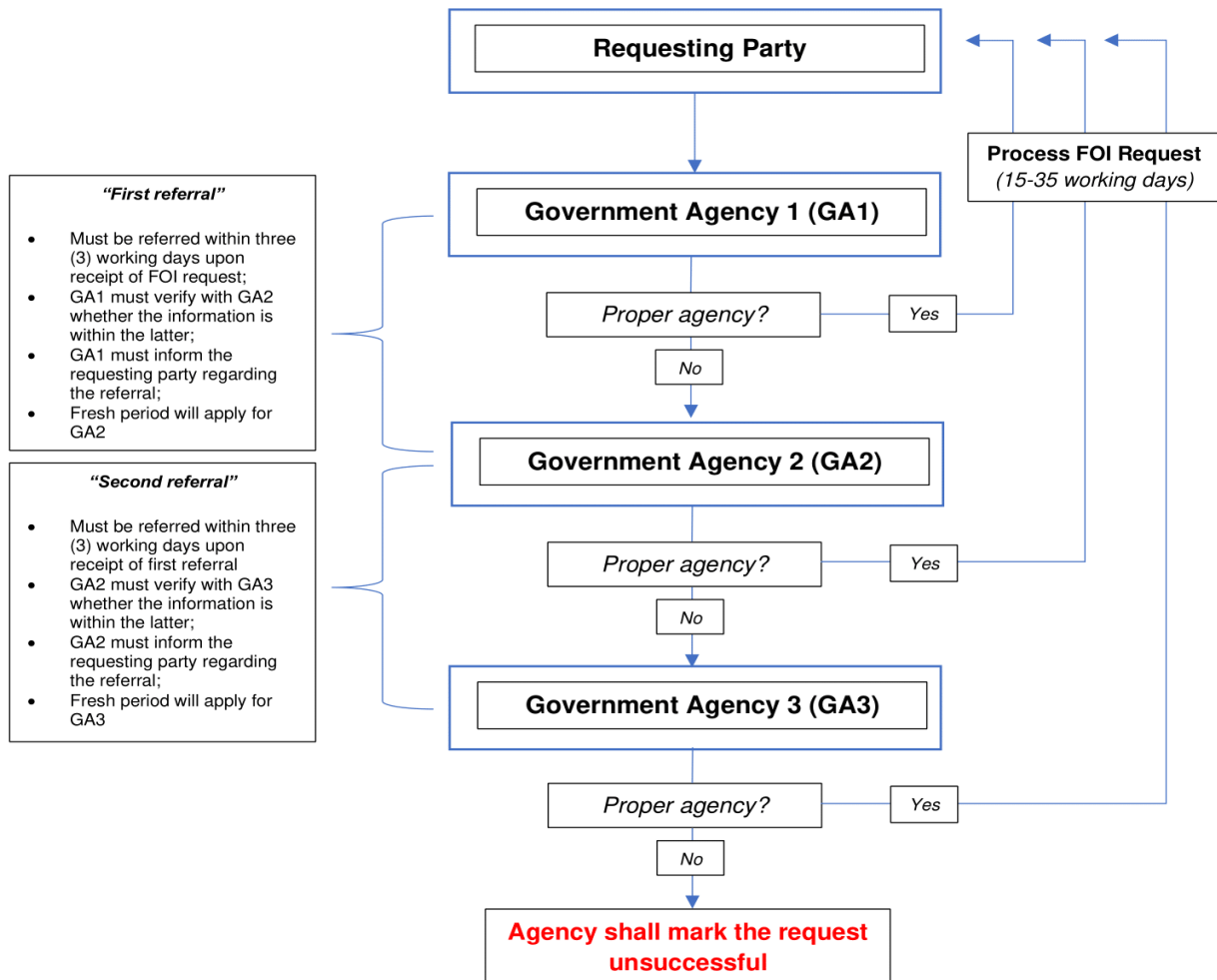
____ Personal Service ____ Registered Mail ____ Electronic Mail

HWD.QSF.FOI.05



ANNEX F – HAGONUY WATER DISTRICT “NO WRONG DOOR POLICY”

NO WRONG DOOR POLICY FLOWCHART



NOTE:

If GA1 fails to refer the request within three (3) working days upon its receipt, the FOI Receiving Officer (FRO) shall act on it within the remaining period to respond pursuant to EO No. 2, s. 2016. No fresh period shall apply.