

Freedom of Information Program



Agency: MUÑOZ WATER DISTRICT

Receiving Officer: Christopher Ryan L. Sison
Designation: Administrative Services Officer

Receiving Office: MuñWD Office, E. Bayuga St., Pob. South, Science City of Muñoz, Nueva Ecija

Contact Nos.: (044) 456-5063
Email: munozwaterdistrict@yahoo.com

Mode of Request

Standard Request

Step 1

Submit a written request together with the FOI request form and valid proof of Identification filed personally by the requesting party to MuñWD FOI Receiving Officer (FRO).

Step 2

The FRO will check the documents submitted and Assess the availability and purpose of the request. The FRO will then Stamped "RECEIVED" the submitted request and give copy to the requesting party.

Step 3

The FRO will forward the request to the respective FOI Decision Maker (FDM) or the General Manager for the approval and denial of requested information.

Step 4

The concerned official will now prepare the requested information. The FRO will notify the requesting party for availability of information and be directed to pay applicable fees.

Step 5

After the payment of applicable fees, FRO releases the requested information in hard copy to the requesting party within fifteen (15) working days upon receipt of request.

eFOI Portal

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 to create an account.

Step 3

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

Step 4

Click the Make a Request button then select Muñoz Water District.

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.

FOI Appeals

A written appeal for the denial of information must be filed by the same requesting party to the MuñWD FOI Appeals and Review Committee within fifteen (15) calendar days from the notice of denial or from the lapse of the period to respond to the request. The appeal shall be decided within thirty (30) working days from the filing of said written appeal. Failure to decide within 30-day period shall be deemed a denial of the appeal.