FREEDOM OF INFORMATION PROGRAM

Agency: **HERMOSA WATER DISTRICT**

Receiving Officers: **Grace D. Bunsoy / Mary Ann V. Flores**
Position Title: **Administrative Services Aide / Division Manager C**
Office: **Administrative and Finance and Commercial Division**

Receiving Office: **Hermosa Water District, Magsaysay St., Brgy. Sto. Cristo, Hermosa, Bataan**

Contact Nos.: **(047) 491 2472 / +6399 8565 4385**
E-mail: **hermosa_waterdistrict@yahoo.com**

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 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.

Mode of Request

Standard

Submit request form with necessary personal documents

eFOI

FOI Appeals

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 Hermosa Water District (HWD) Central Appeals and Review Committee: Provided, that the written appeal must be filed 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.

    a. Denial of a request may be appealed by filing a written appeal to the Hermosa Water District (HWD) Central 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.
    b. The appeal shall be decided by the Hermosa Water District (HWD) Head upon the recommendation of the Central Appeals 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.

FREEDOM OF INFORMATION
PHILIPPINES

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