FREEDOM OF INFORMATION PROGRAM

Agency: ORION WATER DISTRICT

Receiving Officers: Precious G. Natividad / Genie T. Reyes

Position Title: Senior Industrial Relations Management Officer A / Corporate Budget Specialist A

Office: Administrative and Finance

Receiving Office: Orion Water District, Lati, Orion, Bataan

Contact Nos.: **0933-8614442**; **0932-8814726** E-mail: **orionwaterdistrict@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



Mode of 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



Submit request form with necessary personal documents





eFOI

FOI Appeals

If you are not satisfied with the response to your FOI request, you may request to review the response we have given by writing to ORIWAD's General Manager within 15 working days from the date when you received the letter response. We would suggest that you explain in detail why you are not pleased with the response you have received. We will complete the review and tell you the result within 30 working days from the date when we received your appeal.

FREEDOM OF INFORMATION

PHILIPPINES



Be **informed**. Be **engaged**. Know your government better.