Freedom of Information Program

Agency: **LIGAO CITY WATER DISTRICT**

Receiving Officer: **JOHN MICHAEL F. ROS**
Designation: **Division Manager C**
Office: Office of the General Manager

Receiving Office: Ligao City Water District Office
Natera Street, Dunao, Ligao City, Albay, Philippines 4504

Contact Nos.: 052–202-1924
Email : ligaocitywaterdistrict@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

or

eFOI

FOI Appeals

If you are not satisfied with the response to your FOI request, you may ask to carry out an internal review of the response by writing to the Ligao City Water District Appeals and Review Committee at ligaocitywaterdistrict@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.

Freedom of Information
PHILIPPINES
F **ned. Be engaged.** Know your government better.