

FREEDOM OF INFORMATION PROGRAM

Pili Water District

Agency:
Receiving Officer:
Designation:
Office:

PILI WATER DISTRICT
Czarina D. Adorable
Administration Services Assistant A
Administrative and General Services Department

Receiving Office:
Contact Number:
E-mail:

Sta. Rita Agro-Industrial Park, San Jose, Pili, Camarines Sur
0919 073 5711
fro.piliwd@gmail.com

MODE OF REQUEST

ELECTRONIC

STANDARD

1
Go to **www.foi.gov.ph** using your web browser.

www.foi.gov.ph

4
Click the **Make a Request** button then select the name of the agency you wish to ask.

+ Make a Request

5
You will now be redirected to the **Make a Request** page. Accinokush all fields then click **Send my Request**.

> Send My Request

7
The **Agency** will prepare the **information** for release, based on **your desired format**. It will be sent to you depending on **your preference**.



2
Click the **Sign Up** button and provide all the required fields. Attach a valid ID to create an account.

Sign Up

3
Once logged in, you will be redirected to your **Dashboard**. The **Dashboard** Contains all the **FOI requests** of the account owner.

My Account

FOI Requests*

6
The **Agency** will evaluate your request and will notify you within 15 working days.



ALL WITHIN
15
WORKING DAYS



Requesting Party

Submits request to

Inform on approval or deny



Receiving Officer

Initial evaluation or clarification and transmits to



Decision Maker

APPROVE

DENY

returns to

FOI Appeals

If you are not satisfied with the response to your FOI request, you may ask us to carry out an internal review of the response by writing to PIWAD's Appeals and Review Committee through fro.piliwd@gmail.com. Your review request should explain why you are dissatisfied with the response, and should be made within 15 calendar days from the receipt of the notice of denial. We will complete the review and tell you the result within 30 calendar days from the filing of the written appeal.



FREEDOM OF INFORMATION
PHILIPPINES

Be **Informed**. Be **Engaged**. Know your Government Better.