

# Freedom of Information Program

Agency: Norzagaray Water District

Receiving Officer: Angel Joy D. Bernabe

Designation: FOI Receiving Officer

Office: Norzagaray Water District Main Office

Receiving Office: 1639 P. Dela Merced St., Poblacion, Norzagaray, Bulacan

Contact Nos.: (044) 240-0406

Email: norzagaray\_wd@yahoo.com

## Step 1

Go to [www.foi.gov.ph](http://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



Lodge a request through the eFOI Portal (foi.gov.ph)

## FOI Appeals

Denial of a request may be appealed by filing a written appeal to NorWD FOI Appeals and Review Committee at [norzagaray\\_wd@yahoo.com](mailto:norzagaray_wd@yahoo.com) within fifteen (15) calendar days from notice of denial or from the lapse of the period to respond to the request. The appeal shall be decided by the General Manager upon the recommendation of FOI 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.



**FREEDOM OF INFORMATION PHILIPPINES**

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