



FREEDOM INFORMATION PROGRAM

AGENCY:
RECEIVING OFFICER:
DESIGNATION:
OFFICE:
RECEIVING OFFICE:
CONTACT DETAILS:

BULAN WATER DISTRICT
JANE KAYE G. GUETA
CLERK PROCESSOR B
OFFICE OF THE GENERAL MANAGER
BULAN WATER DISTRICT, DE VERA ST., ZONE-4, BULAN, SOROSGON
Tel No (056) 555-2605 Email: bwdfoiteam@gmail.com

eFOI REQUEST

Mode of Request

Electronic

Standard

Step 1

Go to
www.foi.gov.ph
to your browser's
home address



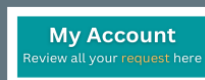
Step 2

Click the sign up button
and provide 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



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.



Step 5

You will now be directed to
the Make a Request Page.
Accomplish all fields then
click Send My Request



Step 4

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



All within **15** working days



Requesting Party

Submits
request to



Receiving Officer

Inform on
approval or
denial

Initial evaluation/
clarification and
transmits to



returns
to

APPROVE

DENY

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 foi@pco.gov.ph. 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 you receive your appeal.