

Freedom of Information Program

Agency: CALUMPIT WATER DISTRICT

Receiving Officer: Grace Anne D. Mendoza

Designation: Public Relations Officer B

Office: Office of the General Manager

Receiving Office: M. Serrano St., Corazon, Calumpit, Bulacan

Contact No.: (044) 913-0079/ 913-0080/ 815-2584

Email: calumpitwd@yahoo.com

Standard Request

Step 1

Create a request letter that includes the following:

- ◆ Name
- ◆ Company/ Organization
- ◆ Contact Information
- ◆ Authorization, if needed
- ◆ Information requested
- ◆ Reason for or purpose of the request

Step 2

Present your valid ID and 2 copies of your request letter to the lobby guard.

Step 3

The agency will evaluate your request and will notify you within 15 working days if approved, for further clarification, extension of additional 15 working days, partial denial, or full denial.

OR

eFOI Request



FOI Appeals

If you received a Notice of Denial, you may file a written appeal to the CWD Central Appeals and Review Committee for FOI Matters within 15 calendar days from the receipt of notice. We will complete the review and provide you with the result within 30 calendar days from the date when we receive your appeal.



**FREEDOM OF INFORMATION
PHILIPPINES**

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