



FREEDOM OF INFORMATION

AGENCY: ALICIA WATER DISTRICT

Receiving Officer: ANAMARINA B. DOÑA

Designation: Utilities/Customer Services Assistant E
Office : Customer Service Section/Alicia Water District



Receiving Office: Alicia Water District, LGU Building, Magsaysay, Alicia, Isabela

Tel Nos. (078) – 325-4032 / CP No. 0923-604-4987/09054624885

Email Addresses : aliciawaterdistrict@yahoo.com/aliciawaterdistrict1981@gmail.com

STEP 1

Go to www.foi.gov.ph to your browsers home address

STEP 2

Click the **SIGN-UP** button and fill-up the necessary information and attach a valid ID.

STEP 3

Once you 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 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 the fields then click **Send My Requests**.

STEP 6

The agency will evaluate the request and will notify you within fifteen (15) working days.

STEP 7

The agency will prepare the information for release bases on your desired format. It will be sent to you depending on the receipt of preference.

STANDARD

Submit request form with necessary personal documents

eFOI

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

FOI APPEALS

If you are not satisfied with the response to your FOI request, you may ask us to carry our an internal review by writing to aliciawaterdistrict@yahoo.com. Your review request should state the reason why you dissatisfied with the response and should be made within fifteen(15) calendar days from the date when you received this letter. We will complete the review and tell you the result thirty(30) calendar days from the date we received the appeal.