



# MENDEZ WATER DISTRICT

Dimaranan St., Poblacion 1, Mendez, Cavite

CCC 424

Tel # 413-0245 / 861-1461

[www.mendezwater.com](http://www.mendezwater.com)



## FREEDOM OF INFORMATION PROGRAM

*Name of Agency:* **MENDEZ WATER DISTRICT**

*Address:* **Dimaranan St., Poblacion 1, Mendez, Cavite**

*FOI Receiving Officer:* **Pollyn Bautista**

*Contact Details:* **(046) 8611461**

*Email Address:* **mendezwd\_hrdept@yahoo.com**

### MODE OF REQUESTS

Electronic Request

Standard Request

#### *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.

#### *Step 3*

Once logged in, you will be directed to your dashboard.

#### *Step 4*

Click the Make a Request button then select Mendez Water District.

#### *Step 5*

Accomplish all fields the click Send My Request.

#### *Step 6*

Mendez Water District will evaluate your request and will notify you within 15 working days.

#### *Step 7*

Mendez Water District will prepare the information for release based on your desired format. It will be sent to you depending on the receipt of preference.

#### *Step 1*

Accomplish a FOI Request Form; must contain your complete name, contact information and purpose of your request.

#### *Step 2*

Attach a photocopy of government-issued I.D. or school I.D. (for registered students) with photo and signature .

#### *Step 3*

Submit FOI Request form to the Receiving Officer

### **APPEALS MECHANISM**

If you are not satisfied with the response to your FOI request, you may ask us to carry out an internal review of your response by writing to the General Manager. 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 receives this letter. We will completed the review and tell you the result within 30 working days from the date when we receive your appeal.