

ANNEX A

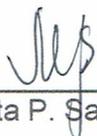
**ELECTRONIC FREEDOM OF INFORMATION (eFOI) PORTAL
ONBOARDING FORM**

Agency Acronym	MWD
Agency Seal / Logo	
Agency Name	Mendez Water District
Short Description of Agency	Government-Owned and Controlled Corporation that provides water supply
Complete Description of Agency	Mendez Water District was created pursuant to PD 198. Its mandate is to improve water system in Mendez, Cavite and to supply potable water to its constituents.
Agency Website	https://mendezwater.com/
eFOI Decision Maker/s (FDMs)	<i>Beverly Anne Hernandez, Division Manager C, lyannehrmdz@gmail.com , and 046-8611461</i>
eFOI Receiving Officer/s (FROs)	<i>Pollyn C Bautista, Customer Service Officer A, mendezwd_hrdept@yahoo.com, and 046-8611461</i>

Note:

- *Accomplished onboarding form shall be submitted in MS Word format (.doc) through foi.pco@gmail.com.*
- *FDMs and FROs must have different email addresses as it will serve as their login credentials.*
- *It is advisable to create an FOI email address than to use the personal email accounts of the eFOI officers. Official/business email addresses (@gov.ph) are also preferred.*

SUBMITTED BY:



Marietta P. Salazar

Date: January 26, 2026
Contact Number: 046-8611461
Email Address: mendezwd@yahoo.com

-----*To be accomplished by FOI-PMO Officers*-----

REVIEWED AND APPROVED BY

Printed Name and Designation
Date: _____

REGISTERED BY

Printed Name and Designation
Date: _____

-----*Nothing follows here*-----

