

Freedom of Information Program

Agency: **METRO MIDSAYAP WATER DISTRICT**

Receiving Officer : Ms. Michelle Y. Panara

Designation : Administrative Services Asisstant A

Receiving Office : The General Manager
Metro Midsayap Water District
007, Poblacion 8, Midsayap, Cotabato

Contact Nos : (064) 521-0675; 09992260185

Email : metromidsayapwaterdistrict@yahoo.com.ph



STANDARD REQUEST

Step 1

Make a written request addressed to the MMWD General Manager accompanied with prescribed FOI Request Form 1 (FRF-1)



Step 2

Submit written request and filled-out request form with valid I.D. to MMWD's FOI Receiving Officer.



Step 3

MMWD will evaluate your request and will notify you within 15 working days.



Step 4

Once approved, the MMWD FOI Receiving Officer will prepare the information for release based on desired format.



eFOI REQUEST

Step 1

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



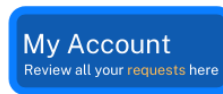
Step 2

Click Login and select Sign Up button and provide all the required fields. Attach a valid ID to create an account.



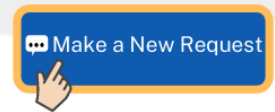
Step 3

Once logged-in, you will be directed to your Dashboard. The Dashboard contains all the FOI requests of the account owner.



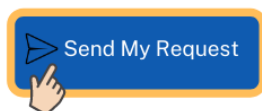
Step 4

Click the Make a 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 fields then click Send My Request.



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.



FOI Appeals

If you are not satisfied with the response of your FOI request, you may ask us to carry out an internal review of the response by writing to the General Manager, Metro Midsayap Water District, Poblacion 8, Midsayap, Cotabato. 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 the letter. We will complete the review and tell you the result within 30 calendar days from the date when we receive your appeal.