



# FREEDOM OF INFORMATION

Agency: **KABANKALAN CITY WATER DISTRICT**

Receiving Office: **Corner Rizal-Tayum Sts., Kabankalan City, Negros Occidental**

Receiving Officer: **Jirah S. Pornete**

Designation: **Customer Services Assistant Aide/PACD**

Office: **Commercial Division**

Contact Detail: **09318253159/09278848503**

Email Address: **kcwd\_negros@yahoo.com**

## MODES OF REQUEST

### Electronic

Step 1

Go to <http://kabankalanwater.gov.ph> and click the eFOI hyperlink logo



Step 2

Lodge the Request through the eFOI Portal

Make a Request



Step 3

Select the Kabankalan City Water District in the dialogue box



Step 4

Fill-out the eFOI form and send the request.



Step 5

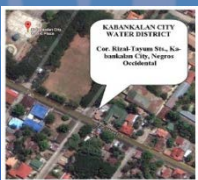
KCWD will evaluate your request and notify you within 15 days



### STANDARD REQUEST

Step 1

Visit KCWD office at Cor. Rizal-Tayum Sts., Kabankalan City



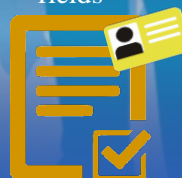
Step 2

Go to PACD and ask for an FOI Request Form.



Step 3

Fill-in Request Form. Accomplish all fields



Step 4

Submit the Filled-out Form and other required documents at KCWD PACD



Step 5

KCWD will evaluate your request and notify you within 15 days



**FOI Appeals:** If you are not satisfied with the response, you may write an appeal letter to the office of the General Manager within fifteen (15) calendar days from the lapse of required response period. The appeal shall be decided within thirty (30) working days by the Office of the General Manager.