



Republic of the Philippines
ANTIPAS WATER DISTRICT

B. Cadungon St., Poblacion, Antipas, North, Cotabato
Contact Numbers: 09171240996 globe, 09126886082 smart
E-mail Address: antipaswd@yahoo.com

FREEDOM OF INFORMATION MANUAL

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I. PURPOSE

Freedom of Information (FOI) issued by the President of the Republic of the Philippines, through Executive Order No. 02 (EO 12), series of 2016. The purpose of this EO is to provide the guidelines, procedure and processes to facilitate the request of any individual or group on information from Antipas Water District (AWD) as mandated by this order.

II. POLICY STATEMENT

The Antipas Water District (AWD) is committed to uphold the right to freedom of information and implementation of full public disclosure of all its transactions involving public interest subject to limitations as provided by the Constitution, applicable laws, rules, regulations and procedures.

III. DEFINITION OF TERMS

INFORMATION – shall mean any records, documents, papers, reports, letters, contracts, minutes and transcripts of official meetings, maps, books, photographs, data, research materials, films, sound and video recording, magnetic or other tapes, electronic data, computer stored data, any other like or similar data or materials recorded, stored or archived in whatever format, whether offline or online, which are made, received or kept in or under the control and custody of any government office pursuant to law, executive order, and rules and regulations or in connection with the performance or transaction of official business by any government office.

OFFICIAL RECORDS – shall refer to information produced or received by a public officer or employee, or by a government office in an official capacity or pursuant to a public function or duty.

PUBLIC RECORDS – shall include information required by laws, executive orders, rules or regulations to be entered, kept and made publicly available by a government office.

SENSITIVE PERSONAL INFORMATION – refers to personal information:
(RA 10173)

1. About an individual's race, ethnic, origin, marital status, age, color and religious philosophical or political affiliations;
2. About an individual's health, education, genetic or sexual life of a person or to any proceedings for any offense committed or alleged to have committed by such person, the disposal of such proceedings or the sentence of any court in such proceedings;

3. Issued by government agencies peculiar to an individual which includes, but not limited to, social security numbers, previous or current health records, licenses or its denials, suspension or revocation and tax returns; and
4. Specifically established by an executive order or an act of Congress to be kept classified.

BOARD OF DIRECTORS (BOD) – is the policy making body of the District, the Board ensures the availability of adequate financial resources and approves annual budget. The powers and duties of the Board were defined in Chapter V of PD 198.

GENERAL MANAGER (GM) – is the executive who has overall responsibility for managing all the elements of the District, usually oversees most or all of the District's functions as well as day to day operations. The General Manager is responsible for effective planning, delegating, coordinating, staffing, organizing and decision making to attain desirable mission and vision of the Water District.

HUMAN RESOURCE (HR) – Antipas Water District designates an HR, refers to personnel who is in keeping effective communication and information to all stakeholders, human resource management, property management which will include inventory of all equipment and materials.

FINANCE AND COMMERCIAL SECTION (FCS) – refers to the preparation of financial reports and supervision of all financial functions and administration of financial planning and control.

TECHNICAL OPERATION SECTION (TOS) – refers to the section that will undertake work orders on day to day operation, status of the uncompleted work orders, the new water service connection and details of regular maintenance activities. The water quality of the water supply, report on its water sources, production, maintenance orders, service request, water potability and preventive maintenance of pumping equipment and water sources.

IV. PROTECTION OF PRIVACY

While providing access to information, public records and official records, the Antipas Water District (AWD) shall afford full protection to the right to privacy of its employees as follows:

1. AWD shall ensure that personal information in its custody or under its control is disclosed or released only if it is material or relevant to the subject-matter of the request and its disclosure is permissible under the existing laws, rules or regulations;

2. AWD must protect personal information in its custody or control by making reasonable security arrangements against leaks or premature disclosure of personal information which unduly exposes the individual whose personal information is requested, to vilification, harassment or any other wrongful acts.
3. Any employee, officers or director of AWD who has access, authorized or unauthorized, to personal information in the custody of the office, must not disclose any information except when authorized under EO – 02 or pursuant to existing laws, rules or regulation.

V. PROCEDURES FOR FILING FREEDOM OF INFORMATION REQUEST

- 1.) The requesting party shall submit formal letter of request addressed to the AWD General Manager and endorse the same to the office of the designated HR or HR.
- 2.) The requesting party shall be required to completely fill out the Freedom of Information Request Form, and return this form to the office of the HR.
- 3.) Upon receipt, the office of the HR shall stamp the document “RECEIVED” indicating date and time, complete name and official designation of the receiving officer. One copy of which shall be for the requesting party and the other copy shall be for AWD and serves as file copy of the office.
- 4.) The HR shall endorse the FOI Request Form to the office of the General Manager for evaluation and comment and the GM shall issue Office Order relative to the request.
 - If the request is legally available, the General Manager shall issue an Office Order directing the HR where data is available.
 - If the request needs extension, the HR prepares Notice of Extension and extension should not be more that twenty (20) days from the date of the said Notice.
 - If the request is denied, the office of the HR shall prepare Notice of Denial and shall be signed the General Manager. This should be done within fifteen (15) days from the date request was received.
 - If the information is available for release, the office of the HR shall prepare Notice of Availability of Request within the prescribed time.
 - Document requested should be released. The office of the HR shall stamp the document as “RELEASED” indicating the date and time of the release.

VI. REMEDIES IN CASE OF DINIAL OF REQUEST FOR ACCESS TO INFORMATION

Denial of any request for access to information may be appealed to the Antipas Water District provided that a written appeal shall be filed by the aggrieved party within fifteen (15) days from receipt of the Notice of Denial.

VII. EXCEPTION TO ACCESS TO INFORMATION

The access to information shall be denied when the information falls under any of the exceptions enshrined in the Philippine Constitution, existing laws and jurisprudence.

The Antipas Water District (AWD) shall deny request for access to information on the following grounds:

1. Requested information is available in the Antipas Water District (AWD) Website (www.antipaswaterdistrict.com);
2. Unreasonable subsequent identical or substantially similar request from the same requesting party requesting party whose request has already been previously granted or denied by the AWD;
3. Protection of Privacy (Section 7, EO-02, series of 2016);
4. Requested records are not available or not being kept by the AWD; and
5. Other reasons as maybe circularized by the Office of the President (Section 6, EO-02, series of 2016).

VIII. FOI FEES

The Antipas Water District shall not charge any fee for accepting requests for access to information. AWD may charge a reasonable fee to reimburse necessary costs, including actual costs of reproduction and copying of the information required, subject to existing rules and regulations.

IX. EFFECTIVITY

The Antipas Water District Freedom of Information Manual shall take effect immediately upon approval and posting to AWD Website.

X. ANNEXES

- Form No. 1 - - - Freedom of Information Request Form
- Form No. 2 - - - Notice of Extension
- Form No. 3 - - - Notice of Denial
- Form No. 4 - - - Notice of Availability of Request

XI. COMMITMENT

The Antipas Water District hereby commits to implement and abide for the implementation of this Freedom of Information Manual.


ENGR. RONALD R. ABASOLO
General Manager



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ANTIPAS WATER DISTRICT

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Form No. 1

FREEDOM OF INFORMATION REQUEST FORM

Title of the Documents: _____

Date: _____

Purpose: _____

Name: _____ Contact Nos. _____

Signature: _____ Date: _____

Address: _____ Proof of Identity: _____

Submitted to: _____ Date/Time of Submission: _____

Certified by: _____

Type of action conducted: _____

Received by:

Office of the designated Human Resource/HR

Remarks: _____



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Form No. 2

NOTICE OF EXTENSION

Date: _____

Dear Mr./Mrs. _____

Greetings!

Thank you for your request dated _____ under Executive Order No. 2
(s. 2016) on Freedom of Information in the Executive Branch.

Information Requested:

You asked for _____

Response to your request:

Since your request requires extensive search of the records and facilities of the Antipas Water District or because of which is beyond our control, we are asking for an extension of 15 days in order to fully process your request.

Thank you.

Respectfully yours,

ENGR. RONALD R. ABASOLO
General Manager



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Form No. 3

NOTICE OF AVAILABILITY OF REQUEST

Date: _____

Dear Mr./Mrs. _____,

Greetings!

Thank you for your request dated _____ under Executive Order No. 2
(s. 2016) on Freedom of Information in the Executive Branch.

Information Requested:

You asked for _____

Response to your request:

We would like to inform you that you requested information is now available.
You may now claim it at the Antipas Water District Office.

Thank you.

Respectfully yours,

ENGR. RONALD R. ABASOLO
General Manager



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Form No. 4

NOTICE OF DENIAL

Date: _____

Dear Mr./Mrs. _____,

Greetings!

Thank you for your request dated _____ under Executive Order No. 2
(s. 2016) on Freedom of Information in the Executive Branch.

Information Requested:

You asked for _____

Response to your request:

Your FOI request is DENIED because it falls under the list of exceptions, specifically _____ or because it is contrary to _____. If you would like to appeal this denial, you may submit an appeal within fifteen (15) days from receipt of this letter to the Board of Directors of Antipas Water District.

Thank you.

Respectfully yours,

ENGR. RONALD R. ABASOLO
General Manager