



Republic of the Philippines  
**MURCIA WATER DISTRICT**  
Municipality of Murcia  
Province of Negros Occidental  
Email add: [murcia\\_waterdistrict@yahoo.com](mailto:murcia_waterdistrict@yahoo.com)  
Tel/Fax No: (034) 458-8844

## FREEDOM OF INFORMATION PROGRAM

AGENCY: Murcia Water District  
ADDRESS: Dinsay Street Brgy. Zone IV, Murcia Negros Occidental  
FOI RECEIVING OFFICER: Rhenemie Aguilar  
CONTACT DETAILS: (034) 458-8844 / 09175511565  
EMAIL ADDRESS: [murciawaterdistrict@gmail.com](mailto:murciawaterdistrict@gmail.com)

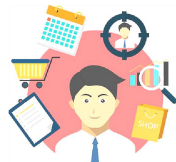
## BASIC PROCEDURES:

Requesting Party submits fully accomplished FOI Request Form to FOI Receiving Officer



Step 1

Decision Maker assesses request within 10 days and forwards it to General Manager



Step 3

If approved, the Transmittal of Requested Documents is prepared. If denied, the Transmittal of Denial is prepared



Step 5

Step 2



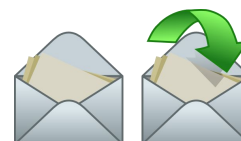
FOI Receiving Officer receives and evaluates request, processes the transmittal and forwards it to the Decision Maker

Step 4



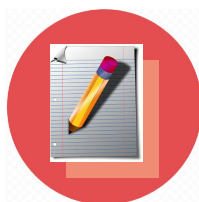
General Manager decides whether to approve or deny request

Step 6



Transmittal is forwarded to FOI Receiving Officer who will notify Requesting Party

**MODE OF REQUEST:**



### Standard Request

Submit FOI Request Form with ID and other necessary documents

OR



### e FOI Request

Lodge a request through eFOI Portal at [www.murciawd.gov.ph](http://www.murciawd.gov.ph)

**FOI Appeals:** Requesting Party whose request was denied may file a written appeal to the MWD FOI Appeals and Review Committee within fifteen (15) calendar days from the Notice of Denial or from the lapse of the period to respond to the request. The appeal shall be decided by the General Manager upon the recommendation of the FOI Appeals and Review Committee within thirty (30) working days from the filing of said written appeal. Failure to decide within the 30-day period shall be deemed a denial of appeal.