**Freedom of Information Program**

**Agency: LICAB WATER DISTRICT**

**Receiving Officer: Hazzel Anne DS. Cayetano/Mary Grace U. Esguerra**

**Designation: Administration Services Assistant C/ Sr. Corporate Accountant**

**Receiving Office: Real St. Brgy. Poblacion Sur Licab Nueva Ecija 3112**

**Contact Details: (Sun) 0925-815-8581|** **(Globe) 0997-891-2419 |(Globe) 0915-313-1393 |****licabwaterdistrict.gov.ph**

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**Modes of Request**

**Standard Request**

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**Step 2**

**Step 3**

**Step 4**

**Step 1**

Requesting party must submit a completed LWD FOI Request Form to the FOI Receiving Officer (FRO) and provide a valid proof of ID or authorization.

The FRO will inform the requesting party of the action of the request and direct payment of applicable fees.

The FRO will forward the request to the respective Decision Maker to evaluate and process the request.

After the payment of applicable fees, FRO releases the requested information to the requesting party within fifteen (15) working days upon receipt of the requested information.

**eFOI Portal**



**Step 1**

**Step 2**

**Step 3**

**Step 4**

**Step 5**

The agency will prepare the request and will be sent to the requesting party depending on the receipt of preference.

The Decision Makers will evaluate the request and will notify you within fifteen (15) working days.

Click the “Make a Request” button on your dashboard then lodge a request on “Licab Water District”.

After being redirected to the “Make a Request” page, accomplish all fields then click “Send My Request”.

Go to the url, [**www.foi.gov.ph**](http://www.foi.gov.ph) and sign-in your account or register by providing all the required fields and a valid ID.

**FOI Appeals**

**Denial of a request may be appealed by filing a written appeal to** **licabwd@yahoo.com** **or the person or office next higher in authority 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 within thirty (30) working days from the filing of said written appeal.**

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