

Republic of the Philippines
PIKIT WATER DISTRICT
Pikit, Cotabato
Cellphone No. 0922-8068859

**EXCERPTS FROM THE MINUTES OF THE 18TH REGULAR BOARD OF DIRECTORS
MEETING OF PIKIT WATER DISTRICT HELD AT PWD OFFICE, PIKIT, COTABATO
PHILIPPINES ON SEPTEMBER 30, 2017**

PRESENT:

ATTY. EMMANUEL G. FERENAL	CHAIRMAN
ANITA O. NUESCA	VICE-CHAIRMAN
ROGELIO D. ELEAZAR	SECRETARY
LUZ R. DAMO	TREASURER
GREGORIO R. GUERRERO	AUDITOR

OTHERS PRESENT:

MAX VILORIA BOADO	GENERAL MANAGER
GINA F. MARISCAL	CORPORATE ACCOUNT ANALYST

**RESOLUTION NO. 050
Series of 2017**

**A RESOLUTION APPROVING THE PIKIT WATER DISTRICT (PWD) FREEDOM OF
INFORMATION (FOI) MANUAL.**

WHEREAS, pursuant to Section 28, Article II of the 1987 Constitution, the State adopts and implements a policy of full public disclosure of all its transactions involving public interest, subject to reasonable conditions prescribed by law;

WHEREAS, in line with the constitutional mandate, Executive Order No. 02, dated July 23, 2016, "Operationalizing in the Executive Branch the People's Constitutional Right to Information and the State Policies of Full Public Disclosure and Transparency in the Public Service and Providing Guidelines Therefor", was approved;

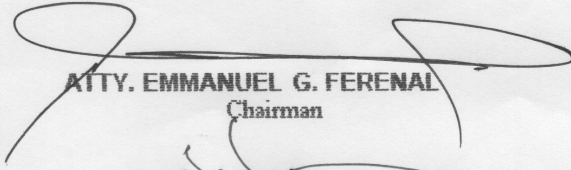
WHEREAS, pursuant to Section 8, of the EO 02, every government office is directed to prepare its own People's Freedom in Information (FOI) Manual;

WHEREAS, to uphold the right to freedom of information, Management recommends for the adoption of the Pikit Water District (PWD) Freedom of Information (FOI) Manual, as presented;

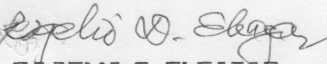
WHEREFORE, on motion by Director Anita O. Nuesca, duly seconded by Director Gregorio R. Guerrero, it was;

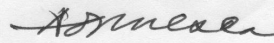
RESOLVED, as it is **RESOLVED APPROVING THE PIKIT WATER DISTRICT (PWD) FREEDOM OF INFORMATION (FOI) MANUAL.**

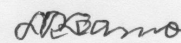
I HEREBY certify to the correctness of the above-quoted resolution.

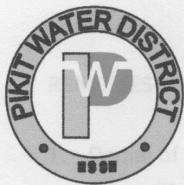

ATTY. EMMANUEL G. FERENAL
Chairman


GREGORIO R. GUERRERO
Member


ROGELIO D. ELEAZAR
Secretary


ANITA O. NUESCA
Vice-Chairman


LUZ R. DAMO
Member



Republic Of The Philippines
PIKIT WATER DISTRICT
Pikit, Cotabato
Hotline No. 0922-806-8859

FREEDOM OF INFORMATION MANUAL

I. PURPOSE

The purpose of Pikit Water District Freedom of Information (FOI) Manual is to guide the public in requesting for information from the PWD as prescribed under Executive Order (EO) No. 2 (s.2016)

II. POLICY STATEMENT

In line with the constitutional mandate upholding the right to freedom of information and implementation of full public disclosure of all its transactions involving public interest, PWD is committed to release information to the public involving public interest, subject to limitations as provided by the constitution, applicable laws, rules, regulations and procedures, such as Republic Act (RA) No. 10173, also known as the "Data Privacy Act," and the List of Exceptions approved by the Office of the President, among others.

III. PROTECTION OF PRIVACY

While providing access to information, public records, and official records, PWD will observe full protection to the right to privacy of its employees as follows:

1. PWD shall ensure that personal information in its bureaucracy 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. PWD 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 abuses, harassments or any other wrongful acts.
3. Any employee, officer or manager of PWD 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 and regulations.

IV. REMEDIES IN CASES OF DENIAL OF REQUEST FOR ACCESS TO INFORMATION

1. Denial of any request for access to information may be appealed to PWD provided, that the written appeal must be filed by the same person making the request within fifteen (15) working days from receipt of the Notice of Denial.

V. EXCEPTION TO ACCESS TO INFORMATION

Access to information shall be denied when the information falls under any of the exceptions written in the constitution, existing law or jurisprudence.

For the purpose of Freedom of Information, PWD shall deny access to information on the following grounds:

1. Requested information is available in PWD Web site(
2. Identical or substantially similar request (EO 2, s. 2016 sec 11
"The government office shall not be required to act upon an unreasonable subsequent identical or substantially similar request from the same requesting party whose request has already been previously granted or denied by the same government office".
3. Protection of Privacy (EO 2 s. 2016 sec 7)
4. Other Reason under EO 2 s. 2016 sec. 6

The General Manager may determine applicable exceptions to the request which is in custody or control of the information, public record or official record, provided that the denial is not intended primarily and purposely to cover up a crime, wrongdoing, graft or corruption.

VI. PROCEDURES FOR FILING OF FREEDOM OF INFORMATION REQUEST:

1. Requesting party shall submit formal request letter addressed to the General Manager of PWD through the Records Officer.
2. Requesting party shall be required to completely fill out Freedom of Information Request Form (FOI-01) then return the same to the Records Officer.
3. Upon receipt, the Records Officer shall stamp "RECEIVED" indicating date and time, complete name and official designation of receiving officer. One (1) copy for the requesting party and the 2nd copy for PWD office. The same shall be recorded in the FOI Logbook.
4. The Records Officer then endorses the FOI Request Form to the Office of the General Manager for evaluation and comment and issues Office Order relative to the request.
 - A. If the request is legally available, the General Manager shall issue an Office Order directing concerned employee where the data is available.

1. If the information requested is an Inactive file – Records Officer/employee concerned
 2. If the information requested is active file – Records Officer/Concerned employee.
- B. If the request needs extension, the Records Officer prepares NOTICE OF EXTENSION (FOI-02). Extension should not be more than 20 working days from the date notice is prepared.
- C. If the request is denied, the Records Officer prepares NOTICE OF DENIAL (FOI-03) signed by the Head of the Agency. This should be done within 15 working days from the date request was received.
- D. If the information is available for release, Records Officer prepares NOTICE OF AVAILABILITY OF REQUEST (FOI-04) within the prescribed time.

VII. ANNEXES

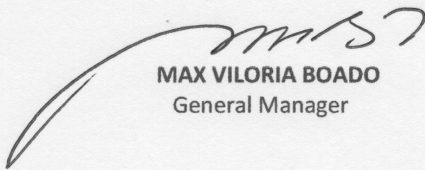
FOI-01	-	Freedom of Information Request Form
FOI-02	-	Notice of Extension
FOI-03	-	Notice of Denial
FOI-04	-	Notice of Availability of Request
FOI-05	-	Office Memo
CHART	-	Procedural Chart

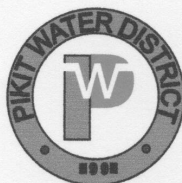
VIII. EFFECTIVITY

The **PIKIT WATER DISTRICT FREEDOM OF INFORMATION MANUAL** shall take effect immediately upon approval and posting to the PWD Website.

IX. COMMITMENT

Pikit Water District hereby abides and commits to implement of this Freedom of Information Manual.


MAX VILORIA BOADO
General Manager



Republic Of The Philippines
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Pikit, Cotabato
Hotline No. 0922-806-8859

ANNEXES

FOI-01

FREEDOM OF INFORMATION REQUEST FORM

FOI # _____
Division: _____
Name: _____
Name of Agency: _____
Address: _____
Contact#: _____ Date Filed: _____

May I respectfully request to have a copy of the record/s and/or information stated below:

For the purpose stated below:

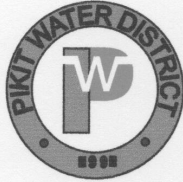
I understand that your office must respond to my request within fifteen (15) working days after it is received. Your office may grant or deny all or a portion of my request or issue a notice of extension not beyond twenty (20) working days, the period, I agree is a reasonable time to process my request. Should the record/s and/or information requested be used other than what is stated above I shall be held legally liable.

Signature over Printed Name

Approved/Disapproved:

Remarks:

Printed Name & Signature of Head of Agency



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FOI-02

NOTICE OF EXTENSION

Dear Sir/Madam:

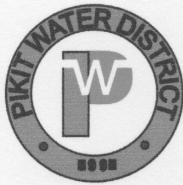
This is to notify you of the 20 days extension in providing you a copy of the requested record/s and/or information due to the following reason/s:

- ☐ The information requested requires extensive search of the office's records
- ☐ The need to carry out consultation process relative to the information requested
- ☐ Others:

With the 20 days extension the requested information shall be available on _____.

Sincerely yours,

Printed Name & Signature of Head of Agency



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FOI-03

NOTICE OF DENIAL

Sir/Madam:

This is in response to Freedom of information Request No. _____ dated _____ which we received on _____.

Upon review, it was determined by this office that the requested documents are exempt from disclosure for the following reasons:

- ☐ Requested information is available in our web site stated herein
- ☐ Identical or Substantially Similar Request (EO 2 s.2016 Sec. 11)
" The government office shall not be required to act upon an unreasonable subsequent identical or substantially similar request from the same requesting party whose request has already been previously granted or denied by the same government office.
- ☐ Protection of Privacy (EO 2, s. 2016 Sec. 7)
- ☐ Other reason:

Any additional queries pertaining to this matter can be directed to _____
our legal counsel.

Sincerely,

Printed Name & Signature of Head of Agency



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FOI-04

NOTICE OF AVAILABILITY OF REQUEST

Sir/Madam:

This refers to your FOI Request No. _____ dated _____ which we received on _____

This is to inform that the records you requested are available at the PWD records for pick-up on _____ during office hours.

Sincerely yours,

Printed Name & Signature of Head of Agency



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FOI-05

OFFICE MEMO

MEMO #: _____

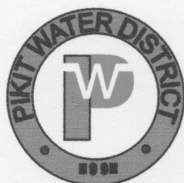
TO: PERSON IN CHARGED

RE: Please fill out this form for your response to Freedom of Information Request No. _____ dated _____ which we received on _____:

- ☐ Requested information is available in our web site stated herein
- ☐ Identical or Substantially Similar Request (EO 2 s. 2016 Sec 11)
"The government office shall not be required to act upon an unreasonable subsequent identical or substantially similar request from the same requesting party whose request has already been previously granted or denied by the same government office.
- ☐ Protection of Privacy (EO 2 s.2016 Sec 7)
- ☐ Available and ready for reproduction and release.
- ☐ The information requested requires extensive search of the office's records facilities.
- ☐ The need to carry out consultation process relative to the information requested.
- ☐ Refer to our legal adviser.
- ☐ Other Suggestions/Remarks:

(Please forward to the record officer upon completion.)

FROM: **MAX VILORIA BOADO**
General Manager



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PROCEDURAL FLOW CHART

No.	Process Flow	Description of Activity	Guidelines/ Criteria/ Policy	Responsible Person	Retained Information
1		1.1 Requesting party shall submit formal request letter through the Records Officer	Request is addressed to the General Manager in 2 copies	Requesting Party	One(1) copy to the requesting party and one (1) to Records Officer
2		2.2 Requesting party shall be required to completely fill out Freedom of Information Request Form (FOI-01)	Properly filled out FOI-01 Form	Requesting Party	FOI-01
3		3.1 Upon receipt, the Records Officer shall stamped "RECEIVED" indicating date and time, complete name and official designation of receiving officer. 3.2 The request Letter and FOI-01 shall be endorsed to the General Manager.	None	Records Officer	FOI Log book
4		4.1 General Manager evaluates if the document is legally available 4.2 General Manager issues Office Memo relative to the request	Section III.1 of the PWD Freedom of Information Manual	General Manager	Office Memo
5		5.1 If the request is unavailable, proceed to step 6 5.2 If request is legally available, 5.2.1 If the information is inactive file, General Manager issues Office Memo to the records Officer 5.2.2 If the information is an Active file, General Manager issues Office Memo to the concerned employee.	Section III. 2 and Section III.3 of the PWD Freedom of Information Manual	Records Officer	FOI-03
6		6.1 If the request is denied, the Records Officer prepares NOTICE OF DENAIL (FOI-03) signed by General Manager. 6.2 Records Officer endorses the FOI-03 to the Requesting Party	This shall be done 15 working days from the receipt of the Request	Records Officer	FOI-03
7		7.1 If the Information is available for release, Records Officer prepares NOTICE OF AVAILABILITY (FOI-04) within the prescribed time 7.2 Records Officer or the concerned employee reproduces the documents needed and endorses it to the Gen. Manager for evaluation & comments 7.3 If the request needs extension, the Records Officer prepares NOTICE OF EXTENSION (FOI-02)	Extension must not be more than 20 working days from the date of notice was prepared	Records Officer /Concerned employee/s	FOI-04 FOI-02 (as needed)
8		8.1 Records Officer stamps the document "RELEASED" indicating the time and date of its release	none	Records Officer	FOI Logbook