Annex B



FOI Request Flow Chart

Agency: WAO WATER DISTRICT

Address: BRGY. WESTERN, WAO, LANAO DEL SUR Receiving Officer: ANNA THERESA C. IMPERIAL

Contact No.: 0917-6306-632

Email Address: waowaterd@yahoo.com

MODE OF REQUESTS

Electronic Request

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STEP 1

Go to **www.foi.gov.ph** to your browser's home address.



STEP 2

Click the **Sign-Up** button and provide all the required fields. **Attach a valid ID.**



STEP 3

Once logged in, you will be directed to your **Dashboard.** The Dashboard contains all the FOI requests of the account owner.



STEP 4

Click the Make a Request button then select the name of the agency you wish to ask.



STEP 5

You will now be directed to the Make a Request Page. Accomplish all fields then click **Send My Request.**



STEP 6

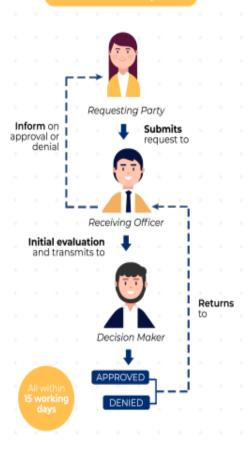
The agency will evaluate your request and will notify you within 15 working days.



STEP 7

The agency will prepare the information for release, based on your desired format. It will be sent to you depending on the receipt of preference

Standard Request



Appeals Mechanism

If you are unhappy with the response to your FOI request, you may ask us to carry out an internal review of the response by writing to **waowaterd@yahoo.com**. Your request for review should explain why you are dissatisfied with this response and should be made within 15 calendar days from date when you received this letter. We review will review your appeal and tell you the result, within 30 calendar days from the date when we receive your review request.