#### A. WHAT IS E.O. NO. 02?

TO STATE OF CHICA

guidelines therefor disclosure and transparency in the public service and providing Constitutional right to information and the state policies of full public July 23, 2016, "Operationalizing in the Executive Branch the People's Executive Order No. 2 was issued by President Rodrigo R. Duterte on

information on the matters of public concern. prescribed by law. It also guarantees the right of the people to transactions involving public interest subject to reasonable conditions It actuates the Constitutional mandate on full public disclosure of all

with the requirements provided in Section 8 thereon. The Cabagan Water District (CWD) manual is prepared in accordance

# B. To whom and where can one submit request of information?

#### THE GENERAL MANAGER

Centro, Cabagan, Isabela C.P. No. 0997 236 6550 Tel. No. (078) 396 0065 Cabagan Water District

# C. Who is responsible for receiving request for information?

#### FRONTLINE OFFICER

Cabagan Water District C.P. No. 0997 236 6550 Centro, Cabagan, Isabela Tel. No. (078) 396 0065

# D. What is the standard procedure for filing and processing of the request?





- Request for information shall be submitted using the CWD prescribed form clearly stating the following:
- Name and contact information of the requesting
- Reasonable description of the requested, provide as much detail as possible; information
- -Reason for, or purpose, of information the request for

- N provided together with the request. A valid proof of his identification or authorization shall likewise be What is the procedure of the
- ω The request shall be stamped, including the identification of the
- Date and time of the receipt;
- risbrielso (dr) ent of bels Officer. Name and signature, rank, title and position of the Action days from the notice of denial
- request, suith in the political days being the printing of the result will be need with the need of the political sections of the political sections are the political sections of the political section The requesting party shall be given a copy of the processed

#### Responding to request: Upon exhaustion of administrative appeal rema

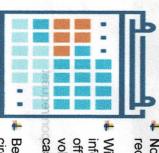
to asius entitliw so 160. The person making the request shall be notified of the following: in writing, within the prescribed timeframe, of any



- the applicable fees; Decision to grant the information including
- nbs not briudetc.; and m available such as the website, publications where the information is readily public Information directing the requesting party to
- ♣ Decision to deny the information.
- on behaseloene 2. The information is released in hard copy after the person making the request has paid the applicable fees, the instrustory and no element

### E. What is the process for disposition of request?

soon as practicable, subject to the following: The person making the request shall be notified of the decision as



- Not later than 15 working days from the receipt of request fully compliant with the requirement;
- Within 20 working days, whenever the requested cases or analogous cases; agrano privaco voluminous records, the occurrence of fortuitous office's records facilities, information requires extensive search of the examination
- Beyond 20 working days only when exceptional circumstances warrant a longer period

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- F. What is the procedure of the administrative appeal of any denial for access to information?
- Denial of any request to access to information may be appealed to the person or office next higher in the authority within fifteen (15) calendar days from the notice of denial.
- The appeal shall be decided by the person or office next higher in authority within thirty (30) working days from filing of said written appeal.
- Upon exhaustion of administrative appeal remedies, the requesting party may file the appropriate judicial action in accordance with the Rules of Court.

of the following:

### G. For Non Compliance seet sidsolidgs enti

- 1. Failure of the erring public officer or employee to comply with the provisions of the E. O. No. 02 may be a ground for administrative liability, subject to existing office rules and regulation.
- The administrative liability with corresponding penalties are classified into grave, less grave or light depending on their gravity or depravity and effects on the government service:
- a. 1<sup>st</sup> Offense Reprimand
- b. 2<sup>nd</sup> Offense Suspension of one (1) to thirty (30) days and
- c. 3rd Offense, Dismissal from the service

soon as practicable, subject to the following:

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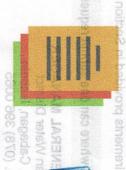
# Republic of the Philippines CABAGAN WATER DISTRICT

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It actuates the Constitutional mandate on full public disclosure of all prescribons involving public interest subject to reasonable conditions prescribed by law. It also guarantees the right of the people to prescribon on the matters of public concern.

The Cabagan Water District (CVVD) manual is prepared in accordance with the requirements provided in Section 8 thereon.





Who is responsible for receiving request for informs

### PEOPLE'S MANUAL

PREEDOM OF

### INFORMATION

Request for information shall be submitted using the following:
 CVVD prescribed form clearly stating the following:

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requested, provide as much detail as possib

Reason for, or purpose, of the request for