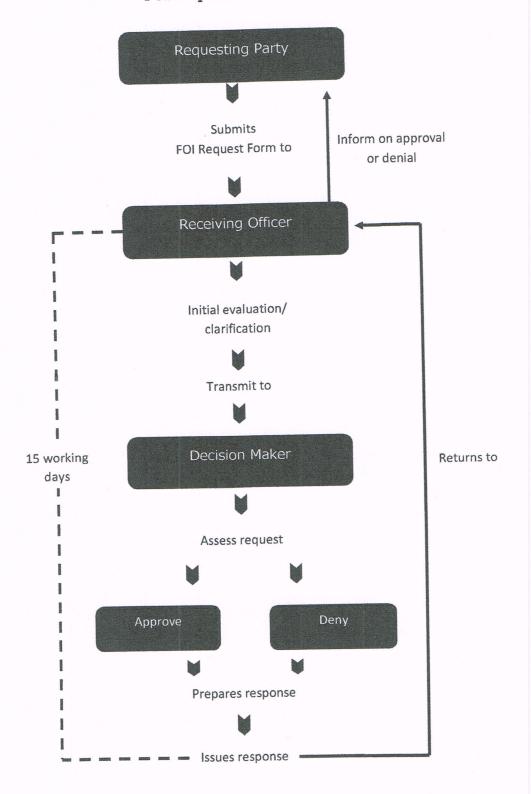
CABAGAN WATER DISTRICT

FOI Request Flow Chart



		FOI Tracking Number:
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	BAGAN WATER DISTRICT OF INFORMATION REQUEST	FORM
(Pursua	nt to Executive Order No. 2,s. 2016) (as of November 2016)	
Please read the following information care Write neatly and in BLOCK letters. Improboxes with "X" where necessary. Note: (per or incorrectly-inten out forms	application. Use blue or black ink. will not be acted upon. Tick or mark
A. Requesting Party		
You are required to supply your name and with your application and correspond with	d address for correspondence. Add you in the manner you prefer.	itional contact details will help us deal
1. Title (e.g. Mr, Mrs, Miss)	2. Given Name/s (including M.I)	3. Surname - ■
4. Complete Address (Apt/House Numb	er, Street, City/Municipality, Province 6. Mobile	7. Email
J. 1011011110, 1011	4	
8. Preferred Mode of Communication	☐ Landline ☐ Mobile ☐ Number (If your request is successful, we to you in this manner.)	r □ Email □ Postal Address will be sending the document
9. Preferred Mode of Reply	□ Email □ Fax □ Postal Addres	s 🗆 Pick-Up at Agency
10. Type of ID Given (Please ensure your IDs contain your photo and signature)	☐ Passport ☐ Driver's License ☐ School ID ☐ Company ID ☐ C	□SSS ID □ Postal ID □ Voter's ID Others
B. Requested Information		
11. Agency – Connecting Agency (If applicable)		4
12. Title of Document/Record Requested (Please be as detailed as possible)	4	
13 Date or Period (DD/MM/YY)	4	

11. Agency – Connecting Agency (If applicable) 12. Title of Document/Record Requested (Please be as detailed as possible) 13. Date or Period (DD/MM/YY) 14. Purpose 15. Document Type 16. Reference Numbers (if known) 17. Any other Relevant Information

FREEDOM OF INFORMATION -

C.	Declaration			
	Privacy Notice: Once deemed valid, your information from your application will be used by the agency you have applied to, to deal with your application as set out in the Freedom of Information Executive Order No. 2. If the Department or Agency gives you access to a document, and if the document contains no personal information about you, the document will be published online in the Department's or Agency's disclosure log, along with your name and the date you applied, and, if another person, company or body will use or benefit from the documents sought, the name of that person, entity or body.			
	I declare that: The information provided in the form is complete and correct: I have read the Privacy notice: I have presented at least one (1) government-issued ID to establish proof of my identity I understand that it is an offense to give misleading information about my identity, and that doing so may result in a decision to refuse to process my application.			
	Signature	◄		
	Date Accomplished (DD/MM/YYYY)	◀		
D.	D. FOI Receiving Officer [INTERNAL USE ONLY]			
	Name (Print name)	◀		
	Agency – Connecting Agency (If applicable, otherwise N/A)	←		
	Date entered on eFQI (If applicable, otherwise N/A)	▲		
	Proof of ID Presented (Photocopies of original should be attached)	☐ Passport ☐ Driver's License ☐ SSS ID ☐ Postal ID ☐ Voter's ID ☐ School ID ☐ Company ID ☐ Others		
	The request is recommended to be:	☐ Approved ☐ Denied		
	If Denied, please tick the Reason for the Denial	☐ Invalid Request ☐ Incomplete ☐ Data already available online		
	Second Receiving Officer Assigned (print name)	◄		
	Decision Maker Assigned to Application (print name)			
	Decision on Application	☐ Successful ☐ Partially Successful ☐ Denied ☐ Cost		
	If Denied, please tick the Reason for the Denial	☐ Invalid Request ☐ Incomplete ☐ Data already available online ☐ Exception Which Exception?		
	Date Request Finished (DD/MM/YYYY)◀			
	Date Documents (if any) Sent (DD/MM/YYYY)	▲		
	FOI Registry Accomplished	□Yes □No		
	RO Signature	◀		
	Date (DD/MM/YYYY)	▲		
FREEDOM OF INFORMATION				