

# Freedom of Information Program

**AGENCY:** CAUAYAN CITY WATER DISTRICT  
**ADDRESS:** 166 Africano St., District 2, Cauayan City, Isabela  
**RECEIVING OFFICER:** Karen Joyce B. Callanga  
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## eFOI REQUEST

## STANDARD REQUEST

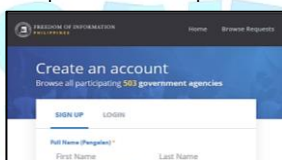
### STEP 1

Go to [www.foi.gov.ph](http://www.foi.gov.ph) on your browser's home address bar



### STEP 2

Click the **Sign up** Button for new user and provide all the required information



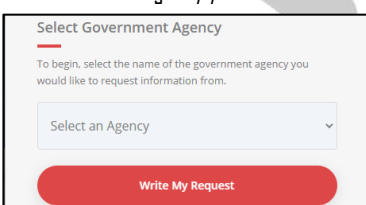
### STEP 3

Once logged in you will be directed to your **Dashboard**. The Dashboard contains all the request done by 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 **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

## FOI APPEALS

IF YOU ARE NOT SATISFIED WITH THE RESPONSE TO YOUR FOI REQUEST, YOU MAY WRITE AN APPEAL LETTER TO THE CENTRAL APPEALS AND REVIEW COMMITTEE WITHIN FIFTEEN (15) CALENDAR DAYS FROM THE LAPSE OF REQUIRED RESPONSE PERIOD. THE CENTRAL APPEALS AND REVIEW COMMITTEE SHALL DECIDE THE APPEAL WITHIN THIRTY (30) WORKING DAYS.

