

Freedom of Information Program

Agency: Metropolitan Cebu Water District

Receiving Officer: Edna A. Inocando

Designation: Public Information Division Manager

Office: Corporate Planning Department

Receiving Office: Corporate Planning Department, Metropolitan Cebu Water District

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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 to
create an account.



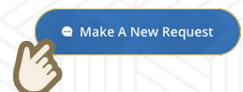
Step 3

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



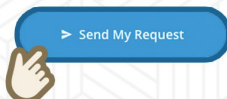
Step 4

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.



Mode of request

STANDARD



Submit
request form
with necessary
personal
documents

or

eFOI



Lodge a request
through the
eFOI Portal
(foi.gov.ph)

FOI Appeals

If you are not satisfied with the response to your FOI request, you may ask us to carry out an internal review of the response by writing to bit.ly/mcwddms. Your review request should explain why you are dissatisfied with the response, and should be made within 15 calendar days from the date when you received this letter. We will complete the review and tell you the result within 30 calendar days from the date when we receive your appeal.



**FREEDOM OF INFORMATION
PHILIPPINES**

Be **informed**. Be **engaged**. Know your government better.