



# BAGUIO WATER DISTRICT FREEDOM OF INFORMATION REQUEST FORM

FOI Tracking Number

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY BEFORE PROCEEDING WITH YOUR APPLICATION. USE BLUE OR BLACK INK ONLY. WRITE LEGIBLY AND NEATLY IN BLOCK LETTERS. STATE YOUR PURPOSE OF REQUEST CLEARLY. TICK OR MARK BOXES WHERE NECESSARY. WRITE N/A IF NOT APPLICABLE. FIELDS MARKED WITH "▶" DENOTES A MANDATORY FIELD.

A. REQUESTING PARTY		
NAME OF REQUESTING PARTY (Last Name, First Name, Middle Initial) ▶	MOBILE NUMBER ▶	LANDLINE ▶
COMPLETE ADDRESS ▶	EMAIL ADDRESS ▶	
	GOVERNMENT-ISSUED ID PRESENTED/SUBMITTED: ▶	ID NUMBER: ▶ <small>(pls include a photocopy of the ID)</small>
B. REQUESTED INFORMATION		
DOCUMENT/INFORMATION REQUESTED <i>(please indicate details)</i> ▶		
DATE OR PERIOD COVERED ▶	PREFERRED MODE OF REPLY <i>(if your request is successful, we will be sending the document/information in the preferred manner chosen)</i> <input type="checkbox"/> pick-up <input type="checkbox"/> registered mail <input type="checkbox"/> email* <input type="checkbox"/> mobile  <i>* if through email, email address: _____</i>	
PURPOSE ▶		
C. FOI RECEIVING OFFICER (Internal Use Only)		
RECEIVED BY: ▶	DATE/TIME RECEIVED: ▶	
ACTION TAKEN BY FROI:  <input type="checkbox"/> Requested information <b>approved</b> <input type="checkbox"/> Requested information <b>denied</b> <input type="checkbox"/> Invalid Request <input type="checkbox"/> Incomplete information provided by the Requesting Party <input type="checkbox"/> Data/information already available online <input type="checkbox"/> One of the Exceptions <i>(Please specify)</i>	ACTION TAKEN BY FINAL APPROVING AUTHORITY  <input type="checkbox"/> Requested information approved <input type="checkbox"/> Requested information denied as recommended  <hr style="width: 100%;"/> <b>ENGR. SALVADOR M. ROYECA</b> General Manager	
D. DECLARATION		
<b>PRIVACY NOTICE:</b> Once deemed valid, your information from your application will be used by the BAGUIO WATER DISTRICT to deal with your application as set out in the Freedom of Information Executive No. 2. If BAGUIO WATER DISTRICT gives you access to document, and if the document contains no personal information about you, the document will be published online in the disclosure log of BAGUIO WATER DISTRICT, 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: <ul style="list-style-type: none"> <li>The information provided in the form is complete and correct;</li> <li>I have read the Privacy Notice; and</li> <li>I have presented at least one (1) government-issued ID to establish proof of my identity</li> <li>I understand that using the information other than the declared purpose may lead to legal liability.</li> </ul> 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 OF REQUESTING PARTY ▶	AGENCY/INSTITUTION:	
E. RELEASING		
ACTION ON REQUEST COMMUNICATED TO REQUESTING PARTY BY:  _____ NAME / DIVISION	MODE OF COMMUNICATION: <input type="checkbox"/> email <input type="checkbox"/> email <input type="checkbox"/> courier	DATE COMMUNICATED:
FOI REGISTRY NUMBER:	FROI SIGNATURE:	DATE:
AMOUNT PAID:	PAYMENT RECEIVED BY:	OFFICIAL RECEIPT NO. /DATE:
RELEASED BY:	DATE AND TIME:	RECEIVED BY: / DATE:

\* Note: if receiving party is not the requesting party, please submit a notarized authorization