

METRO COTABATO WATER DISTRICT

Governor Gutierrez Avenue

Cotabato City

PORMULARYO NG KAHILINGAN

FOI Request Form

DOKUMENTO o IMPORMASYON NA KAILANGAN / Document or information needed

MGA TAON/PANAHONG SAKLAW / Year: _____

LAYUNIN/ Purpose

PANGALAN / Name _____ **CONTACT NO.** _____

TIRAHAN / Address _____

LAGDA / Signature _____ **PETSA/ Date** _____

KATIBAYAN NG PAGKAKAKILANLAN (Proof of Identity)

Passport No. _____ Driver's License _____ Others _____

PARAAN NG PAGTANGGAP NG IMPORMASYON (How would you like to receive the information)

Email _____

Pick-up (Office Hours) _____

(To be accomplished by the MCWD)

Time received: _____ **Date received:** _____ **Reference number:** _____

(dd-mm-yyyy)

Received by: _____

(Signature over Printed Name)

Referred to/transmitted to: _____

(Name of Department/Division/Unit and Name of FOI Receiving Officer)

Date/Time of Referral: _____

(To be accomplished upon completion of RFI)

Type of Action Undertaken: _____

Approved by: _____

General Manager

Remarks:

Received by:

FOI Receiving Officer

Date and Time of Receipt: _____

METRO COTABATO WATER DISTRICT
Governor Gutierrez Avenue
Cotabato City

NOTICE OF FULL GRANT

IMPORMASYON O DOKUMENTO NA HINIHING/ Document or Information requested for:

PANGALAN NG HUMILING NG DOKUMENTO/ Name of person requesting:

KAUKULANG AKSYON NA GINAWA /Action Taken :

PARAAN NG PAGTANGGAP NG IMPORMASYON (How information will be received)

- Email _____
- Pick-up (Office Hours) _____

Approved by:

GENERAL MANAGER

If information/document is picked-up:

Received by: _____
(Signature over Printed Name)

Time/Date received: _____
Reference number: _____

If information/document is sent through email:

Sent by: _____
(FRO/ Signature over Printed Name)

Date Time sent: _____

METRO COTABATO WATER DISTRICT

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NOTICE OF PARTIAL GRANT

IMPORMASYON O DOKUMENTO NA HINIHING/ Document or Information requested for:

PANGALAN NG HUMILING NG DOKUMENTO/ Name of person requesting:

KAUKULANG AKSYON NA GINAWA /Action Taken :

RASON NG PAGBIGAY NG PARTIAL GRANT / Reasons for issuance of partial grant

PARAAN NG PAGTANGGAP NG IMPORMASYON (How information will be received)

- Email _____
- Pick-up (Office Hours) _____

Approved by:

GENERAL MANAGER

If information/document is picked-up:

Received by: _____
(Signature over Printed Name)

Time/Date received: _____
Reference number: _____

If information/document is sent through email:

Sent by: _____
(FRO/ Signature over Printed Name)

Date Time sent: _____

METRO COTABATO WATER DISTRICT
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NOTICE OF NON-AVAILABILITY

IMPORMASYON O DOKUMENTO NA HINIHLING/ Document or Information requested for:

PANGALAN NG HUMILING NG DOKUMENTO/ Name of person requesting:

KAUKULANG AKSYON NA GINAWA /Action Taken :

RASON NG KAWALAN NG IMPORMASYON O DOKUMENTO/ Reasons for non-availability of document or information

PARAAN NG PAGTANGGAP NG IMPORMASYON (How information will be received)

- Email _____
- Pick-up (Office Hours) _____

Approved by:

GENERAL MANAGER

If information/document is picked-up:

Received by: _____
(Signature over Printed Name)

Time/Date received: _____
Reference number: _____

If information/document is sent through email:

Sent by: _____
(FRO/ Signature over Printed Name)

Date Time sent: _____

METRO COTABATO WATER DISTRICT
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Cotabato City

NOTICE OF FULL DENIAL

IMPORMASYON O DOKUMENTO NA HINIHING/ Document or Information requested for:

PANGALAN NG HUMILING NG DOKUMENTO/ Name of person requesting:

KAUKULANG AKSYON NA GINAWA /Action Taken :

RASON NG PAGTANGGI SA PAGBIGAY NG DOKUMENTO O IMPORMASYONG HINILING/ Reasons for full denial of request

PARAAN NG PAGTANGGAP NG IMPORMASYON (How information will be received)

- Email _____
- Pick-up (Office Hours) _____

Approved by:

GENERAL MANAGER

If information/document is picked-up:

Received by: _____
(Signature over Printed Name)

Time/Date received: _____
Reference number: _____

If information/document is sent through email:

Sent by: _____
(FRO/ Signature over Printed Name)

Date Time sent: _____

METRO COTABATO WATER DISTRICT
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NOTICE OF EXTENSION

IMPORMASYON O DOKUMENTO NA HINIHING/ Document or Information requested for:

PANGALAN NG HUMILING NG DOKUMENTO/ Name of person requesting:

KAUKULANG AKSYON NA GINAWA /Action Taken :

RASON PARA SA HILING NG KARAGDAGANG PANAHOON NG PAGBIBIGAY NG DOKUMENTO O
IMPORMASYON / Reason for request for extension

PARAAN NG PAGTANGGAP NG IMPORMASYON (How information will be received)

- Email _____
- Pick-up (Office Hours) _____

Approved by:

GENERAL MANAGER

If information/document is picked-up:

Received by: _____
(Signature over Printed Name)

Time/Date received: _____
Reference number: _____

If information/document is sent through email:

Sent by: _____
(FRO/ Signature over Printed Name)

Date Time sent: _____

ANNEX B

Freedom of Information (FOI) List of Exceptions Metro Cotabato Water District

1. Information on on-going information or review of bids of proposals being undertaken by the Bids and Awards Committee and such other similar committees, as there is yet no official act, transaction or decision at this point.
2. Internal communications, memoranda, opinions, reviews, comments and other operational matters of confidential nature, including but not limited to:
 - 2.1 Agenda, deliberations and minutes of the meetings of the Management Committee, Executive Committee, Development Budget Coordination Committee, Public Financial Management Committee, Government Procurement Policy Board, and Open Government Partnership Steering Committee/Working Groups;
 - 2.2 Internal emails of past and present employees, officers or directors;
 - 2.3 Internal files especially drafts and notes of public officers concerned (any unofficial or unacted upon documents should not be disclosed without prior approval);
 - 2.4 Legal opinions or comments rendered by the Legal Service;
 - 2.5 Contract review including drafts and notes of public officers concerned;
 - 2.6 Records of pending internal investigations; and
 - 2.7 Documents and/or information pertaining to matters under litigation, the purpose of which is to prejudice a pending issue before a court or obstruct the administration of justice.

