

# FREEDOM OF INFORMATION PROGRAM

Agency: **METRO COTABATO WATER DISTRICT**

Receiving Officer: **MARICRIS JOHANNA T. DIZON**

Designation: **EXECUTIVE ASSISTANT C**

Office: **METRO COTABATO WATER DISTRICT**

## Contact Details:

Telephone Number: **(064) 421-1070**

Email Address: **metrocotabatowaterdistrict@gmail.com**

Mailing Address: **Governor Gutierrez Avenue,  
Rosary Heights 7,  
Cotabato City, 9600**

## MODE OF REQUEST:

### Standard Request



Submit written request with ID and other necessary documents in the MCWD office.

OR

### Online eFOI Request



Create an account at [foi.gov.ph](http://foi.gov.ph) and submit request in the eFOI portal of Metro Cotabato Water District.

## BASIC PROCEDURES:

For **Standard Request**, the Receiving Office will assist in filling up the FOI Request Form, please bring a valid ID for identification and as part of the required documents during request.

For **Online or E-mail request**, you will be requested to make an account [foi.gov.ph](http://foi.gov.ph) and lodge your request in the eFOI Portal of Metro Cotabato Water District.

For **Online eFOI Request**,

### Step 1

<https://www.foi.gov.ph/login>



### Step 2

Create an Account by clicking the 'Sign Up' button, provide all the required fields and attach a valid ID.



### Step 3

Log in to your account and you will be directed to your Dashboard where you can find all your requested and its status.

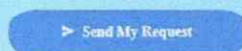
### Step 4

Click 'Make a Request' and browse the Government Agency you want to request for information or data.



### Step 5

Fill-up all the required fields and then click 'Send My Request'.



### Step 6

MCWD will evaluate your request and will notify you within 15 working days.



### Step 7

MCWD will prepare your requested information and send in to you depending on your receipt of preferences.



## APPEAL MECHANISM:

If you are unsatisfied with our response or your request has been denied, you may file and appeal in writing addressed to the General Manager thru [metrocotabatowaterdistrict@gmail.com](mailto:metrocotabatowaterdistrict@gmail.com) or a letter to be received by the Secretary of the General Manager within fifteen (15) working days from the notice of denial or from the lapse of the relevant period to respond to the request. The appeal should be decided by the General Manager within thirty (30) working days from the date of receipt of said written appeal.