



METRO COTABATO WATER DISTRICT

Gov. Gutierrez Avenue, Rosary Heights VII, Cotabato City, 9600

Tel. No. (064) 4211070; Telefax. No. (064) 4213009

Email Add: metrocotabatowaterdistrict@gmail.com



FREEDOM OF INFORMATION REQUEST FORM

REQUESTED INFORMATION

DOKUMENTO O IMPORMASYON NA KAILANGAN / Document or information needed:

MGA TAON O PANAHONG SAKLAW/ Year or Period Covered: _____

LAYUNIN/ Purpose: _____

REQUESTING PARTY

PANGALAN/ Name: _____ Contact No.: _____

TIRAHAN/ Address: _____

KATIBAYAN NG PAGKAKALANLAN / Proof of Identity

ID Presented: _____

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

Email _____

Pick-up (Office Hours)

(To be accomplished by the MCWD FOI Receiving Officer)

Date Received: _____ Time Received: _____ Reference No.: _____
(mm/dd/yyyy)

Received by: _____
(Signature over Printed Name/ Designation)

Referred to: _____
(Name of FOI Decision Maker)

Date and Time of Referral: _____

(To be accomplished upon completion of RFI)

Action Taken: _____

Approved by: _____
General Manager

Remarks: _____

Received by: _____
FOI Receiving Officer
Date and Time of Receipt _____