



FREEDOM OF INFORMATION PROGRAM



Agency : CITY OF ILAGAN WATER DISTRICT

Address : Maharlika Highway, Brgy. Osmeña, City of Ilagan, Isabela

Receiving Officers:

Cheryll Ann P. Razon (0917) 6234973

Mary Joy D. Maramag (0917) 6240180

Contact Number: (078) 323-2310

E-mail address : waterdistrict_ilagan@yahoo.com

MODE OF REQUEST

ELECTRONIC REQUEST

STEP 1

Go to www.cityofilaganwaterdistrict.gov.ph to your browser's home address.

STEP 2

Click the **SIGN UP** button and provide all the required fields. Attach a valid I.D to create an account.

STEP 3

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

STEP 4

Click the **MAKE A REQUEST** button then select City of Ilagan Water District.

STEP 5

You will now be directed to **Make a Request Page**. Accomplish all fields then click **Send My Request**.

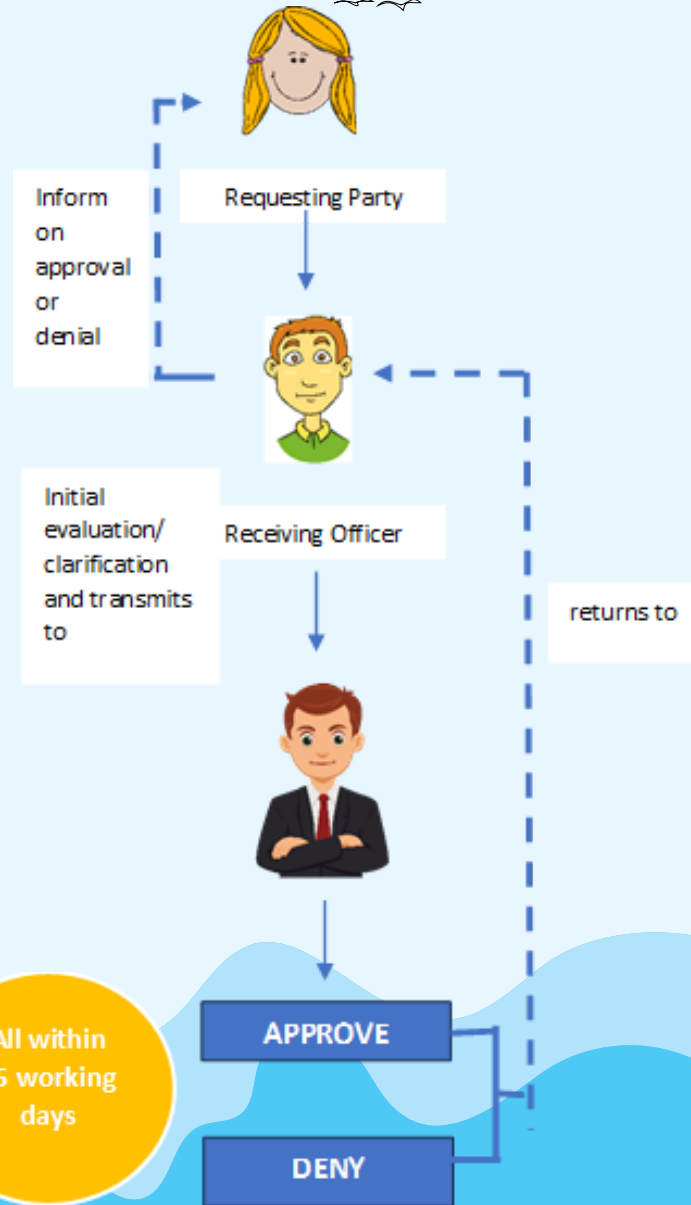
STEP 6

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.

STANDARD REQUEST



FOI APPEALS

If you are not satisfied with the response of your FOI request, you may request to carry out an internal review of the response by writing to waterdistrict_ilagan@yahoo.com. Your review request should explain why you are dissatisfied which should be made within 15 calendar days. We will complete the review and notify the results within 30 calendar days from the date of appeal.