



GENERAL SANTOS CITY WATER DISTRICT

FREEDOM OF INFORMATION



People's Manual

REPUBLIC OF THE PHILIPPINES
GENERAL SANTOS CITY WATER DISTRICT



Revised March 2023

TABLE OF CONTENTS

Section 1. OVERVIEW 2

 1.1 BACKGROUND AND PURPOSE..... 2

 1.2 COVERAGE..... 2

 1.3 PROTECTION OF PRIVACY 2

 1.3 STRUCTURE..... 3

Section 2. DEFINITION OF TERMS 3

Section 3. FUNCTIONS OF FOI OFFICIALS AND EMPLOYEES..... 5

 3.1 FOI RECEIVING OFFICER..... 5

 3.2 FOI DECISION MAKER..... 6

 3.2 APPEALS AND REVIEW COMMITTEE 6

Section 4. STANDARD PROCEDURE..... 7

 4.1 FILING OF REQUEST FOR INFORMATION 7

 4.2 TIME TO RESPOND TO FOI REQUESTS..... 8

 4.3 INITIAL ACTION UPON RECEIPT OF THE REQUEST 9

 4.4 DETERMINATION OF AND TRANSMITTAL TO THE FDM 10

 4.5 ACTION BY FDM 11

 4.6 TRANSMITTAL OF THE INFORMATION TO THE REQUESTING PARTY 13

Section 5. REMEDIES IN CASE OF DENIAL..... 13

Section 6. REQUEST TRACKING SYSTEM..... 14

Section 7. FEES 14

Section 8. ADMINISTRATIVE LIABILITY 14

ANNEX "A" Request Flowchart..... 15

ANNEX "B" FOI Request Form 16

ANNEX "C" Resolution Approving GSCWD FOI People's Manual 17

ANNEX "D" GSCWD FOI Officer 18

ANNEX "E" Documents and Information Confidential in GSCWD 19

ANNEX "F" No Wrong Door Policy Flowchart 21



Section 1. OVERVIEW

1.1 BACKGROUND AND PURPOSE

The right to information is enshrined in the 1987 Constitution to guarantee people's access to information that are of public concern. The incorporation of this right in the Constitution is a recognition of the fundamental role of free and open exchange of information in a democracy, meant to enhance transparency and accountability in government official acts, transactions, or decisions.

Recognizing the urgent need to operationalize this right, President Rodrigo Roa Duterte signed on 23 July 2016 Executive Order (EO) No. 2, otherwise known as the Freedom of Information EO. This EO seeks to operationalize the Constitutional provision on full public disclosure of all State transactions involving public interests (Section 28, Article II) and the right of the people to information on matters of public concern (Section 7, Article III).

Pursuant to and in compliance with this mandate, the People's FOI Manual for the General Santos City Water District is hereby formulated.

The purpose of this People's FOI Manual (Manual) is to provide the process to guide and assist Filipino citizens in requesting for information under the FOI EO. It likewise sets the rules, procedures and guidelines to be followed by the officials and employees of the GSCWD for requests for access to information.

1.2 COVERAGE


The Manual shall cover all requests for information directed, filed or submitted to the GSCWD.

1.3 PROTECTION OF PRIVACY¹

While providing for access to information, the GSCWD shall afford full protection to a person's right to privacy, as follows:

- a. The GSCWD shall ensure that personal information, particularly sensitive personal information, in its custody or under its control is disclosed only as permitted by existing laws;
- b. The GSCWD shall protect personal information in its custody or under its control by making reasonable security arrangements against unauthorized access, leaks or premature disclosure;
- c. The FRO, FDM, or any employee or official who has access, whether authorized or unauthorized, to personal information in the custody of the GSCWD, shall not disclose that information except as authorized by existing laws.

¹ RA 10173: Data Privacy Act of 2012



1.3 STRUCTURE

This Manual shall set out the rules and procedures to be followed by the GSCWD when a request for access to information is received. The General Manager (GM) is responsible for all actions carried out under this Manual and may delegate this responsibility. The GM may delegate a specific officer to act as the Decision Maker (DM), who shall have overall responsibility for the initial decision on FOI requests, (i.e. to decide whether to release all the records, partially release the records or deny access).

Section 2. DEFINITION OF TERMS

For the purpose of this People's FOI Manual, the following shall mean:

- a) *Consultation*. When GSCWD locates a record that contains information of interest to another office, it will ask for the views of that other agency on the disclosability of the records before any final determination is made. This process is called a "consultation."
- b) *Exceptions*. Information that should not be released and disclosed in response to a FOI request because they are protected by the Constitution, laws or jurisprudence.
- c) *Freedom of Information (FOI)*. The GSCWD recognizes the right of the people to information on matters of public concern, and adopts and implements a policy of full public disclosure of all its transactions involving public interest, subject to the procedures and limitations provided in Executive Order No. 2. This right is indispensable to the exercise of the right of the people and their organizations to effective and reasonable participation at all levels of social, political and economic decision-making.
- d) *FOI Contact*. The name, address and phone number at GSCWD where you can make a FOI request.
- e) *FOI Request*. A written request submitted to GSCWD personally or by email asking for records on any topic.
- f) *FOI Receiving Office*. The primary contact at GSCWD where the requesting party can call and ask questions about the FOI process or the pending FOI request.
- g) *Full Denial*. When the GSCWD cannot release any records in response to a FOI request, because, for example, the requested information is exempt from disclosure in its entirety or no records responsive to the request could be located.
- h) *Full Grant*. When GSCWD is able to disclose all records in full in response to a FOI request.
- i) *Information*. Shall mean any records, documents, papers, reports, letters, contracts, minutes and transcripts of official meetings, maps, books, photographs, data, research materials, films, sound and video recording, magnetic or other tapes, electronic data, computer stored data, any other like or similar data or materials recorded, stored or archived in whatever format, whether offline or online, which are made, received, or kept in or under the control and custody of any government office pursuant to law,



executive order, and rules and regulations or in connection with the performance or transaction of official business by any government office.

- j) *Information for Disclosure.* Information promoting the awareness and understanding of policies, programs, activities, rules or revisions affecting the public, government agencies, and the community and economy. It also includes information encouraging familiarity with the general operations, thrusts, and programs of the GSCWD. These types of information can already be posted to GSCWD website without need for written requests from the public.
- k) *Official Record/s.* Shall refer to information produced or received by a public officer or employee, or by a government office in an official capacity or pursuant to a public function or duty.
- l) *Partial Grant/Partial Denial.* When the GSCWD is able to disclose portions of the records in response to a FOI request, but must deny other portions of the request.
- m) *Pending Request or Pending Appeal.* An FOI request or administrative appeal for which GSCWD has not yet taken final action in all respects. It captures anything that is open at a given time including requests that are well within the statutory response time.
- n) *Perfected Request.* A FOI request, which reasonably describes the records, sought and is made in accordance with the government office's regulations.
- o) *Proactive Disclosure.* Information made publicly available by GSCWD without waiting for a specific FOI request, i.e. materials concerning GSCWD's functions and mission.
- p) *Processed Request or Processed Appeal.* The number of requests or appeals where the GSCWD has completed its work and sent a final response to the requester.
- q) *Public Records.* Shall include information required by laws, executive orders, rules, or regulations to be entered, kept and made publicly available by a government office.
- r) *Received Request or Received Appeal.* An FOI request or administrative appeal that GSCWD has received within a fiscal year.
- s) *Referral to the Appropriate Government Agency.* Another government office is the proper repository or custodian of the requested information records, or have control over the said information or records.
- t) *Sensitive Personal Information.* As defined in the Data Privacy Act of 2012, shall refer to personal information:
 - a. About an individual race, ethnic origin, marital status, age, color, and religious philosophical or political affiliations;
 - b. About an individual health, education, genetic or sexual life of a person, or to any proceedings for any offense committed or alleged to have committed by such person, the disposal of such proceedings or the sentence of any court in such proceedings;



- c. Issued by government agencies peculiar to an individual which includes, but not limited to, social security numbers, previous or current health records, licenses or its denials, suspension or revocation, and tax returns; and
- d. Specifically established by an executive order or an Act of Congress to be kept classified.
- u) *Simple Request*. A FOI request that GSCWD anticipates will involve a small volume of material or which will be able to be processed relatively quickly.
- v) *Vexatious Request*. A request is considered vexatious if it is frivolous, malicious, made in bad faith, intends to harass, vilify or embarrass, or if it poses an actual or imminent danger to the office, its officials or employees.

Section 3. FUNCTIONS OF FOI OFFICIALS AND EMPLOYEES

3.1 FOI RECEIVING OFFICER

3.1.1 All FOI requests pertaining to the GSCWD shall be filed with and/or submitted to the FRO.

3.1.2 The contact details of the FRO are as follows:

FOI Receiving Officer	Vanne Thea G. Balboa Community Relations Officer
Alternate FOI Receiving Officer	Tessa Mae M. Alejado Community Relations Assistant
Address:	E. Fernandez St., Bgry. Lagao, General Santos City
Contact Number	+683.5547231
E-mail Address:	communityrelations.gscwd@gmail.com

3.1.3 The functions of the FRO shall include the following:

- 3.1.3.1 Receive on behalf of the GSCWD all requests for information;
- 3.1.3.2 Conduct initial evaluation of FOI requests and advise the requesting party whether the request will be forwarded to the FOI Decision Maker for further evaluation;
- 3.1.3.3 Deny or refuse to accept FOI requests based on the following:
 - a. That the form is incomplete; or
 - b. That the information is already disclosed in the GSCWD's official website.

- 3.1.3.4 Forward the same to appropriate office who has custody of the records;
 - 3.1.3.5 Monitor all FOI requests and appeals;
 - 3.1.3.6 Compile statistical information on FOI requests and actions taken thereon;
 - 3.1.3.7 Provide assistance to the FOI Decision Maker;
 - 3.1.3.8 Provide assistance and support to the public and staff with regard to FOI.
- 3.1.4 The names and official contact information of the FRO shall be conspicuously displayed in the office for the public's viewing. Any change of information pertaining to the FRO shall likewise be posted in the same manner and reflected in an updated FOI Manual.

3.2 FOI DECISION MAKER

- 3.2.1 There shall be an FOI Decision Maker (FDM), designated by the GM with a rank of not lower than a Division Manager or its equivalent;
- 3.2.2 The FDM shall have the primary function of evaluating the recommendations of the FRO on any FOI request and taking action thereon;
- 3.2.3 The FDM may grant, deny, partially grant or partially deny the request or undertake such other actions as may be appropriate;
- 3.2.4 The FDM may deny the request based on the following:
 - a. The GSCWD does not have the information requested;
 - b. The information requested contains sensitive personal information protected by the Data Privacy Act of 2012;
 - c. The information requested falls under the list of exceptions to FOI;
 - d. The request is determined to be vexatious; or
 - e. The request is an unreasonable subsequent identical or substantially similar request from the same requesting party whose request has already been previously granted or denied by the GSCWD.

3.2 APPEALS AND REVIEW COMMITTEE

- 3.3.1 There shall be an Appeals and Review Committee composed of five (5) employees, designated by the GM to review by appeal decisions of the FDM;
- 3.3.2 The Committee shall take the final action on any FOI request.



Section 4. STANDARD PROCEDURE

4.1 FILING OF REQUEST FOR INFORMATION

- 4.1.1 Where Filed. An FOI request shall be filed with the FRO.
- 4.1.2 Requisites of an FOI Request. The FOI FRO shall receive the request for information from the requesting party and check compliance with the following requirements:
- The request must be in writing;
 - The request shall state the name and contact information of the requesting party, as well as provide valid proof of identification or authorization; and
 - The request shall reasonably describe the information requested, and the reason for, or purpose of, the request for information.
- 4.1.3 Purpose of the Request. For purposes of this Manual, the reason for or purpose of the request for information shall be specific or adequately and sufficiently described. The following general averments of the purpose such as “for information”, “for research”, “for legal purposes” or other similarly worded purpose shall not be considered to have met the requirement of specificity. Failure to specify the reason for or purpose of the request for information shall be a ground for denial of the FOI request.
- 4.1.4 Identification and Proof of Authority. A requesting party shall attach to his/her FOI request the following:
- 4.1.4.1 At least one (1) valid government ID containing the photograph and signature of the requesting party;
- 4.1.4.2 If the request is made through a representative, in addition to 4.1.4.1, the written authorization of the principal and at least one (1) valid government ID containing the photograph and signature of such representative;
- 4.1.4.3 If the requesting party is a juridical entity, original and certified true copy of board resolution, corporate secretary's certificate, or other acceptable written document showing the authority of the representative to act in behalf of such juridical entity;
- 4.1.4.4 If the requesting party is a minor, his/her guardian or any competent supervising adult shall comply with the requirements for a representative.

The authorization shall expressly state the extent of the authority of the representative to make the request, provide clarification, receive the requested information, and to bind the principal for all representations



and/or undertaking made by the representative in connection with the request for information.

- 4.1.5 Mode of Request. FOI requests may be made through registered mail, electronic mail (e-mail), or through official online portals, provided, that the requesting party shall provide all the required information, and to bind the principal for all representations and/or undertaking made by the representative in connection with the request for information.

If the requesting party chooses to file an FOI request in a separate written request, by e-mail or other official portals, such request shall be accompanied by a scanned copy of the FOI request form, and a copy of a duly recognized government ID with photo.

- 4.1.6 Reasonable Assistance. In case the requesting party is unable to make a written request, because of illiteracy or due to being a person with disability, he or she may make an oral request, and the FRO shall reduce it in writing. Reasonable assistance shall not cover reproduction costs of the requesting party's copy of the FOI request and the supporting documents.

4.2 TIME TO RESPOND TO FOI REQUESTS

- 4.2.1 The GSCWD shall respond to requests within fifteen (15) working days from the date of receipt of a fully compliant request.
- 4.2.2 A working day is any day other than a Saturday, Sunday or a day which is declared a national public holiday in the Philippines. In computing for the period, Article 13 of the New Civil Code shall be observed, thus:

Art. 13. When the laws speak of years, months, days or nights, it shall be understood that years are of three hundred sixty-five days each; months, of thirty days; days, of twenty-four hours; and nights from sunset to sunrise.

If months are designated by their name, they shall be computed by the number of days which they respectively have.

In computing a period, the first day shall be excluded, and the last day included.

- 4.2.3 For purposes of computing the fifteen (15) working days, the date of receipt of the request shall be reckoned as follows:
- 4.2.3.1 If made personally, the date actually filed and stamped received by the FRO;
- 4.2.3.2 If made by registered mail, the date of actual receipt of the request by the FRO;



- 4.2.3.3 If sent by e-mail or other official online portals, the date it was actually electronically delivered to or received by the designated e-mail or portal if the same arrived before 5:00pm of the working day. Requests received after 5:00pm shall be considered received on the next working day.
- 4.2.3.4 Where the request has been emailed to an absent member of staff, and this has generated an "out of office" message with instructions on how to re-direct the message to another contact, the date of receipt will be the day the request arrives in the inbox of the latter subject to the qualification in the preceding subsection;
- 4.2.3.5 Should the requested information need further details to identify or locate, then the 15 working days will commence the day after the FRO receives the required clarification from the requesting party.
- 4.2.3.6 If no clarification is received from the requesting party after sixty (60) calendar days, the request shall be closed.

4.3 INITIAL ACTION UPON RECEIPT OF THE REQUEST

- 4.3.1 Initial Evaluation. Upon receipt of the FOI request, the FRO shall evaluate whether the request is fully compliant;
- 4.3.2 Grounds for Denial During Initial Evaluation. The FRO may deny the request on the following grounds:
 - 4.3.2.1 Non-compliant FOI Request. The FRO may only accept fully compliant requests, and may not accept a request that lacks any of the required contents or documents provided in this Manual.

The requesting party shall be advised of the deficiency with instructions to comply with the deficiency, as soon as practicable, if the request was personally filed, or within the period prescribed in Section 4.3 if the request was filed through registered mail or e-mail.
 - 4.3.2.2 Requested information has already been publicly disposed. Should the information being requested has already been publicly disclosed such as when the same is already publicly available in the GSCWD website, the FRO shall inform the requesting party of the said fact and provide them the website link where the information is posted.
 - 4.3.2.3 Requested information is substantially similar or identical to the previous request. Should the requested information be substantially similar or identical to a previous request by the same requester, the request shall be denied. However, the FRO shall inform the applicant of the reason of such denial.
- 4.3.3 Period to Advise Requesting Party of Denial Based on Initial Evaluation



The FRO, shall within fifteen (15) working days from receipt of the request, advise the requesting party of denial of the request, specifying the ground for the denial in section 4.3.2 hereof.

- 4.3.4 Request for Clarification. The FRO may likewise request for clarification from the requesting party to identify or locate the requested information. The clarification shall toll the running of the fifteen (15) working day period and the period shall commence anew the day after the required clarification is received by the FRO.
- 4.3.5 Receiving of Request. Upon determination that the request is fully compliant, the FRO shall stamp RECEIVED on the duly filled-up FOI Request Form and the first page of the request letter, indicating the date and time of the receipt of the request, and the name of the public officer who actually received it, with the corresponding signature.
- 4.3.6 In case the FOI request was made through e-mail, the e-mail shall be printed out and the FRO shall observe the same procedure above. The FRO shall likewise acknowledge by e-mail the receipt of a fully compliant FOI request.
- 4.3.7 When Request for Information Received by an Office Other than the FRO. If an FOI request is received by an office other than the FRO, such receiving office shall:
- 4.3.7.1 Transmit the FOI request to the FRO within three (3) working days from receipt of such request;
- 4.3.7.2 Advise the requesting party of the transfer to the FRO within fifteen (15) working days from receipt of such request.

4.4 DETERMINATION OF AND TRANSMITTAL TO THE FDM

Upon determination that the request is a fully compliant request, the FRO shall proceed to determine whether GSCWD has custody or possession of the requested information.

- 4.4.1 After ascertaining that the information requested is in possession of the GSCWD, the FRO shall forward the request to the FDM within one (1) day from receipt of such request. The FRO shall record the date, time and name of the FDM who received the request in a record book with corresponding signature of acknowledgment of receipt of the request.
- 4.4.2 If the requested information is under the custody of more than one department, the FRO shall forward the request to all concerned offices. The FRO shall instruct the respective department heads that the latter will only provide the specific information that relate to their office.
- 4.4.3 If some of the requested information is not under the custody of GSCWD, the FRO, acting as the FDM, shall either deny the request, or recommend the partial granting of the request to the FDM.



4.4.4 Requested Information is in custody of other Government Agency.² If the requested information is not in possession of GSCWD, but is available in another government agency under the Executive Branch, the FRO shall immediately be referred to GA2 within three (3) working days from the receipt of the request. This shall be considered as the First Referral and a fresh period will apply.

4.4.4.1 The FRO shall inform the requesting party of the referral and shall be provided with the reason thereof, and the contact details of the government office where the request was referred.

4.4.5 If the information requested requires extensive search of the government's office records facilities, examination of voluminous records, or cannot be easily retrieved due to occurrence of fortuitous events or other analogous cases, the FRO shall inform the requesting party of the extension, setting forth the reasons for such extension. In no case shall the extension exceed twenty (20) working days on top of the mandated fifteen (15) working days to act on the request, unless exceptional circumstances warrant longer period.

4.5 ACTION BY FDM

4.5.1 Upon receipt of the FOI request from the FRO, the FDM shall proceed to evaluate the request by determining whether there are grounds for the denial of the requested information.

4.5.2 If the FDM determines that a record contains information of interest to another office, he/she shall consult with the agency concerned on the disclosability of the records before making any final determination.

4.5.3 Once the FDM approves/denies the request, he/she shall advise the FRO of such action. The FRO shall prepare the response to the requesting party either in writing or by email. All actions on FOI requests, whether approval or denial, shall pass through the General Manager or his designated officer for final approval.

4.5.3.1 Approval of Request. In case of approval, the FDM shall advise the FRO of such approval. The FRO shall then proceed in accordance with Sections 4.4.2 - 4.4.4.

The FRO shall advise the requesting to pay the applicable fees, if any.

4.5.3.2 Denial of Request. In case of denial, whether wholly or partially, the FRO shall notify the requesting party of the denial in writing. The notice shall clearly set forth the ground or grounds for denial and the circumstances on which the denial is based.

4.5.3.3 Grounds for Denial. An FOI request may be denied based on the following grounds:

² FOI-MC No. 21-05: No Wrong Door Policy for FOI



- 4.5.3.3.1 The office does not have possession or custody of the information requested³;
- 4.5.3.3.2 The information requested falls under the Exceptions to FOI ⁴;
- 4.5.3.3.3 The request is determined to be vexatious⁵; or
- 4.5.3.3.4 The request is an unreasonable subsequent identical or substantially similar request from the same requesting part whose request has already been previously granted or denied;
- 4.5.3.4 Vexatious Request⁶. A request is presumed to be vexatious if it involves:
- 4.5.3.4.1 Frequent or overlapping requests – occurs when a requesting party submits a correspondence involving the same issue frequently, or submits the same request over a period of time before the office can have the opportunity to address the earliest request. However, there is no frequent or overlapping request when the information that was previously released has been updated or has already changed;
- 4.5.3.4.2 Personal grudges – occurs when the requesting party submits a correspondence on a particular government official or employee against whom he/she has some personal enmity; or the said request is made to express hatred to a particular official or employee;
- 4.5.3.4.3 Unfounded accusations – occurs when the request makes completely unsubstantiated accusations against the public authority or specific employees;
- 4.5.3.4.4 Unreasonably complex request – Complex information means requests involving more than one subject matter which can only be processed within thirty-five (35) working days or more. In requests for complex information, a valid reason/valid explanation should always be provided by the requesting party;
- 4.5.3.4.5 Reprocessed data – means requests for information that will require the agency to re-process the data. Re-processed data means that the data was already proactively disclosed or the data was requested and was previously disclosed.
- 4.5.3.4.6 Premature requests or requests that are yet to be processed by the agency – means information which will soon be published, or the

³ FOI-MC No. 21-05: No Wrong Door Policy for FOI

⁴ FOI Memorandum Circular No. 89, s. 2021: Updating the Inventory of Exceptions to the Right to Access of Information under Executive Order (EO) No. 02, series 2016

⁵ FOI Memorandum Circular No. 5, s. 2020: Guidelines on Vexatious FOI Requests and Abuse of Rights Thereunder

⁶ Ibid.

disclosure of which would be premature in relation to a planned announcement or publication; or

4.5.3.4.7 All other requests that are meant to harass, embarrass or put into actual or imminent danger the life or property of the agency, its officials or employees.

4.5.3.4.8 GSCWD shall consider all relevant circumstances in determining whether or not a request is vexatious. The following may be taken into consideration in evaluating requests:

- a. Language of the request;
- b. Burden on GSCWD;
- c. Purpose, motive, or intention for making the request;
- d. Value of the requested information; or
- e. History and context of the request.

4.5.3.5 Redaction. If the information, document or record requested contains information which may be disclosed and other information which are covered by the Exceptions to FOI, the FDM shall direct that the information be redacted prior to release of the requested information, document or record.

4.6 TRANSMITTAL OF THE INFORMATION TO THE REQUESTING PARTY.

Upon receipt of the requested information, the FRO shall collate and ensure that the information is complete. He/she shall attach a cover/transmittal letter signed by the General Manager or the designated officer and ensure the transmittal of such to the requesting party within 15 working days upon receipt of the request for information.

Section 5. REMEDIES IN CASE OF DENIAL

A person whose request for access to information has been denied may avail himself of the remedy set forth below:

1. Administrative FOI Appeal to the GSCWD Appeals and Review Committee: Provided, that the written appeal must be filed by the same requesting party within fifteen (15) calendar days from the notice of denial or from the lapse of the period to respond to the request.
 - a. Denial of a request may be appealed by filing a written appeal to the GSCWD Appeals and Review Committee within fifteen (15) calendar days from the notice of denial or from the lapse of the period to respond to the request.
 - b. The appeal shall be decided by the GM upon the recommendation of the Appeals and Review Committee within thirty (30) working days from the

filing of said written appeal. Failure to decide within the 30-day period shall be deemed a denial of the appeal.

2. Upon exhaustion of administrative FOI appeal remedies, the requesting party may file the appropriate judicial action in accordance with the Rules of Court.

Section 6. REQUEST TRACKING SYSTEM

The GSCWD shall establish a system to trace the status of all requests for information received by it, which may be paper-based, on-line or both.

Section 7. FEES

1. No Request Fee. The GSCWD shall not charge any fee for accepting requests for access to information.
2. Reasonable Cost of Reproduction, Copying, and/or Delivery of the information: The FRO shall immediately notify the requesting party in case there shall be a reproduction, copying and/or delivery fee in order to provide the information. Such fee shall be the actual amount spent by the GSCWD in providing the information to the requesting party. The schedule of fees shall be posted by the GSCWD.
3. Exemption from Fees: The GSCWD may exempt any requesting party from payment of fees, upon request stating the valid reason why such requesting party shall not pay the fee.

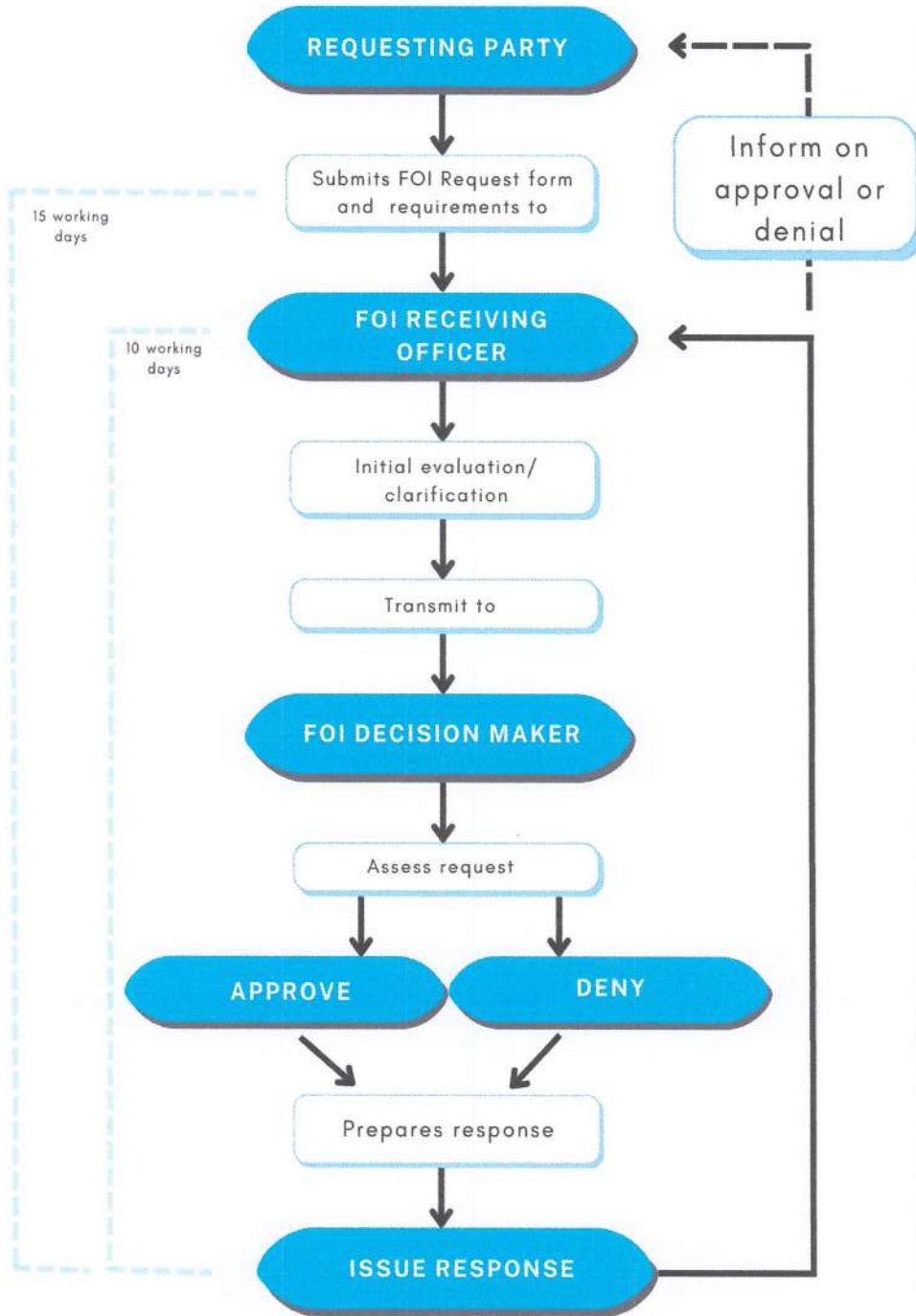
Section 8. ADMINISTRATIVE LIABILITY

1. Non-compliance with FOI. Failure to comply with the provisions of this Manual shall be a ground for the following administrative penalties:
 - a. 1st Offense - Reprimand;
 - b. 2nd Offense - Suspension of one (1) to thirty days; and
 - c. 3rd Offense - Dismissal from the service.
2. Procedure. The Revised Rules on Administrative Cases in the Civil Service shall be applicable in the disposition of cases under this Manual.
3. Provisions for More Stringent Laws, Rules and Regulations. Nothing in this Manual shall be construed to derogate from any law, any rules, or regulation prescribed by anybody or agency, which provides for more stringent penalties.



ANNEX "A"

INFORMATION REQUEST FLOWCHART



ANNEX "B"



Republic of the Philippines
GENERAL SANTOS CITY WATER DISTRICT
 E. Fernandez St., Brgy. Lagao, General Santos City
 Telephone No. (083) 552-3824/ Telefax No. (083) 553-4960
 E-mail Address: gscwaterdistrict@yahoo.com
 www.gensanwater.gov.ph

OGM-006-2

FREEDOM OF INFORMATION REQUEST FORM

FOI Tracking Number:

PART I. INFORMATION ON REQUESTING PARTY

1. Full Name

Surname First Name M.I.

2. Complete Address

No./Street
 Brgy/District
 City/Municipality
 Province

7. Contact Details

Landline
 Fax
 Mobile
 E-mail

3. Company/Affiliation/Organization/School and Position

8. Name of Representative (if applicable)

4. Proof of Identity

9. ID of Representative

5. Preferred Mode of Communication:

Landline Mobile E-mail Postal Address

10. Proof of Authority

6. Preferred Mode of Reply/Response

Pick-up Fax E-mail Postal Address

PART II. REQUESTED INFORMATION

11. Title of Document/Record Requested (Please indicate period covered for each document):

12. Purpose of Request

13. Any other relevant information

I declare and certify that the information provided in this form is complete and correct. I am aware that giving false or misleading information or using forged documents is a criminal offense. I bind myself and my principal to use the requested information only for the specific purpose stated and subject to such other conditions as may be prescribed by General Santos City Water District. I understand that the General Santos City Water District may collect, used and disclose personal information contained in this request.

14. Signature of Requesting Party or Representative:

Date: (DD/MM/YYYY)

To be filled-up by the FOI Receiving Officer

Received by:
 Name/Signature:
 Date and Time Received:
 Remarks:

ANNEX "D"



Republic of the Philippines
GENERAL SANTOS CITY WATER DISTRICT
E. Fernandez St, Brgy. Lagao, General Santos City
Telephone No. (083) 552-3824/ Telefax No. (083) 553-4960
E-mail Address: gscwaterdistrict@yahoo.com
www.gensanwater.gov.ph



Memo OGM 13
Series 2022

To : ALL DEPARTMENTS
From : OFFICE OF THE GENERAL MANAGER
Date : 21 January 2022
Subject : Update on GSCWD Freedom of Information (FOI) Officers

Executive Order (E.O) No. 02 series of 2016 specifically directs government offices under the Executive Branch including government-owned or controlled corporations to prepare its own People's FOI Manual.

In line with the establishment of GSCWD FOI People's Manual, the following are hereby appointed to function as follows:

FOI Receiving Officer (FRO): Vanne Thea G. Balboa
Tessa Mae M. Alejado
(as alternate in the absence of FRO)

FOI Decision Maker (FDM): Francisco R. Alolod, Jr., CPA, CESE
Ferdinand S. Ferrer, MPA
(as alternate in the absences of FDM)

FOI Appeals and Review Committee: Ferdinand S. Ferrer, MPA (Chairperson)
Hanelle B. Balansag, MPA
Engr. Rogelio A. Besana, Jr.
Sharon C. Gadayan, MPA
Judy A. Lim-Pasman

As regards with the specific functions, the abovementioned personnel are advised to refer to the approved Manual.

Please be guided accordingly.


ENGR. ARN B. GELLANGARIN
General Manager


Safe Water... Our Thrust, Our Service, Our Commitment.

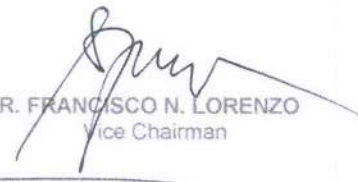
- 21. General Ledger
- 22. Cash book
- 23. Check Disbursement Record
- 24. Journal Entry Vouchers
- 25. Disbursement Voucher
- 26. Petty Cash Book
- 27. Bank Reconciliation Statement
- 28. Water Safety Manual
- 29. GSCWD-funded research or studies
- 30. All GIS layers mapping
- 31. GPS raw data
- 32. GSCWD Groundwater data bank
- 33. Hydraulic Analysis result of water distribution
- 34. Water distribution lay-out/mapping
- 35. Detailed plan and estimates prepared by GSCWD except Subdivision
- 36. Watershed Management Plan
- 37. Electro-mechanical data of all GSCWD Pumping Station
- 38. Well-drilling results (CDT/SDT/RT/Camera Logging/E-log)
- 39. Laboratory Manuals
- 40. Service Application and Construction Order
- 41. Consumer Ledger

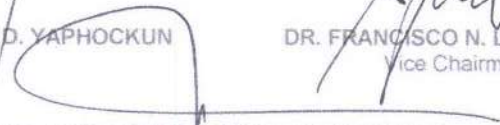
Whereas, the abovementioned list is not exclusive hence, additional documents or information may be added from time to time or when the Board and management deem it necessary;


Whereas, said list may be considered privilege in nature as far as the members of the Board of Directors, officers, and employees are concerned however, disclosure thereof to third parties shall be dealt with accordingly;


WHEREFORE, ON MOTION OF DIRECTOR FRANCISCO N. LORENZO SECONDED BY DIRECTOR ISAIAS L. GOLEZ, JR., RESOLVED TO DECLARE THE ABOVEMENTIONED LIST AS CONFIDENTIAL IN NATURE UNDER THE GSCWD FOI PEOPLE'S MANUAL


ENGR. MANUEL FORTUNATO D. YAPHOCKUN
Chairman


DR. FRANCISCO N. LORENZO
Vice Chairman


MS. MARJORIE BANDOLON-CARTOJANO
Secretary

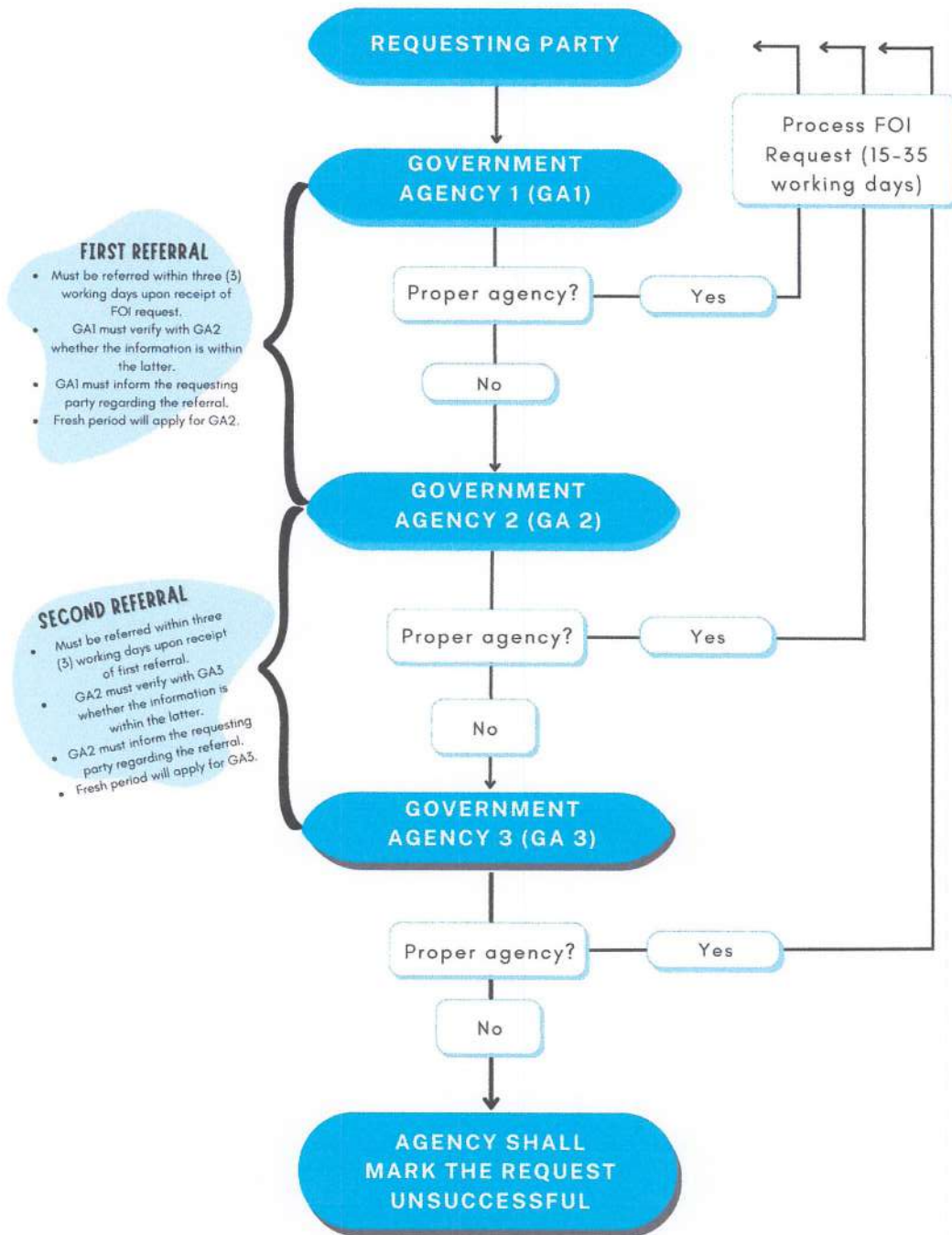

ATTY. RABMOR THOMAS T. BARTOLOME
Treasurer


ISAIAS L. GOLEZ, JR.
FOI



ANNEX "F"

NO WRONG DOOR POLICY FLOWCHART



NOTE: If GA 1 fails to refer the request within three (3) working days upon its receipt, the FOI Receiving Officer (FRO) shall act on it within the remaining period to respond pursuant to EO No. 2, s. 2016. No fresh period shall apply.