



Freedom of Information Program



Agency: **GEN. TINIO WATER DISTRICT (GTWD)**

Receiving Officer: Mr. Romero P. Maducdoc

Designation: Engineer B (Acting HRMO)

Receiving Office: Gen. Tinio Water District, Bonifacio St., Poblacion Central, Gen. Tinio, Nueva Ecija 3104

Contact details: [PLDT Landline] (044) 958-4270 | [Smart] 0998-858-6538
[E-mail] gen.tinio_wd@yahoo.com | [Website] www.gtwd.gov.ph

Mode of request

Standard Request



Submit request form* with ID and other necessary documents at the GTWD office

OR



eFOI Request

Lodge a request through the eFOI Portal at www.foi.gov.ph**

*Request form is available at the GTWD office, or you can download it at www.gtwd.gov.ph

**See steps for lodging an online request below

- STEP 1 • Go to www.foi.gov.ph from your browser's homepage.
- STEP 2 • Click the **Log-In** button on the upper right portion of the screen.
 - If you already have an account, proceed with your log-in credentials.
 - If you don't have an account yet, click the **Sign-Up** tab and input the required details. You will have to attach a copy (in jpeg/png format) of your valid ID to create an account. Verify your email address, and once done, you can proceed with the log-in.
- STEP 3 • Once logged-in, you will be directed to your **Dashboard**. It contains all the requests you have created.
- STEP 4 • Click the **Make a Request** button then select **Gen. Tinio Water District** from the drop down list of government agencies.
- STEP 5 • You will be redirected to the 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 fifteen (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.

FOI Appeals

If you are not satisfied with the response to your FOI request or if you wish to appeal a denied request, you may visit the GTWD office to file a written appeal within fifteen (15) calendar days from receipt of the FOI response or denial. The agency shall review your appeal and will be decided within thirty (30) calendar days from the date when the written appeal was received.