

FREEDOM OF INFORMATION PROGRAM

Agency: SULTAN KUDARAT WATER DISTRICT

Receiving Officer: Ma. Theresa V. Reyes

Designation: Minutes Officer B

Office: Office of the General Manager

**Receiving Office: SKWD Main Office, Bonifacio St., Corner Quirino Ave.,
Tacurong City, Sultan Kudarat**

Contact Nos.: 064-200-3353/6662

Email: skwd_tacurong@yahoo.com

MODE OF REQUEST:

Standard Request

Step 1
Submit request letter with ID, FOI form and other necessary documents to SKWD Office.

Step 2
FOI Receiving Officer will evaluate and retrieves information/record and reproduces copy and prepares covering memorandum.

Step 3
Releases copy of requested information to requestor or signs notice of denial if:
a. Requested information is disclosed in the SKWD official website.
b. Requested information is substantially similar or identical to previous rest.

Online Request

Step 1
Go to www.skwdaqua.gov.ph to your browser's home address.



Step 2
Click the Freedom of Information Logo and you will be redirected to foi.gov.ph.



Step 3
Log-in or create an account with valid ID attached.



Step 4
Once logged-in, you will be directed to your Dashboard. The Dashboard contains all the requests done by the account owner.



Step 5
You will now be directed to make a Request Page. Accomplish all fields then click Send my Request



Step 6
SKWD will evaluate your request and will notify you within 15 working days.



Step 7
The SKWD will prepare the information for release based on your desired format. It will be sent to you depending on the receipt of preference.



SKWD APPEALS

If you are not satisfied with the response to your FOI request, you may ask us to carry out an internal review of the response by writing to skwd_tacurong@yahoo.com. Your review request should explain why you are dissatisfied with the response, and should be made within 15 calendar days from the date when you received the letter. We will complete the review and tell you the result within 30 calendar days from the date when we receive your appeal.

"Service is our Commitment, Health is our Concern"