



Freedom of Information Program



Agency : TALAVERA WATER DISTRICT
 Receiving Officer : Christian P Fermin
 Designation : Supervising Customer Services Officer
 FOI Receiving Office : Commercial Services Department, TALAVERA WATER DISTRICT
 042 Diaz Street, Pag-asa District,
 Talavera, Nueva Ecija 3114
 Contact Details : ☎+6344 9406703 | ✉ pacd@talaverawd.com

Modes of Request

STANDARD REQUEST

Step 1	Step 2	Step 3	Step 4
Requesting party must submit a completed TWD FOI Request form to the FOI Receiving Officer (FRO) and provide a valid proof of ID or authorization.	The FRO will forward the request to the respective Action Officers to assess, evaluate and process the request.	The FRO will inform the requesting party of the action of the request and direct payment of applicable fees.	After the payment of applicable fees, FRO releases the requested information to the requesting party within fifteen (15) working days upon receipt of the requested information.

EFOI REQUEST

Step 1	Step 2	Step 3	Step 4	Step 5
Go to the URL, www.foi.gov.ph and sign-in your account or register by providing all the required fields and a valid ID.	Click the "Make a Request" button on your dashboard then lodge a request on "Talavera Water District"	After being redirected to the "Make a Request" page, accomplish all fields then click "Send My Request".	The Action Officers will assess and evaluate the request and will notify you within fifteen (15) working days.	The agency will prepare the request and will be sent to the requesting party depending on the receipt of preference.

FOI APPEALS

Denial of a request may be appealed by filing a written appeal to the TWD within fifteen (15) calendar days from the notice of denial or from the lapse of the period to respond to the request. The appeal shall be decided within thirty (30) working days from the filing of said written appeal.

BE INFORMED. BE ENGAGED. KNOW YOUR GOVERNMENT BETTER.