



**BALANGA WATER DISTRICT**

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# **Agency Freedom of Information Manual**

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## SECTION 1: OVERVIEW

1. **Purpose:** The purpose of this FOI Manual (Manual) is to provide the process to guide and assist the Balanga Water District (BLWD) in dealing with requests of information received under Executive Order (E.O.) No. 2, Series of 2016, on Freedom of Information (FOI). (**Annex "B"**)
2. **Structure of the Manual:** This Manual shall set out the rules and procedures to be followed by the Balanga Water District (BLWD) when a request for access to information is received. The Balanga Water District (BLWD) Head is responsible for all actions carried out under this Manual and may delegate this responsibility Head and /or to the concerned Department Head of the BLWD. The BLWD Head 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).
3. **Coverage of the Manual:** The Manual shall cover all requests for information directed to the BLWD.
4. **FOI Receiving Officer:** There shall be an FOI Receiving Officer (FRO) designated at the Balanga Water District (BLWD). The FRO shall preferably come from the Public Assistance or Information Office, or its equivalent, of the BLWD. The FRO shall hold office at the Admin Department of BLWD.

The functions of the FRO shall include receiving on behalf of the BLWD all requests for information and forward the same to the appropriate office who has custody of the records; monitor all FOI requests and appeals; provide assistance to the FOI Decision Maker; provide assistance and support to the public and staff with regard to FOI; compile statistical information as required; and, conduct initial evaluation of the request and advise the requesting party whether the request will be forwarded to the FOI Decision Maker for further evaluation, or deny the request based on:

- a. That the form is incomplete; or
- b. That the information is already disclosed in the BLWD's Official Website, [foi.gov.ph](http://foi.gov.ph), or at [data.gov.ph](http://data.gov.ph).

Local offices of the BLWD shall assign their respective FROs. (**Annex "C"**)

5. **FOI Decision Maker:** There shall be an FOI Decision Maker (FDM), designated by the Balanga Water District (BLWD) Head, with a rank of not lower than a Division Chief or its equivalent, who shall conduct evaluation of the request for information and has the authority to grant the request, or deny it based on the following: