

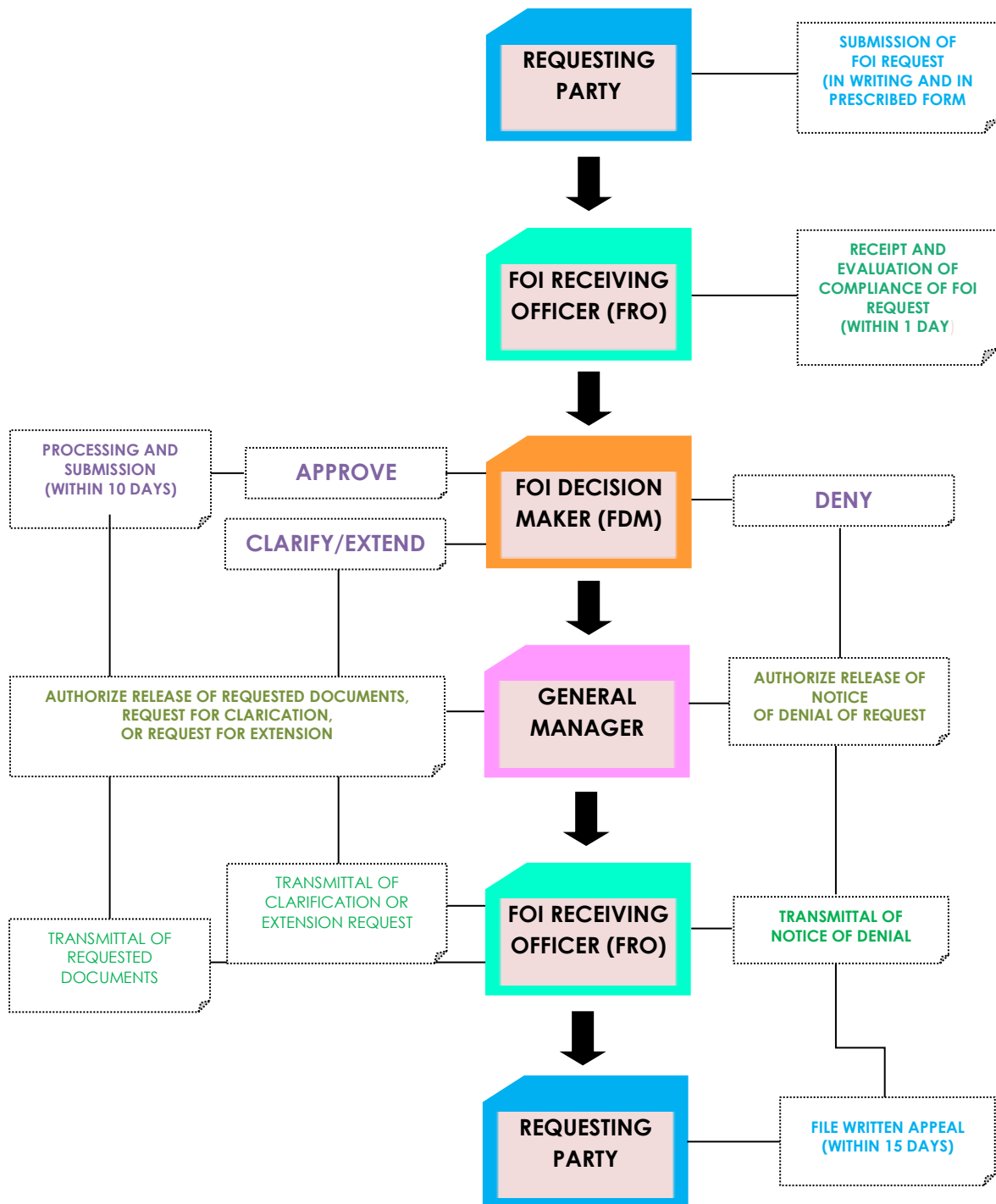
Name of Agency : **SIPALAY WATER DISTRICT**  
 Address : Purok Camatis, Brgy. Mambaroto, Sipalay City, Neg. Occ  
 FOI Receiving Officer : **JOHN ALFRED C. LIM**  
 Email address : sipalaywaterdistrictfoi@gmail.com  
 Contact : 034-4341850

**Process Flow Chart and Work Instructions**

The procedure for Request for Information/Record covers the filing of request for information with the Sipalay Water District (FOI Request Forms is available at PACD located at the entrance of the SWD's Office), receipt and evaluation of request, and approval/denial of request. No fees shall be collected from the requesting party.

**Requirements:**

1. Duly accomplished request form
2. Valid identification card
3. For representative, an authorization letter and valid ID



**APPEAL MECHANISM:**

Denial of as request may be appealed by filing a written appeal to the SWD FOI 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. The appeal shall be decided by the General Manager upon the recommendation of the FOI 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. Upon exhaustion of administrative FOI appeal remedies, the requesting party may file the appropriate judicial action in accordance with the Rules of Court.