

A. WHAT IS E.O. NO. 022?

Executive Order No. 2 was issued by President Rodrigo R. Duterte on July 23, 2016, "Operationalizing in the Executive Branch the People's Constitutional right to information and the state policies of full public disclosure and transparency in the public service and providing guidelines therefor".

It actualizes the Constitutional mandate on full public disclosure of all transactions involving public interest subject to reasonable conditions prescribed by law. It also guarantees the right of the people to information on the matters of public concern.

The Cabagan Water District (CWD) manual is prepared in accordance with the requirements provided in Section 8 thereon.

B. To whom and where can one submit request of information?

THE GENERAL MANAGER

Cabagan Water District
Centro, Cabagan, Isabela
Tel. No. (078) 396 0065
C.P. No. 0997 236 6550

C. Who is responsible for receiving request for information?

FRONTLINE OFFICER

Cabagan Water District
Centro, Cabagan, Isabela
Tel. No. (078) 396 0065
C.P. No. 0997 236 6550

D. What is the standard procedure for filing and processing of the request?

Filing of request:

1. Request for information shall be submitted using the CWD prescribed form clearly stating the following:
 - Name and contact information of the requesting party;
 - Reasonable description of the information requested, provide as much detail as possible; and
 - Reason for, or purpose, of the request for information.

2. A valid proof of his identification or authorization shall likewise be provided together with the request.

3. The request shall be stamped, including the identification of the

➤ Date and time of the receipt;
➤ Name and signature, rank, title and position of the Action Officer.

4. The requesting party shall be given a copy of the processed request.

Responding to request:

1. The person making the request shall be notified in writing, within the prescribed timeframe; of any of the following:

- Decision to grant the information including the applicable fees;
- Information directing the requesting party to where the information is readily public available such as the website, publications, etc.; and
- Decision to deny the information.

2. The information is released in hard copy after the person making the request has paid the applicable fees.

E. What is the process for disposition of request?

The person making the request shall be notified of the decision as soon as practicable, subject to the following:

- Not later than 15 working days from the receipt of request fully compliant with the requirement;
- Within 20 working days, whenever the requested information requires extensive search of the office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or analogous cases;
- Beyond 20 working days only when exceptional circumstances warrant a longer period.

F. What is the procedure of the administrative appeal of any denial for access to information?

1. Denial of any request to access to information may be appealed to the person or office next higher in the authority within fifteen (15) calendar days from the notice of denial.
2. The appeal shall be decided by the person or office next higher in authority within thirty (30) working days from filing of said written appeal.
3. Upon exhaustion of administrative appeal remedies, the requesting party may file the appropriate judicial action in accordance with the Rules of Court.

G. For Non Compliance

1. Failure of the erring public officer or employee to comply with the provisions of the E. O. No. 02 may be a ground for administrative liability, subject to existing office rules and regulation.
2. The administrative liability with corresponding penalties are classified into grave, less grave or light depending on their gravity or depravity and effects on the government service.

- a. 1st Offense - Reprimand
- b. 2nd Offense - Suspension of one (1) to thirty (30) days and
- c. 3rd Offense - Dismissal from the service

F. Fees

- Assistance : free of charge
- Copying charges : ₱ 1.00 per page upon request



Republic of the Philippines CABAGAN WATER DISTRICT Cabagan, Isabela



PEOPLE'S MANUAL FREEDOM OF INFORMATION

For more information, please visit our website at www.cabaganwaterdistrict.gov.ph or call us at (078) 396 0065 / 0997 236 6550.

