

Freedom of Information Program

Agency: **KOLAMBUGAN WATER DISTRICT**

Receiving Officer: Ana Lou T. Cabugnason

Designation: Utilities/Customer Service Assistant - FOI Focal Person

Office: Kolambugan Water District

Receiving Office: Kolambugan Water District, Cabili St.,
Poblacion, Kolambugan, Lanao del Norte

Contact Nos.: (063) 227-5201 | 09754759508 (Globe) | 09101981917 (Smart)

Email: kolambuganwaterdistrict@yahoo.com

Step 1

Go to
<https://mail.yahoo.com>
or
<https://mail.gmail.com>
to your browser's
home address.



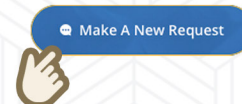
Step 2

Click the Sign Up /Sign in button
and provide all the required fields.



Step 3

Once logged-in, create/compose
your request and submit/send to
kolambuganwaterdistrict@yahoo.com



Step 4

The agency will evaluate your
request & will notify you w/in
15 working days.



Step 5

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



Mode of request

STANDARD



Submit
request form
with necessary
personal
documents

or

EMAIL



Lodge a request through
Kolambugan Water District
email address
(kolambuganwaterdistrict@yahoo.
com)

FOI 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 kolambuganwaterdistrict@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 this letter. We will complete the review and tell you the result within 30 calendar days from the date when we receive your appeal.



**FREEDOM OF INFORMATION
PHILIPPINES**

Be **informed**. Be **engaged**. Know your government better.