



# ALAMINOS CITY WATER DISTRICT

Alaminos City, Pangasinan



## FREEDOM OF INFORMATION PROGRAM (FOI) PROGRAM

**Receiving Officer:** Ruth Leah C. Casana  
Executive Assistant A  
Office of the General Manager

**Receiving Office:** Main Office:  
Alaminos City Water District  
Quezon Avenue, Brgy. Poblacion,  
Alaminos City, Pangasinan

**Branch Office:**  
Alaminos City Water District  
Brgy. Pogo,  
Alaminos City, Pangasinan  
Mobile: 0908 869 8566

**Contact Details:** Phone: (075) 205.8036 or (075) 654.0011

Email: [ruthleah\\_casana@alaminoscitywaterdistrict@gmail.com](mailto:ruthleah_casana@alaminoscitywaterdistrict@gmail.com)

[alaminoscitywaterdistrict@gmail.com](mailto:alaminoscitywaterdistrict@gmail.com) or [acwd\\_alaminos@yahoo.com](mailto:acwd_alaminos@yahoo.com)

Website: <https://www.acwd.gov.ph>

### Step 1

Go to [www.foi.gov.ph](http://www.foi.gov.ph) to your browser's home address.



### Step 2

Click the Sign Up button and provide all the required fields. Attach a valid ID to create an account.



### Step 3

Once logged-in, you will be directed to your Dashboard. The Dashboard contains all the requests done by the account owner.



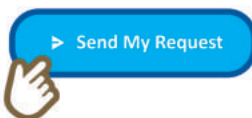
### Step 4

Click the Make a Request button then select the name of the agency you wish to ask.



### Step 5

You will now be directed to the Make a Request Page. Accomplish all fields then click Send My Request.



### Step 6

The agency will evaluate your request and will notify you within 15 working days.



### Step 7

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 ID and other necessary documents

or

eFOI Request



Lodge a request through the eFOI Portal ([foi.gov.ph](http://foi.gov.ph))

### FOI Appeals

If you are not satisfied with the response, you may write an appeal letter to the Central Appeals and Review Committee within fifteen (15) calendar days from the lapse of required response period.

The appeal shall be decided within thirty (30) working days by the Central Appeals and Review Committee.



Be informed. Be engaged. Know your government better.