



Manolo Fortich Water District

A. Ditona St., Tankulan, Manolo Fortich, Bukidnon

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Frontline Services

Request for Water Analysis Result

Water Analysis Result is a public document showing water condition as to safety and potability. Request of copy will be provided to any requestor for reference purposes only. However, since water analysis result is a public document, release of it will be through Freedom of Information process.

Office or Division:	Administration and General Services Division			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government; G2B-Government to Business; G2C-Government to Client			
Who May Avail:	All Interested Individual			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1.Accomplish Freedom Of Information (FOI) Request Form (FOI-RF)			FOI Receiving Officer	
2.Authorization letter from requesting individual (if through a representative)			Requesting Party	
3.Photocopy of valid ID of requesting party (and of representative if request is done through a representative)			Requesting employee and representative	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
1.Fill out FOI-RF from the Front Desk Officer (FDO)	Customer Service Assistant will let the customer accomplish the FOI Request Form and forward it to the FOI-Receiving Officer		3 MIns	Customer Service Assistant

2.Submit accomplished FOI-RF with are required documents	1.FOI- RO will check and review the request form together with the support documents required\	50.00	1Mins0 days	FOI-Receiving Officer
	Forward request to the FOI- Decision Maker for disposition			
3.Submit duly signed the FOI-RO	2. DM approves and forward request to Water Quality (WQS) Section to prepare requested document			FOI- Decision Maker
4.Pay corresponding payment to the teller/cashier	3.WQS photocopy and certifies true copy of the water analysis result			Water Quality and Production Staff
4.Sign acknowledgement receipt of document requested on the FOI-RF	4.Release document to requestor through the FOI-RO			FOI-Receiving Officer
	FOI-RO will let the customer sign the “receive” portion of the form			
TOTAL		None	2 days	