



BINMALEY WATER DISTRICT

Luna St., Binmaley, Pangasinan

e-mail address : biwad_79@yahoo.com

Telefax: (075)540-0054 ; Tel.Nos. (075)540-0057 to 58

CERTIFICATION

This is to certify that **Ms. JACQUELINE F. TERRADO**, Commercial Division Manager B and designated as the Freedom of Information (FOI) Receiving Officer (FRO) of the Binmaley Water District, Binmaley, Pangasinan with the following contact details:

JACQUELINE F. TERRADO

Division Manager B

Commercial Division

Binmaley Water District

Contact Numbers:

Globe : 0917-8072090

Sun : 0933-8111490

Landline : (075) 540-0054

This certification is issued in compliance with the requirement of Freedom of Information (FOI) Program pursuant to Executive Order No. 2, s.2016.

MARIANO V. GONZALO

General Manager

FOI Champion and Decision Maker



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website: binmaleywaterdistrict.gov.ph

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OFFICE ORDER NO. 2017-09-002

TO : JACQUELINE F. TERRADO
Division Manager B
Commercial Division

SUBJECT : DESIGNATION AS FOI RECEIVING OFFICER (FRO)

In the interest of the service and in line with Memorandum Circular No. 01, s.2016 of the Presidential Communications Operations Office (PCOO) on the Freedom of Information (FOI) Program pursuant to Executive No. 02, s.2016, you are hereby designated as FOI Receiving Officer (FRO) of the Binmaley Water District effective immediately and carry out the following functions:

1. Receive all requests for information and forward the same to the appropriate office or division who has custody of the records.
2. Monitor all FOI requests and appeal
3. Provide assistance to the General Manager who is FOI Champion and Decision Maker
4. Provide assistance and support to the public and staff with regards to FOI
5. Compile statistical information as required
6. Conduct initial evaluation of the request and advise the Requesting Party (RP) whether the request will be forwarded to the FOI Decision Maker for further evaluation, or deny the request based on:
 - That the form is incomplete; or
 - That the information is already disclosed in BIWAD's official website; www.binmaleywaterdistrict.gov.ph

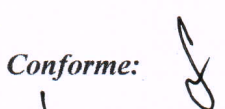
For your guidance and strict compliance.

MARIANO V. GONZALO

General Manager

FOI Champion and Decision Maker

Conforme:


Jacqueline F. Terrado
Signature over Printed Name

9-15-17

(Date)