




## CERTIFICATION

This is to certify that **Mr. TRISTAN JUNYLL P. MANUEL**, Administrative Services Aide/and Document Control Officer, is the newly designated Freedom of Information (FOI) Receiving Officer (FRO) of the Binmaley Water District, Binmaley, Pangasinan with the following contact details:

**TRISTAN JUNYLL P. MANUEL**  
Administrative Services Aide/  
Document Control Officer  
Binmaley Water District  
Contact Numbers:

Globe : 0967-5419462  
Smart : 0961-4098093  
Landline : (075) 540-0058

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

  
**JUAN T. CASTRO**  
General Manager B  
FOI Champion and Decision Maker



**BINMALEY WATER DISTRICT**

Luna St., Binmaley, Pangasinan

website: [binmaleywaterdistrict.gov.ph](http://binmaleywaterdistrict.gov.ph)

e-mail address : [biwad\\_79@yahoo.com](mailto:biwad_79@yahoo.com)

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

**OFFICE ORDER NO. 2020-07-005**

**TO : TRISTAN JUNYLL P. MANUEL**  
Administrative Services Aide/ Document Control Officer  
Administrative & Finance 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](http://www.binmaleywaterdistrict.gov.ph)

For your guidance and strict compliance.

**JUAN T. CASTRO**

General Manager B

FOI Champion and Decision Maker

Conforme:

  
Tristan Junyll P. Manuel  
Signature over Printed Name

July 06, 2020

(Date)