**ELECTRONIC FREEDOM OF INFORMATION (eFOI) PORTAL**

**ONBOARDING FORM**

|  |  |
| --- | --- |
| **Agency Acronym** | GWD |
| **Agency Seal / Logo** |  |
| **Agency Name** | GUIMBA WATER DISTRICT |
| **Short Description of Agency** *(One-liner description of the agency and/or its mandate)* | WATER SUPPLY |
| **Complete Description of Agency***(Complete mandate of the agency)* | THE GUIMBA WATER DISTRICT IS COMMITTED TO PROVIDE SAFE, RELIABLE AND SUSTAINABLE WATER SUPPLY TO THE COMMUNITIES WITHIN ITS JURISDICTION.  |
| **Agency Website** | guimbawaterdistrict.gov.ph |
| **eFOI Decision Maker/s (FDMs)** | ENG’R. FELIXBERTO C. LEGARDAGeneral Managergwdcoc295@yahoo.com09189651987 |
| **eFOI Receiving Officer/s (FROs)** | DIANE ERICA B. BALTAZARSr. Customer Service Officerbarawid.dianeerica@yahoo.com09985870465 |

***Note:***

* *Accomplished onboarding form shall be submitted in MS Word format (.doc) through* ***foi.pco@gmail.com****.*
* *FDMs and FROs must have different email addresses as it will serve as their login credentials.*
* *It is advisable to create an FOI email address than to use the personal email accounts of the eFOI officers. Official/business email addresses (@gov.ph) are also preferred.*

**SUBMITTED BY:**

**ANNE CLARISSE C. ROMANO**

Sr. Industrial Relations Development Officer B

Date: **January 20, 2025**

Contact Number: **09272784844**

Email Address: **romanoanneclarisse@yahoo.com**

*----------------------------------To be accomplished by FOI-PMO Officers---------------------------------*

**REVIEWED AND APPROVED BY**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name and Designation

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REGISTERED BY**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name and Designation

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*-------------------------------------------------Nothing follows here-----------------------------------------------*