



CITY OF SAN FERNANDO WATER DISTRICT

B. Mendoza St., Sto. Rosario
City of San Fernando, Pampanga
Tel. Nos.: (045) 961.3546 / 963.3729 (trunklines)

FREEDOM OF INFORMATION (FOI) REPORT Agency Information Inventory, FOI Registry, and Summary Report

Agency: City of San Fernando Water District (CSFWD)

Reporting Period: Calendar Year 2025

Legal Basis: Executive Order No. 2, s. 2016; PCO Memorandum Circular No. 26-001

I. AGENCY INFORMATION INVENTORY

Pursuant to Executive Order No. 2, s. 2016, the City of San Fernando Water District maintains an updated inventory of information, records, and documents that are available for public access, subject to FOI exceptions.

A. Categories of Information Maintained

The following types of information are held and managed by CSFWD:

1. **Organizational Information**
 - Mandate, vision, mission, and functions
 - Organizational structure and staffing pattern
2. **Policies, Rules, and Issuances**
 - Board Resolutions
 - Office Orders and Memoranda
 - Manuals and guidelines
3. **Programs, Projects, and Activities**
 - Water supply development projects
 - Infrastructure rehabilitation projects
 - Service improvement initiatives
4. **Financial and Procurement Records**
 - Annual budgets and financial statements
 - Procurement plans and contract awards
5. **Reports and Performance Documents**
 - Annual reports
 - Monitoring and accomplishment reports

All information is subject to disclosure limitations under existing laws, rules, and FOI exceptions.

II. FOI REGISTRY

CSFWD maintains an FOI Registry to document all requests for information received and acted upon through the FOI Portal, email, or in-person requests.

A. FOI Requests Received

Item	Description
Total FOI Requests Received	1
Requests Granted	1
Requests Denied	0



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Item	Description
Requests Pending	0
Requests Withdrawn	0

III. FOI SUMMARY REPORT

A. Processing of FOI Requests

For the reporting period, the City of San Fernando Water District received **one (1) Freedom of Information (FOI) request** through its official FOI channels.

The request was **properly evaluated, processed, and granted** in accordance with Executive Order No. 2, s. 2016 and within the prescribed processing period.

No FOI requests were denied, pending, or withdrawn during the reporting period.

B. Challenges and Issues

No operational or implementation issues related to FOI processing were encountered during the reporting period.

C. Actions Taken and Continuous Improvement

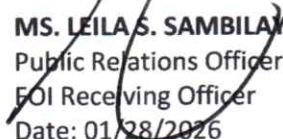
Despite the absence of FOI requests, CSFWD continues to:

- Maintain an updated FOI webpage and portal account
- Designate FOI officers and ensure awareness of FOI procedures
- Promote transparency through proactive disclosures

IV. CERTIFICATION

This is to certify that the foregoing FOI Report is true and correct based on records available to the City of San Fernando Water District for the period indicated.

Prepared by:


MS. LEILA S. SAMBILAT
Public Relations Officer A
FOI Receiving Officer
Date: 01/28/2026

Noted by:


ENGR. NELSON G. LINGAT, DPA
General Manager
Date: 01/28/2026

This FOI Report is submitted in compliance with Executive Order No. 2, s. 2016 and the guidelines of the Presidential Communications Office (PCO).



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