

Agency abbreviation	Agency Name	Title	Description	File Format	Available online?	Location or URL	Disclosure Type	Original Info Owner	Info Maintainer	date_released (or coverage)	frequency_of_up date
Agency abbreviation	Name of agency (spelled out)	Title of the information (record/document)	Description of the information	CSV, XLS, SHP, KML, TXT, PDF, DOC, Standard (hard copy) etc.	Posted in the website (Yes/No)	Location of published information or URL for direct download	Whether the information is either of the following: - public : info can be disclosed for public consumption regardless of identity - exception : info is under the Exceptions List - internal : info only for agency consumption - with fee : info can be disclosed but with corresponding charges based on the agency's mandate/policies/business model - limited : info, upon verification of the requesting party's identity, can only be disclosed to specific person/s and/or entities	Agency or office who originally owns/create the information	Unit responsible in storing the information (can be the same as the Data Owner)	The date when the information was initially released (YYYY-MM-DD) or year only	Daily, Annually, Biannually, Quarterly, Monthly (optional)
CWD	Carcar Water District	CWD Citizen's Charter	Represents systematic effort to focus on the commitment of the CWD towards its concessionaires with respect in standard delivery of services, information, accessibility, grievance redress, courtesy and value for money	PDF	Yes	www.carcarwaterdistrict.gov.ph	Public	CWD	Administrative Division	2013 Revised edition 2020	once every two years/as the need arises Revised last September 2020
CWD	Carcar Water District	CWD Operations Manual	Refers to organizational functions and responsibilities as well as structures and duties of each departments along with the organizational chart of the entire CWD operations. It also sets the mainframe of rules and regulations of CWD that leads to systematic and smooth day-to-day operations	PDF	Yes	www.carcarwaterdistrict.gov.ph	Public	CWD	Office of the General Manager	2017	0
CWD	Carcar Water District	CWD Quality Manual	Refers to the top level document of the CWD Quality Management System. It includes Operational Policies which provide answers and directions to recurring questions in the CWD quality management system.	PDF	Yes	www.carcarwaterdistrict.gov.ph	Public	CWD	Office of the General Manager	08/20/2016	once every three years/as the need arises
CWD	Carcar Water District	Water Safety Plan	It is a plan to ensure the safety of drinking water through the use of a comprehensive risk assessment and risk management approach that encompasses all steps in water supply from catchment to consumer.	PDF	Yes	www.carcarwaterdistrict.gov.ph	Public	CWD	Office of the General Manager	2014 Revised October 2020	as the need arises Revised last October 2020

Year-Quarter	Tracking Number	Request Type	Date Received	Title of Request	Extension?	Status	Date Finished	Processing Days	Cost	Appeal/s filed?	Feedback Score	Remarks
<i>year and quarter of report coverage</i>	<i>Internal FOI Tracking number</i>	<i>if request was lodged through eFOI or standard (paper-based)</i>	<i>date request was lodged by requesting party (YYYY-MM-DD)</i>	<i>title of information requested</i>	<i>if the agency requested for extension or additional 20 working days (YES or NO)</i>	<i>status of request</i>	<i>date request was processed/finished by the agency; if not yet processed/finished, indicate ONGOING</i>	<i>number of working days in facilitating the request; if finished within the same day, indicate 0</i>	<i>fees paid by the requesting party for facilitation of request; if none, indicate FREE</i>	<i>if the requesting party or any other citizen filed an appeal for the specific request (YES or NO)</i>	<i>Score given by the requesting party through the feedback survey</i>	<i>Additional details about the request</i>
2017-Q1	N/A	None	None	None	NA	None	NA			NA	NA	NA
2017-Q2	N/A	None	None	None	NA	None	NA			NA	NA	NA
2017-Q3	N/A	None	None	None	NA	None	NA			NA	NA	NA
2017-Q4	N/A	None	None	None	NA	None	NA			NA	NA	NA
2018-Q1	N/A	None	None	None	NA	None	NA			NA	NA	NA
2018-Q2	N/A	None	None	None	NA	None	NA			NA	NA	NA
2018-Q3	N/A	None	None	None	NA	None	NA			NA	NA	NA
2018-Q4	N/A	None	None	None	NA	None	NA			NA	NA	NA
2019-Q1	N/A	None	None	None	NA	None	NA			NA	NA	NA
2019-Q2	N/A	None	None	None	NA	None	NA			NA	NA	NA
2019-Q3	N/A	None	None	None	NA	None	NA			NA	NA	NA
2019-Q4	N/A	None	None	None	NA	None	NA			NA	NA	NA
2020-Q1	N/A	None	None	None	NA	None	NA			NA	NA	NA
2020-Q2	N/A	None	None	None	NA	None	NA			NA	NA	NA
2020-Q3	N/A	None	None	None	NA	None	NA			NA	NA	NA
2020-Q4	N/A	None	None	None	NA	None	NA			NA	NA	NA
2021-Q1	N/A	None	None	None	NA	None	NA			NA	NA	NA
2021-Q2	N/A	None	None	None	NA	None	NA			NA	NA	NA
2021-Q3	N/A	None	None	None	NA	None	NA			NA	NA	NA
2021-Q4	N/A	None	None	None	NA	None	NA			NA	NA	NA

