

Agency Abbreviation	Agency Name	Title	Description	File Format	Online Publication	Location or URL	Disclosure Type	Original Data Owner	Data Maintainer	date_released (or coverage)	frequency of update
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 entity/ies	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)
WWD	Villasis Water District	VWD Citizens Charter	VWD Citizens Charter 2020 (2nd Edition) updated as of December 03, 2020	Printed in Tarpaulin and flyers	Yes	http://villasiswaterdistrict.gov.ph/images/2023/VWD-PWV%20CITIZEN'S%20%20CHARTER%202022%203rd%20Edition.pdf	Public	WWD	Administrative Division	2022	
		Annual Full Disclosure of WWD	Monthly Financial Statement	PDF	Yes	http://villasiswaterdistrict.gov.ph/transparency?id=49	Public	WWD	Finance Section	January 31, 2012	Annually
		Annual Budget	Agency's approved Corporate Operations Budget	PDF	Yes	http://villasiswaterdistrict.gov.ph/transparency	Public	WWD	Administrative Division	December 1, 2016	Annually
		Programs, Projects and Activities	Agency's accomplished Programs, Projects and Activities	PDF	Yes	http://villasiswaterdistrict.gov.ph/transparency	Public	WWD	Engineering Division	January 1, 2014	Upon completion of PPA
		Procurement	Approved Annual Procurement Plan (Common Use)	PDF	Yes	http://villasiswaterdistrict.gov.ph/images/2024/APP%20CSE%202025.pdf	Public	WWD	Bids and Awards Committee	January 1, 2016	Annually
			Approved Annual Procurement Plan (Non-Common Use)	PDF	Yes	http://villasiswaterdistrict.gov.ph/transparency	Public	WWD	Bids and Awards Committee	August 1, 2018	Annually
			Procurement Monitoring Report	PDF	Yes	http://villasiswaterdistrict.gov.ph/transparency	Public	WWD	Bids and Awards Committee	August 1, 2018	Semi-annual
		WWD Agency Manual	WWD Agency Manual updated as of April 17, 2019	PDF	Yes	http://villasiswaterdistrict.gov.ph/images/VWD-Agency-Manual-April-2019.pdf	Public	WWD	Administrative Division	December 1, 2016	as needed
		FOI Manual	VWD FOI Manual updated as of 23 January 2025	PDF	Yes	http://villasiswaterdistrict.gov.ph/images/2025/2024%20VWD%20Updated%20FOI%20Manual.pdf	Public	WWD	Administrative Division	September 27, 2017	as needed
		Gender and Development	Approved anual GAD Plan	PDF	Yes	http://villasiswaterdistrict.gov.ph/images/2025/GAD%202025.pdf	Public	WWD	GAD Focal Point System	November 30, 2017	Annually
Water Safety Plan	Approved Agency Water Safety Plan	PDF	Yes	http://villasiswaterdistrict.gov.ph/images/2025/Water%20Safety%20Plan%20Certificate.jpg	Public	WWD	Water Safety Plan Committee	March 28, 2017	as needed		
Bacteriological Test & Physical Chemical Analysis	Monthly Bacteriological Test and semi-annual Physical-Chemical Analysis	PDF	Yes	http://villasiswaterdistrict.gov.ph/bacteriological-result	Public	WWD	Production Division	July 17, 2018	Monthly / Semi-annual		

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		Expenses	Expense Vouchers, attached receipts and supporting docs	Hard Copy (Photocopy)	No	Finance Section	Limited, w/ fee	VWD	Finance Section	N/A	Monthly
		Board of Directors' Files	Board Resolutions and Policies	Hard Copy	No	Office of the Board of Directors	Limited, w/ fee	VWD	Office of the Board of Directors	N/A	as needed
		VWD Policies	VWD Policies	Hard Copy	No	Office of the General Manager VWD Bulletin Board	Public	VWD	Office of the General Manager	N/A	as needed

