

agency_abbrv	agency_name	title	description	file_format	online_publication	location_or_url	disclosure	original_data_owner	data_maintainer	date_released (or coverage)	frequency_of_update
Agency abbreviation	Name of agency (spelled out)	Title of the information	Description of the information	CSV, XLS, SHP, KML, TXT, PDF, DOC, Standard (hard copy) etc.	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 the information	Unit responsible for the information	The date when the information was initially released (YYYY-MM-DD)	Daily, Annually, Biannually, Quarterly, Monthly
VWD	Villasis Water District	VWD Citizens Charter	VWD Citizens Charter updated as of May 2017	PDF, Printed in Tarpaulin and flyers	Yes	http://villasiswaterdistrict.gov.ph/images/VWD_Citizens_Charter_CS_C.pdf	Public				
		Annual Full Disclosure of VWD	Monthly Financial Statement	PDF	Yes	http://villasiswaterdistrict.gov.ph/transparency/financial-statement	Public	VWD	Finance Section	January 31, 2012	Monthly
		Annual Budget	Agency's approved Annual Budget	PDF	Yes	http://villasiswaterdistrict.gov.ph/budget-target	Public	VWD	Administrative Division	December 1, 2016	Annually
		Programs, Projects and Activities	Agency's accomplished Programs, Projects and Activities	PDF	Yes	http://villasiswaterdistrict.gov.ph/transparency/projects-programs-and-activities	Public	VWD	Engineering Division	January 1, 2014	Upon completion of PPA
		Procurement	Approved Annual Procurement Plan (Common Use)	PDF	Yes	http://villasiswaterdistrict.gov.ph/annual-procurement-plan	Public	VWD	Bids and Awards Committee	January 1, 2016	Annually
	Approved Annual Procurement Plan (Non-Common Use)		PDF	Yes	http://villasiswaterdistrict.gov.ph/images/Villasis%20Water%20District%20Annual%20	Public	VWD	Bids and Awards Committee	August 1, 2018	Annually	
	Procurement Monitoring Report		PDF	Yes	http://villasiswaterdistrict.gov.ph/images/Procurement%20Monitoring%20Report.pdf	Public	VWD	Bids and Awards Committee	August 1, 2018	Semi-annual	
		VWD Agency Manual	VWD Agency Manual updated as of 2016	PDF	Yes	http://villasiswaterdistrict.gov.ph/images/AgencyManual.pdf	Public	VWD	Administrative Division	December 1, 2016	as needed
		FOI Manual	VWD FOI Manual updated as of August 31, 2018	PDF	Yes	http://villasiswaterdistrict.gov.ph/images/FOI-Manual-updated-as-of-August-31-2018.pdf	Public	VWD	Administrative Division	September 27, 2017	as needed
		Gender and Development	Approved annual GAD Plan	PDF	Yes	http://villasiswaterdistrict.gov.ph/gad-and-development	Public	VWD	GAD Focal Point System	November 30, 2017	Annually
		Water Safety Plan	Approved Agency Water Safety Plan	PDF	Yes	http://villasiswaterdistrict.gov.ph/images/Water_Safety_Plan.pdf	Public	VWD	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	VWD	Production Division	July 17, 2018	Monthly / Semi-annual
		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

Parent Agency Name	Attached Agency Name	Agency Acronym	Agency Type	Year-Quarter	Request Type	STATUS OF PROCESSED REQUESTS										STATUS OF ONGOING REQUESTS				
						Total Processed Requests	Successful	Proactively Disclosed	Partially Successful	Info Under Exceptions	Info Not Maintained	Invalid Request	Closed	Total Number of Days Lapsed	Average Processing Time	Ongoing Requests	Pending	Accepted	Awaiting Clarification	Processing
<i>name of parent agency (if any)</i>	<i>name of agency</i>	<i>agency acronym</i>	<i>NGA / GOCC / SUC / LWD / LGU</i>	<i>year and quarter of report coverage</i>	<i>eFOI / Standard</i>	<i>total number of requests which are already processed</i>	<i>number of requests where information has been uploaded or provided</i>	<i>number of requests where information has been provided through the agency's website even before it was requested</i>	<i>number of requests where out of many requests, only a number has been provided by the agency</i>	<i>number of requests denied since it is under the FOI Exceptions List</i>	<i>number of requests denied since information requested is not being handled, maintained, or stored by the agency</i>	<i>number of requests denied since it is a question, not an actionable item, or not a request for information</i>	<i>number of requests closed since the party failed to provide the information needed for clarification--60 calendar days after the "Awaiting Clarification" status</i>	<i>total number of days lapsed facilitating processed requests</i>	<i>total number of days lapsed over the total number of processed requests for the period of coverage (do not include ongoing requests)</i>	<i>total number of requests currently being processed</i>	<i>number of requests submitted by requestors but not yet acknowledged by the Receiving Officer</i>	<i>number of requests acknowledged by the Receiving Officer and forwarded to the Decision Maker concerned</i>	<i>number of requests returned to the requestors for some clarifications or if he/she failed to provide all requirements such as a valid ID</i>	<i>number of requests received by the Decision Maker and is currently being processed</i>
N/A	Villasis Water District	VWD	GOCC	2017-Q1	STANDARD	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0
N/A	Villasis Water District	VWD	GOCC	2017-Q2	STANDARD		0	0	0	0	0	0	0	0	0.00	0	0	0	0	0
N/A	Villasis Water District	VWD	GOCC	2017-Q3	STANDARD		0	0	0	0	0	0	0	0	0.00	0	0	0	0	0
N/A	Villasis Water District	VWD	GOCC	2017-Q4	STANDARD		0	0	0	0	0	0	0	0	0.00	0	0	0	0	0
N/A	Villasis Water District	VWD	GOCC	2018-Q1	STANDARD		0	0	0	0	0	0	0	0	0.00	0	0	0	0	0
N/A	Villasis Water District	VWD	GOCC	2018-Q2	STANDARD		0	0	0	0	0	0	0	0	0.00	0	0	0	0	0
N/A	Villasis Water District	VWD	GOCC	2018-Q3	STANDARD		0	0	0	0	0	0	0	0	0.00	0	0	0	0	0
N/A	Villasis Water District	VWD	GOCC	2018-Q4	STANDARD		0	0	0	0	0	0	0	0	0.00	0	0	0	0	0