

**LUBAO WATER DISTRICT  
FOI INVENTORY REPORT  
AS OF DECEMBER 31, 2024**

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_updates
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: - <b>public</b> : info can be disclosed for public consumption regardless of identity - <b>exception</b> : info is under the Exceptions List - <b>internal</b> : info only for agency	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)
LWD	LUBAO WATER DISTRICT	COMPANY PROFILE	COMPANY HISTORY	TXT	YES	<a href="http://lubaowaterdistrict.gov.ph/about/">http://lubaowaterdistrict.gov.ph/about/</a>	Public	Administrative and General Services	Administrative and General Services	2016	N/A
LWD	LUBAO WATER DISTRICT	LWD CITIZEN'S CHARTER	PROCEDURE OF COMPANY SERVICES	PDF	YES	<a href="http://lubaowaterdistrict.gov.ph/citizen-charter/">http://lubaowaterdistrict.gov.ph/citizen-charter/</a>	Public	Commercial Services Section	Commercial Services Section	2015	As the need arises
LWD	LUBAO WATER DISTRICT	ORGANIZATIONAL CHART	COMPANY ORGANIZATIONAL CHART AND STRUCTURE	TXT	YES	<a href="http://lubaowaterdistrict.gov.ph/wp-content/uploads/2025/01/2024ORGANIZATIONALCHART.pdf">http://lubaowaterdistrict.gov.ph/wp-content/uploads/2025/01/2024ORGANIZATIONALCHART.pdf</a>	Public	Administrative and General Services	Administrative and General Services	2016	As the need arises
LWD	LUBAO WATER DISTRICT	MISSION AND VISION	COMPANY MISSION AND VISSION	TXT	YES	<a href="http://lubaowaterdistrict.gov.ph/about/mission-vision-value/">http://lubaowaterdistrict.gov.ph/about/mission-vision-value/</a>	Public	Administrative and General Services	Administrative and General Services	2016	N/A
LWD	LUBAO WATER DISTRICT	PROCUREMENT	ANNUAL PROCUREMENT PLAN	PDF	YES	<a href="http://lubaowaterdistrict.gov.ph/wp-content/uploads/2024/01/app2024_opt.pdf">http://lubaowaterdistrict.gov.ph/wp-content/uploads/2024/01/app2024_opt.pdf</a>	Public	Procurement Section	Procurement Section	2015	Annually
LWD	LUBAO WATER DISTRICT	PROJECTS	COMPLETED PROJECTS	PDF	YES	<a href="http://lubaowaterdistrict.gov.ph/transparency-seal-2/">http://lubaowaterdistrict.gov.ph/transparency-seal-2/</a>	Public	Procurement Section	Procurement Section	2015	Annually
LWD	LUBAO WATER DISTRICT	WATER DISTRIBUTION SYSTEM	LOCATION OF PUMPING STATIONS	DOC	NO	Lubao Water District Office	Limited	Production Services Section	Production Services Section	2015	N/A
LWD	LUBAO WATER DISTRICT	PLANTILLA OF PERSONNEL	LIST OF PERSONNEL POSITIONS, SALARY GRADE AND STEP INCREMENT, POSITION ITEM NUMBER AND DATE OF APPOINTMENT	XLS	NO	Lubao Water District Office	Internal	Administrative and General Services	Administrative and General Services	2016	As the need arises
LWD	LUBAO WATER DISTRICT	JOB VACANCIES	AVAILABLE POSITION IN LWD	STANDARD	NO	Lubao Water District Office Bulletin Board	Public	Administrative and General Services	Administrative and General Services	2015	As the need arises
LWD	LUBAO WATER DISTRICT	JOB ORDERS	ISSUED BY THE HEAD OF LWD APPROVING THE HIRING AND RENEWAL OF PERSONNEL UNDER JOB ORDER CONTRACT	XLS	NO	Lubao Water District Office	Internal	Administrative and General Services	Administrative and General Services		Biannually
LWD	LUBAO WATER DISTRICT	201 FILES OF LWD OFFICIALS AND EMPLOYEES	CONTAINS EMPLOYEE PERSONAL DETAILS/INFORMATION	STANDARD	NO	Lubao Water District Office	Limited	Administrative and General Services	Administrative and General Services		
LWD	LUBAO WATER DISTRICT	SERVICE RECORD OF LWD OFFICIALS AND EMPLOYEES	A DOCUMENTARY HISTORY OF A EMPLOYEE'S ACTIVITIES AND SALARIES	STANDARD	NO	Lubao Water District Office	Limited	Administrative and General Services	Administrative and General Services		
LWD	LUBAO WATER DISTRICT	LEAVE CARDS OF MWD EMPLOYEES	RECORDED APPROVED LEAVE OF ABSENCES, UNDERTIMES AND TOTAL LEAVE CREDITS	STANDARD	NO	Lubao Water District Office	Limited	Administrative and General Services	Administrative and General Services		Monthly

LWD	LUBAO WATER DISTRICT	CERTIFICATE OF EMPLOYMENT OF LWD OFFICIALS AND EMPLOYEES	CERTIFIES THE CONNECTIONS OF THE EMPLOYEE TO THE LUBAO WATER DISTRICT	STANDARD	NO	Lubao Water District Office	Limited	Administrative and General Services	Administrative and General Services		
LWD	LUBAO WATER DISTRICT	STATEMENT OF ASSETS, LIABILITIES AND NET WORTH	A DOCUMENT ATTESTING THE ASSETS AND LIABILITIES INCLUDING BUSINESSES AND FINANCIAL INTERESTS	STANDARD	NO	Lubao Water District Office	Limited	Administrative and General Services	Administrative and General Services		Annually
LWD	LUBAO WATER DISTRICT	BOARD RESOLUTION	POLICIES, FUNCTIONAL AND OPERATIONAL MATTERS APPROVED BY THE MWD BOARD OF DIRECTORS	STANDARD	NO	Lubao Water District Office	Limited	LWD BOARD SECRETARY	LWD BOARD SECRETARY		
LWD	LUBAO WATER DISTRICT	Freedom of Information Manual	LWD Freedom of Information manual signed by the General Manager	PDF	YES	<a href="http://lubaowaterdistrict.gov.ph/wp-content/uploads/2025/01/2025LWDFOIPPEOPLESMANUAL.pdf">http://lubaowaterdistrict.gov.ph/wp-content/uploads/2025/01/2025LWDFOIPPEOPLESMANUAL.pdf</a>	Public	Administrative and General Services	Administrative and General Services	2017	Annually

**LUBAO WATER DISTRICT  
FOI REGISTRY REPORT  
AS OF DECEMBER 31, 2024**

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 requestin g party (YYYY-MM-DD)</i>	<i>title of information requested</i>	<i>if the agency requested extension or additional 20 working days</i>	<i>status of request</i>	<i>date request was processe d/finished by the agency; if not yet processe d/finished</i>	<i>number of days in facilitating the request</i>	<i>fees paid by the requestin g party for facilitation of request; if none, indicate FREE</i>	<i>If the requestin g party or citizen filed an appeal for the specific request</i>	<i>Are you satisfied with the handling of your FOI request?</i>	<i>For unsucces sful request, are you satisfied with the reason provided?</i>	<i>For successfu l request, was the response you received easy to understand?</i>	<i>Did you feel that we communic ated with you effectively , from start to finish?</i>	<i>Additional details about the request</i>
2024-Q1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	no FOI request received
2024-Q2	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	no FOI request received
2024-Q3	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	no FOI request received
2024-Q4	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	no FOI request received

