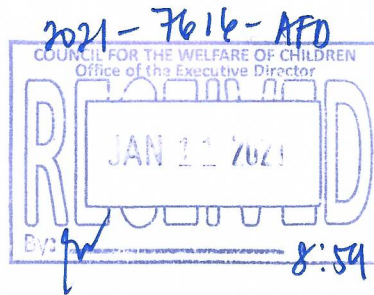





INTER-OFFICE MEMORANDUM


06 January 2021



FOR: 
MARY MITZI CAJAYON-UYW
Executive Director V

THRU: 
NORMA L. BELLEN
Supervising Administrative Officer
Administrative and Finance Division

FROM: 
MA. EDNA L. ESTAL, MA, RPsy
Information Officer III & Designated FOI Evaluation Officer
Administrative and Finance Division


KENNETH S. QUIAOIT
Admin Officer I (Records Officer I) & Designated FOI RO
Administrative and Finance Division

SUBJECT: CWC One Page FOI Manual

In reference to FOI Memorandum Circular No. 01, s. 2020 and Section 5.7 of MC No. 2020-1 provides that agencies covered by E.O. No. 2, s. 2016 must comply with the enhanced FOI Program requirements, in order to be eligible to the grant of PBB, one of the requirements is for the government agency/office to produce a One-Page FOI Manual based on the template provided by the FOI-PMO and make it available to the public in every office.

In this light, we would like to present to you the CWC One Page FOI Manual. The said One Page FOI Manual is required before January 21, 2021 and will be posted at the CWC Website.

Please, for your approval in compliance to the requirements on FOI implementation.

Thank you.