

Year-Quarter	Tracking Number	Request Type	Date Received	Title of Request	Extension?	Status	Date Finished	Days Lapsed	Cost	Appeal/s filed?	Remarks
year and quarter of report coverage	Internal FOI Tracking number	if request was lodged through eFOI or standard (paper based)	date request was lodged by (YYYY-MM-DD)	title of information requested	if the agency requested for extension or additional 20 working days (YES or NO)	status of request	date request was processed/finished by the agency; if not yet processed/finished, indicate ONGOING	number of days lapsed facilitating the request; if finished within the same day,	fees paid by the requesting party for facilitation of request; if none, indicate FREE	If the requesting party or any other citizen filed an appeal for the specific request (YES or NO)	Additional details about the request