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 requesting party* **(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*	*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*
NO REQUEST RECEIVED											