Year-Quarter	Tracking Number	Request Type	Date Received	Title of Request	Extension?	Status	Date Finished	Processing Days	Cost	Appeal/s filed?	Feedback Score				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 working days in 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*	*Are you satisfied with the handling of your FOI request?*	*For unsuccessful request, are you satisfied with the reason provided?*	*For successful request, was the response you received easy to understand?*	*Did you feel that we communicated with you effectively, from start to finish?*	*Additional details about the request*
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	N/A	N/A