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; if finished within the same day, indicate* **0**	*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*
2019-Q1	#RSU-684640417547	eFOI	5-Feb-19	Enrolment	YES	PENDING	ONGOING	280	NONE	NO	Request not processed because the Decision maker failed to activate his account
2019-Q4	#RSU-972239626235	eFOI	3-Dec-19	Per College and Overall Population of Students and Employees	YES	PENDING	ONGOING	66	NONE	NO	Request not processed because the Decision maker failed to activate his account; Receiving officer also retired from the service; Acting HR undergoing transition