

Year-Quarter	Tracking Number	Request Type	Date Received	Title of Request	Extension?	Status	Date Finished	Days Lapsed	Cost	Appeal/s filed?	Remarks
<i>year and quarter of report coverage</i>	<i>Internal FOI Tracking number</i>	<i>if request was lodged through eFOI or standard (paper-based)</i>	<i>date request was lodged by requesting party (YYYY-MM-DD)</i>	<i>title of information requested</i>	<i>if the agency requested for extension or additional 20 working days (YES or NO)</i>	<i>status of request</i>	<i>date request was processed/finished by the agency; if not yet processed/finished, indicate ONGOING</i>	<i>number of days lapsed facilitating the request</i>	<i>fees paid by the requesting party for facilitation of request; if none, indicate FREE</i>	<i>If the requesting party or any other citizen filed an appeal for the specific request (YES or NO)</i>	<i>Additional details about the request</i>
2017-Q4	N/A	standard	2017-11-20	Organizational Chart with functions, Citizen's Charter, Company Rules and Regulations	NO	Successful	2017-12-06	13	FREE	No	The documents will be used as a subject requirement of the senior high students of Lamesa National Highschool who at that time were having their on-the-job training at Balamban WD.



