	D	E	F	G	H	I	J	K	L
1	**Date Received**	**Title of Request**	**Extension?**	**Status**	**Date Finished**	**Days Lapsed**	**Cost**	**Appeal/s filed?**	**Remarks**
2	*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*	*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*
4	NONE	NONE	NONE	NONE	NONE	NONE	NONE	NONE	NONE
5									