Year-Quarter *year and quarter of report coverage*	**Tracking Number** *Internal FOI Tracking number*	**Request Type** *if request was lodged through* **eFOI** or **standard** (paper-based)	**Date Received** *date request was lodged by requesting party* **(YYYY-MM-DD)**	**Title of Request** *title of information requested*	**Extension?** *if the agency requested for extension or additional 20 working days* **(YES** or **NO)**	**Status** *status of request*	**Date Finished** *date request was processed/finished by the agency; if not yet processed/finished, indicate* **ONGOING**	**Days Lapsed** *number of days lapsed facilitating the request*	**Cost** *fees paid by the requesting party for facilitation of request; if none, indicate* **FREE**	**Appeal/s filed?** *If the requesting party or any other citizen filed an appeal for the specific request (***YES** or	**Remarks** *Additional details about the request*
1st / 2017	0117-624	STANDARD	01/24/2017	Official list of the current customer of SMWD from Las Palmas Subdivision	NO	Successful	01/31/2017	7 Days	Free	No	None
	0117-627	STANDARD	01/30/2017	Request a confirmation or a copy of As-Built drawing	NO	Successful	02/13/2017	14 Days	Free	No	None
	0117-628	STANDARD	01/30/2017	Copy of the Usufruct between the Santa Maria Water District and the former owner of the property in which one of the district's pumping station is located	NO	Successful	02/02/2017	3 Days	Free	No	None
2nd / 2017	N/A										
3rd / 2017	N/A										
4th / 2017	N/A										
1st / 2018	0218-1167	STANDARD	2/5/2018	Request copy of monthly water analysis	NO	Successful	2/5/2018	1 Day	Free	No	None
2nd / 2018	0418-1295	STANDARD	4/30/2018	Request for complete list of water concessionaires per barangay	NO	Successful	5/7/2018	7 Days	Free	No	None
3rd / 2018	0718-1393	STANDARD	07/26/2018	Request for assistance in seeking Structural Engineer	NO	Successful	08/06/2018	11 Days	Free	No	None
4th / 2018	N/A										