

FOI REGISTRY - COLLEGE OF ARTS AND SCIENCES											
Year-Quarter	Tracking Number	Request Type	Date Received	Title of Request	Extension?	Status	Date Finished	Days Lapsed	Cost	Appeals 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 - Q1	N/A	Standard (paper-based)	on the day of request	Request for Evaluation of Students	No	Accepted	Database: released in a maximum of 15 minutes on the day of request/ Manual: 30-45 minutes		5.00-10.00/page	No	
	N/A	Standard (paper-based)	on the day of request	Students' request to view grades	No	Accepted	Database: released in a maximum of 5 minutes on the day of request/ Manual: 15 minutes		Free	No	
	N/A	Standard (paper-based)	on the day of request	request a copy of the curriculum	No	Accepted	released right way		No	No	
	N/A	Standard (paper-based)	on the day of request	Forwards INC form to the Registrar's Office	No	Accepted	forwarded to Registrar's office right way after stamping dean's signature		No	No	
	N/A	Standard (paper-based)	on the day of request	Fascimile of Dean's signature for the Grade Sheets	No	Accepted	released right away after stamping to the faculty requesting		Free	No	
	N/A	Standard (paper-based)	on the day of request	Request for Evaluation of Students Earned Units	No	Accepted	Database: released in a maximum of 15 minutes on the day of request/ Manual: 30-45 minutes		5.00-10.00/page	No	

2017 - Q2	N/A	Standard (paper-based)	on the day of request	Students' request to view grades	No	Accepted	Database: released in a maximum of 5 minutes on the day of request/ Manual: 15 minutes	Free	No	
	N/A	Standard (paper-based)	on the day of request	request a copy of the curriculum	No	Accepted	released right away	No	No	
	N/A	Standard (paper-based)	on the day of request	Forwards INC form to the Registrar's Office	No	Accepted	forwarded to Registrars office right way	No	No	
	N/A	Standard (paper-based)	on the day of request	Releasing of Students Lists to their respective	No	Accepted	given on the the day of request	Free	No	
	N/A	Standard (paper-based)	N/A	Releasing Teaching Assignment to Graduate School Faculty	No	Accepted	released a week after official start of class every semester	Free	No	
	N/A	Standard (paper-based)	on the day of request	request a copy of the course syllabus	No	Accepted	released in 15 mins	No	No	
2017 - Q3	N/A	Standard (paper-based)	on the day of request	Fascimile of Dean's signature for the Grade Sheets	No	Accepted	released right away after stamping to the faculty requesting	Free	No	
	N/A	Standard (paper-based)	on the day of request	Request for Evaluation of Students Earned Units	No	Accepted	Database: released in a maximum of 15 minutes on the day of request/ Manual: 30-45 minutes	Free	No	
	N/A	Standard (paper-based)	on the day of request	Students' request to view grades	No	Accepted	Database: released in a maximum of 5 minutes on the day of request/ Manual: 15 minutes	Free	No	
	N/A	Standard (paper-based)	on the day of request	request a copy of the curriculum	No	Accepted	released right away	No	No	
	N/A	Standard (paper-based)	on the day of request	Forwards INC form to the Registrar's Office	No	Accepted	forwarded to Registrars office right way	No	No	

	N/A	Standard (paper-based)	on the day of request	Releasing of Students Lists to their respective professor	No	Accepted	given on the the day of request		Free	No	
	N/A	Standard (paper-based)	on the day of request	request a copy of the course syllabus	No	Accepted	released in 15 mins		No	No	
	N/A	Standard (paper-based)	N/A	Releasing Teaching Assignment to Graduate School Faculty	No	Accepted	released a week after official start of class every semester		Free	No	
2017 - Q4	N/A	Standard (paper-based)	on the day of request	request a copy of the course syllabus	No	Accepted	released in 15 mins		No	No	
	N/A	Standard (paper-based)	N/A	Releasing Teaching Assignment to Graduate School	No	Accepted	released a week after official start of class every semester		Free	No	
	N/A	Standard (paper-based)	on the day of request	Fascimile of Dean's signature for the Grade Sheets	No	Accepted	released right away after stamping to the faculty requesting		Free	No	
	N/A	Standard (paper-based)	on the day of request	Request for Evaluation of Students Earned Units	No	Accepted	Database: released in a maximum of 15 minutes on the day of request/ Manual: 30-45 minutes		5.00-10.00/page	No	
	N/A	Standard (paper-based)	on the day of request	Students' request to view grades	No	Accepted	Database: released in a maximum of 5 minutes on the day of request/ Manual: 15 minutes		Free	No	
	N/A	Standard (paper-based)	on the day of request	request a copy of the curriculum	No	Accepted	released right away		No	No	
	N/A	Standard (paper-based)	on the day of request	Forwards INC form to the Registrar's Office	No	Accepted	forwarded to Registrars office right way		No	No	
	N/A	Standard (paper-based)	on the day of request	Releasing of Students Lists to their respective professor	No	Accepted	given on the the day of request		Free	No	

Submitted by:

  
**Michael P. Baldado Jr., Ph. D.**  
 Acting Dean, College of Arts and Sciences