

Type of Service:External

2. Processing of Requests for:

- a) Publications
- b) Research projects
- c) Journals

Office or Division:	Sentro ng Wikang Filipino			
Classification:	Highly Technical			
Type of Transaction:	Government to Government, Government to Citizen, Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Letter of request signed by the requesting party/application form. 2. Letter of Intent addressed to the Director. 3. Bionote 4. Manuscript 		To be secured from the requesting party.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of request with complete attachments.	<ol style="list-style-type: none"> 1. Received letter of request with complete attachments 2. If found in order, stamp the copy of Office of Sentro ng Wikang Filipino for receipt. 3. Track and record letter of request. 	None	1 Day	<i>Receiving Personnel</i> Office of Sentro ng Wikang Filipino
2. Wait for Office of Sentro ng Wikang Filipino's action/decision.	4. Evaluate request for action. (approval/ disapproval)	None	1 Day	<i>Research Extension and Professional Staff</i> Office of Sentro ng Wikang Filipino
	5. Process of request.	None	Pause-clock (21 Days)	<i>Research Extension and Professional Staff</i> Office of Sentro ng Wikang Filipino
	6. Release of decision/ relay action.	None	1 Day	<i>Releasing Personnel</i> Office of Sentro ng Wikang Filipino
TOTAL:		None	24 Days	