

**Type of Service:**External

**3. Processing of Requests for Translation**

<b>Office or Division:</b>	Sentro ng Wikang Filipino
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	Government to Government, Government to Citizen, Government to Business
<b>Who may avail:</b>	All

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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1. Letter of request signed by the requesting party. 2. Document to be translated.	To be secured from the requesting party.
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of request with complete attachments.	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.Translation process	None	Pause-clock (21 Days)	<i>Research Extension and Professional Staff</i> Office of Sentro ng Wikang Filipino
	6. Translated document to be released to the requesting party.	Please see attached <a href="#">1 Translation Fees</a>	1 Day	<i>Releasing Personnel</i> Office of Sentro ng Wikang Filipino
<b>TOTAL:</b>		<b>As agreed upon</b>	<b>24 Days</b>	