

Type of Service:External

4. Processing of Requests for Complimentary Books

Office or Division:	Sentro ng Wikang Filipino			
Classification:	Simple			
Type of Transaction:	Government to Government, Government to Citizen, Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter of request signed by the requesting party.			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.	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>Administrative Assistant V</i> Office of Sentro ng Wikang Filipino
	5.Release decision/relay action.	None	1 Day	<i>Releasing Personnel</i> Office of Sentro ng Wikang Filipino
TOTAL:		None	3 Days	