

**Type of Service:**External

**6. Processing of Requests for Booksales**

<b>Office or Division:</b>	Sentro ng Wikang Filipino			
<b>Classification:</b>	Simple			
<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>		
Letter of request signed by the requesting party.		To be secured from the requesting party.		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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
<b>TOTAL:</b>		None	3 Days	