

Type of Service:External

7. Processing of Requests for the Use of Library/Resource Collection

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		
1. Must have a valid ID. 2. Logbook to sign-in.		1. To be secured from the requesting party. 2. Office of Sentro ng Wikang Filipino Library.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Show ID upon entry.	1. Inspection on the validity of ID/bags/belongings.	None	10 Minutes Only	<i>Personnel In-Charge</i> Office of Sentro ng Wikang Filipino
2. Logbook (sign-in).	2. Show/Lead to Office of Sentro ng Wikang Filipino Library.	None	10 Minutes Only	<i>Personnel In-Charge</i> Office of Sentro ng Wikang Filipino
TOTAL:		None	20 Minutes Only	