

**Type of Service:** External

**8. Selling of Available Books (Walk-in Only)**

<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>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Ask for the book(s) title(s).	1.Look/search for the book (actual copy/physical).	None	10 Minutes Only	<i>Personnel In-Charge</i> Office of Sentro ng Wikang Filipino
2. Pay	2. Received payment.	Please see attached <a href="#">3 Price List of Books</a>	20 Minutes Only	<i>Special Collecting Officer/Publications Circulations Officer I</i> Office of Sentro ng Wikang Filipino
<b>TOTAL:</b>		<b>As agreed upon.</b>	<b>30 Minutes Only</b>	