

Type of Service:External

9. Receiving and Processing of Requests for:

- a) Meetings
- b) Interviews
- c) Event participations
- d) Tie-ups and Partnerships

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	FEE 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.	None	5 Days	<i>Personnel In-Charge</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	7 Days	