

**Type of Service:** External

**3. Processing of Requests for Translation**

<b>Office or Division:</b>	Sentro ng Wikang Filipino			
<b>Classification:</b>	Highly Technical			
<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>		
1. Letter of request signed by the requesting party. 2. Document to be translated in MS Word format.		To be secured by 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 complete with attachments to <a href="mailto:swf.updiliman@up.edu.ph">swf.updiliman@up.edu.ph</a>	1. Received letter of request with complete attachments. 2. Sending of acknowledgment email by the assigned staff of SWF, listing the files received. Accomplish the translation service form. 3. Track and record letter of request.	None	1 Day	<i>University Extension Specialist II Office of Sentro ng Wikang Filipino</i>
2. Wait for Office of Sentro ng Wikang Filipino's action/ decision.	4. Evaluate request for action. (approval/disapproval)	None	1 Day	<i>University Extension Specialist II and Director Office of Sentro ng Wikang Filipino</i>
	5. Translation process	None	25-30 days	<i>University Extension Specialist II and Director Office of Sentro ng Wikang Filipino</i>
	6. Translated document to be released to the requesting party via email/online.	Please see attached <b>3.1 Translation Fees</b>	1 Day	<i>University Extension Specialist II Office of Sentro ng Wikang Filipino</i>
<b>TOTAL:</b>		<b>As agreed upon</b>	<b>28-33 Days</b>	