

Type of Service:External

4. Processing of Requests for Complimentary Books

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 by the requesting party.	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of request with complete attachments to swf.updiliman@up.edu.ph	1. Receive letter of request with complete attachments via email/online. 2. Acknowledge receipt of email. If found in order, process the request. 3. Track and record letter of request.	None	1 Day	<i>Administrative Assistant V</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 via email/online.	None	1 Day	<i>Administrative Assistant V</i> Office of Sentro ng Wikang Filipino
TOTAL:		None	3 Days	