

**Type of Service:**External

**6. Processing of Requests for Booksales**

<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>		
Letter of request signed by the requesting party.		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 with complete attachments to <a href="mailto:swf.updiliman@up.edu.ph">swf.updiliman@up.edu.ph</a>	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>Publications Circulations Officer I</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>Publications Circulations Officer I</i> Office of Sentro ng Wikang Filipino
	5. Release decision/relay action via email/online.	None	1 Day	<i>Publications Circulations Officer I</i> Office of Sentro ng Wikang Filipino
<b>TOTAL:</b>		None	3 Days	