

Type of Service: External

7. Selling of Available Books (Pick-up or Delivery)

Office or Division:	Sentro ng Wikang Filipino
Classification:	Highly Technical
Type of Transaction:	Government to Government, Government to Citizen, Government to Business
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
----------------------------------	------------------------

Inquiry via email or FB Messenger Duly filled out Statement of Account (SOA) Scanned copy of payment confirmation	To be secured by the requesting party.
---	--

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
---------------------	----------------------	------------------------	------------------------	---------------------------

1. Inquire availability of books to swf.updiliman@up.edu.ph or Facebook Messenger (Sentro ng Wikang Filipino-UP Diliman). 2. Indicate if your order is for pick up or via courier. Provide shipping details if necessary.	1. Acknowledge receipt of inquiry via email/online. 2. Check availability and current price. 3. If available, send Bill for Payment /Statement of Account (SOA) to client.	None	1 Day	<i>Publications Circulations Officer I</i> Office of Sentro ng Wikang Filipino
--	--	------	-------	---

3. Fill out Bill for Payment/ Statement of Account 4. Process payment using Landbank Linkbitz or direct bank deposit/transfer to UPD Landbank Account.	4. Prepare books.	Book Cost	1 Day	<i>Publications Circulations Officer I</i> Office of Sentro ng Wikang Filipino
---	-------------------	-----------	-------	---

5. Email scanned copy of the validated bank deposit slip or Linkbiz	5. Validate payment.	None	7 days	<i>Publications Circulations Officer I</i>
---	----------------------	------	--------	--

<p>Confirmation Slip together with the duly filled out bill/SOA. Copy furnish the UPD Cash Office @cashoffice.upd@up.edu.ph</p>				<p>Office of Sentro ng Wikang Filipino and UPD Cash Office</p>
<p>6. Wait for confirmation.</p>	<p>6. Email order confirmation. 7. Provide pick-up or shipping instructions.</p>	<p>None</p>	<p>1 Day</p>	<p><i>Publications Circulations Officer I</i> Office of Sentro ng Wikang Filipino</p>
<p>7. Receive books.</p>	<p>8. Confirm receipt or books.</p>	<p>None</p>	<p>3 Days</p>	<p><i>Publications Circulations Officer I</i> Office of Sentro ng Wikang Filipino</p>
<p style="text-align: right;">TOTAL:</p>		<p>Books Cost</p>	<p>13 Days</p>	