



MABALACAT CITY COLLEGE

CENTER FOR RESEARCH AND DEVELOPMENT OFFICE

REQUEST FOR SPELL & GRAMMAR CHECK

Office/Division	Center for Research and Development			
Classification	Technical			
Type of Transaction	Government to Client			
Who may avail	Students, Faculty and Non-Academic Personnel			
Checklist of Requirements		Where to Secure		
<ul style="list-style-type: none"> Complete printed copy of manuscript that is formatted in the prescribed grammarian format 		Researcher		
<ul style="list-style-type: none"> Official Receipt 		Cashier		
Client's Step	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1 Fill out this form and accomplish attachments indicated below.	Provided Request Form	None	5 mins	Jonna Gaspanilao
2 Check/contact available accredited English Critque from CRD	Provided list of accredited English Critique	None	5 mins	Jonna Gaspanilao
3 Assessment of Spell & Grammar assistance/services needed	Received and assessment of fees	None	5 mins	English Critique
4 Proceed to the cashier's office for payment	Issuance of Official Receipt	minimal	5 mins	Kristiana Joy Tuazon Cashier I
5 Submit a copy of this form with an attached official receipt from the cashier's office to the CRDO	Received the request form and the official receipt	None	2 mins	Jonna Gaspanilao
6 Return on scheduled release date.	Schedule the date of released (5 working days)	None	1 min	Jonna Gaspanilao
	Issuance of Claim Stub	None	1 min	Jonna Gaspanilao

