

ARCHITECTURAL PLANNING AND DESIGN OFFICE INTERNAL SERVICES

1. PLANNING AND DESIGN OF PROPOSED GOVERNMENT PROJECTS

Making of plans and design space requirements for government offices and entities.

OFFICE OR DIVISION	City Architectural Planning and Design Office			
CLASSIFICATION	Highly Technical			
TYPE OF TRANSACTION	G2G – Government to Government			
WHO MAY AVAIL THE SERVICE	City officials/ other government offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request letter (addressed to the mayor and endorsed to the City Architect		The requesting party needs to file the request letter to the City Mayor		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirement	1.1 Assess request for proposed architectural project or plan.	None	3 minutes	Daniel Seno Clerk IV; Christine Joy Casido Bookbinder III;
	1.2 Inspect proposed project site.	None	1 day	Aris Amador Cuenca Draftsman I; Bon Edeeson Vidal Draftsman I
	1.3 Plan and draw the proposed government project	None	Depending on the technicality of the project	Aris Amador Cuenca Draftsman I; Bon Edeeson Vidal Draftsman I
2. Acquire requested plan	2. Provide plan	None	3 minutes	Daniel Seno Clerk IV; Christine Joy Casido Bookbinder III;
TOTAL		None	Depending on the technicality of the project	

2. FIELD SURVEYS, INSPECTIONS, AND TECHNICAL INVESTIGATIONS

Field inspection/ technical investigation for the creation of plans for Government Buildings.

OFFICE OR DIVISION	City Architectural Planning and Design Office			
CLASSIFICATION	Highly Technical			
TYPE OF TRANSACTION	G2G – Government to Government			
WHO MAY AVAIL THE SERVICE	City officials/ other government offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request letter (addressed to the mayor and endorsed to the City Architect		The requesting party needs to file the request letter to the City Mayor		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirement	1.1 Assess request for proposed architectural project or plan	None	3 minutes	Daniel Seno Clerk IV
	1.2 Conduct filed surveys, inspections, and/or investigations	None	1 day	CAPD Office Staff; Arch. Roel Saquilayan City Architect
	1.3 Plan and print out the approved/ revised plan of the project	None	5 days	Aris Amador Cuenca Draftsman I; Bon Edeeson Vidal Draftsman I
2. Acquire requested plan	2. Provide the approved plan and finding on the inspected plan	None	3 minutes	Daniel Seno Clerk IV; Christine Joy Casido Bookbinder III;
TOTAL		None	6 days, 6 minutes	