

1. Preparation of Architectural Design - (Internal)

Description of the Service: Prepares conceptual Architectural design based on projects requirements i.e. cost & working details of structural, electrical, plumbing, mechanical and other technical specifications.

Office or Divisions:	ARCHITECT'S OFFICE			
Classification:	HIGHLY TECHNICAL			
Type of Transactions:	LGU PROJECTS			
Who may avail:	GOVERNMENT to GOVERNMENT			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Annual Investment Plan, Endorsement/referral		Local Chief Executive, City Planning & Development Office & Engineering Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in logbook	Receive the pertinent documents & check for completeness	None	2 mins	Marilou Q. Balisi Admin Aide II
2. Undergo brief interview	Site inspection evaluation	None	1 day	Ar. Brian Ed B. Nieva Architect III Marcelo Cuizon Draftsman I
3. Preparation of Architectural plans & design	Gather all designs requirements for feasibility study Prepare Architectural plan & design with perspective drawing for approval by the LCE	None	18 days	JM Marcelo Draftsman I Raymond Lozada Draftsman I-B Ar. Ismael Tomas Architect I
4. Receive Architectural plan/Sign out	Release 5 sets of approved architectural plan	None	2 hours	Marilou Q. Balisi Admin Aide II
TOTAL:			19 Days 2:02h	