



### Internal

#### 1. SERVICENAME: PREPARATION OF ARCHITECTURAL DESIGN

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

<b>Office or Division:</b>	ARCHITET’S OFFICE
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	LGU Projects
<b>Who may avail:</b>	Government to Government

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
Annual Investment Plan, Endorsement/Referral		Local Chief Executive, City Planning & Development & 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 minutes	Marilou Q. Balisi (Admin Aide II)	
2. Undergo brief interview	Site inspection evaluation	none	1 day	Ar. Isagani S. Magaoay with Staff	
3. Preparation of Archiectural plans & design	-Gather all designs requirements for feasibility study.	none	18 days	Ar. Isagani S. Magaoay(City Architect)  Ar. Brian Ed Nieva(Architect III)	



		-Prepare Architectural plan & design w/ perspective drawing for approval by the LCE			Ar. Isamael Tomas(Architect I) Raymond Lozada)Draftsman III) JM Marcelo(Draftsman II) Marcelo Cuizon(Draftsman I)MaryJane Ubay(draftsman I)
4. Received Architectural Plan/Sign out	Released 5 sets of approved Architectural plan	none	2 hours	Marilou Q. Balisi (Admin Aide II)	
Total			19 days 2:02h		



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ANTI-RED TAPE AUTHORITY  
OFFICE OF THE PRESIDENT

