



**Internal**

**2. SERVICENAME: PROJECT SUPERVISION**

**Description of the Service:** Ensures compliance of all on-going project to the approved Architectural plans, design standard and specifications.

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

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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Annual Investment Plan, Endorsement/Referral	Local Chief Executive, City Planning & Development & Engineering Office
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<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit request for inspection	Supervision of on -going projects	none	1 day	Ar. Isagani S. Magaoay(City Architect)  Ar. Brian Ed Nieva(Architect III)  Ar. Isamael Tomas(Architect I)  Raymond Lozada)(Draftsman III)  JMMarcelo (Draftsman II)  Marcelo Cuizon)(Draftsman



				I)MaryJane Ubay(draftsman Edlor Benitez(Draftman I)
2. Submit request for final inspection of complete projects	Final inspection of complete projects	none	1 day	Ar. Isagani S. Magaoay (City Architect)
Total			2 days	