

CITY ARCHITECT DEPARTMENT

5TH Flr., Civic Bldg. D

Building Regulatory Offices (BRO)

988-4242 loc. 1501, 1509

VISION

"The City Architect Department envisions itself to be the center for sound and aesthetically-pleasing Architectural and other auxiliary (engineering) Designs for the City's built-up environment, as the City is conceived to be a Model City that promotes sustainable and inclusive development, and emerge as the country's most developed city."

MISSION

"It is the mission of the Department to provide the City with high quality designs and plans for the City's vertical infrastructure that will define its physical growth and development, adopting the principles of utility, strength, economy and aesthetics."

MANDATE

LEGAL BASIS: RA 7160 Section 485 (Local Government Code) and Ordinance No. SP-2316, Series of 2014

OBJECTIVE: To translate the vertical infrastructure requirements of the City into Architectural and other auxiliary (engineering) Plans, Designs and Specifications, with consideration for the environment and the public at large, and in compliance with the standards required in the National Building Code of the Philippines and other pertinent laws and local ordinances

FUNCTIONS

- Develops design concepts and plans for the City's vertical infrastructure requirement based on functional relationships and uses;
- Converts and interprets urban plans into functional and aesthetically-designed communities in accordance with the needs of the end-users;
- Formulates project feasibility studies and undertakes site selection, design analysis, architectural programming, research and development of construction technology and selection of applicable construction materials;
- Ensures compliance to architectural design standards, safety regulations, local and national planning regulations and restrictions and engineering standards, given prescribed budgets for construction projects;
- Provides technical assistance and support to the other offices of the City in relation to the requirement for architectural services;
- Extends technical assistance to barangays and other non-government organizations as directed;
- Oversees the construction of vertical infrastructure based on approved designs, plans and costs;
- Promotes the adoption of environmentally-friendly, sustainable building designs.

ARCHITECTURAL PLANS & DESIGN PROCESS

A. HIGHLY TECHNICAL – NEW PROJECTS

Office or Division		City Architect Department		
Classification		Highly Technical		
Type of Transaction		G2G – Government to Government		
Who may avail		City Government		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
List of Priority Projects approved by the City Infrastructure Committee in line with the City Mayor's 14 point agenda		Indorsement from the Chairman of the Infrastructure Committee		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Transmit request letter/list to City Architect Department	Receives letter request/list	N/A	15 MINUTES	Administrative Support Staff
	City Architect reviews and assigns proposed project	N/A	30 MINUTES	City Architect & Administrative Support Staff
	Coordinates with concerned Office/End-user of planning requirements	N/A	3-5 DAYS	Senior Architects and Engineers
	Conducts ocular inspection and survey study	N/A	3-5 DAYS	Senior Architects and Engineers & Administrative Support Staff
	Provides Schematic design in coordination with end-user	N/A	5-7 DAYS	Senior Architects and Engineers
	Design Development (Architectural and Engineering)	N/A	15-20 DAYS	Senior & Junior Architects & Engineers
	Preparation of Plans (Plotting)	N/A	5-7 DAYS	Junior Architects & CAD Operators
	Preparation of initial cost estimates and work program	N/A	3-5 DAYS	Senior & Junior Architects & Engineers
	Presentation of Project Plans for approval	N/A	1-2 DAYS	City Architect & Senior Architect
	Signs Plans and other pertinent documents	N/A	1 DAY	City Architect
	Transmits Architectural Plans, Specifications and Work Program to Department of Engineering	N/A	1 DAY	Administrative Support Staff
TOTAL :				

B. HIGHLY TECHNICAL – HOUSING PROJECTS

Office or Division		City Architect Department		
Classification		Highly Technical		
Type of Transaction		G2G – Government to Government		
Who may avail		City Government		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
List of Priority Projects approved by the City Infrastructure Committee in line with the City Mayor’s 14 point agenda		Indorsement from the Chairman of the Infrastructure Committee		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Transmit request letter to City Architect Department	Receives letter request/list	N/A	15 MINUTES	Administrative Support Staff
	City Architect reviews and assigns proposed project	N/A	30 MINUTES	City Architect & Administrative Support Staff
	Coordinates with concerned Office/End-user of planning requirements	N/A	3-5 DAYS	Senior Architects and Engineers
	Conducts ocular inspection and survey study	N/A	5-7 DAYS	Senior Architects and Engineers & Administrative Support Staff
	Provides Schematic design in coordination with end-user	N/A	3-5 DAYS	Senior Architects & Engineers
	Design Development (Architectural and Engineering)	N/A	10-15 DAYS	Senior & Junior Architects & Engineers
	Preparation of Plans (Plotting)	N/A	7-10 DAYS	Junior Architects & CAD Operators
	Preparation of initial cost estimates and work program	N/A	3-5 DAYS	Senior & Junior Architects & Engineers
	Presentation of Project Plans for approval	N/A	1-2 DAYS	City Architect & Senior Architects
	Signs Plans and other pertinent documents	N/A	1 DAY	City Architect
	Transmits Architectural Plans Specifications and Work Program to the Department of Engineering	N/A	1 DAY	Administrative Support Staff
	Implementation of project as endorsed by Task Force on Housing and Development of Blighted Areas & Monitoring of construction of projects	N/A	Duration varies depending on the project condition	Senior & Junior Architects & Engineers

**C. HIGHLY TECHNICAL – REPAIR, RENOVATION & REHABILITATION OF
EXISTING INFRASTRUCTURE**

Office or Division		City Architect Department		
Classification		Highly Technical		
Type of Transaction		G2G – Government to Government		
Who may avail		City Government		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request letter from Departments\End user		Prepared request letter from Departments\End - User		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Transmit request letter to City Architect Department	Receives letter request/list	N/A	15 MINUTES	Administrative Support Staff
	City Architect reviews and assigns proposed project	N/A	30 MINUTES	City Architect & Administrative Support Staff
	Coordinates with concerned Department/End-user as to requirements	N/A	3-5 DAYS	Senior Architects and Engineers
	Conducts ocular inspection and survey study	N/A	3-5 DAYS	Senior Architects and Engineers & Administrative Support Staff
	Provides as built plans for reference	N/A	10-15 DAYS	Senior Architects & Engineers
	Design Development (Architectural and Engineering)	N/A	10-15 DAYS	Senior & Junior Architect & Engineers
	Preparation of Plans (Plotting)	N/A	7-10 DAYS	Junior Architects & CAD Operators
	Preparation of initial cost estimates and work program	N/A	3-5 DAYS	Senior & Junior Architects & Engineers
	Presentation of Project Plans for approval of the end-user	N/A	1-2 DAYS	Senior Architects
	Signs Plans and other pertinent documents	N/A	1 DAY	City Architect
	Transmits Architectural Plans Specifications and Work Program to the Department of Engineering	N/A	1 DAY	Administrative Support Staff
TOTAL :				

D. HIGHLY TECHNICAL – PREPARATION OF FURNITURE LAYOUT AND PURCHASE REQUEST

Office or Division		City Architect Department		
Classification		Highly Technical		
Type of Transaction		G2G – Government to Government		
Who may avail		City Government		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request letter from Departments\End user		Prepared request letter from Departments\End -User		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Transmit request letter to City Architect Department	Receives letter request/list	N/A	15 MINUTES	Administrative Support Staff
	City Architect reviews and assigns proposed project	N/A	30 MINUTES	City Architect & Administrative Support Staff
	Coordinates with concerned Department/End-user as to requirements	N/A	2-3 DAYS	Senior Architects and Engineers
	Conducts ocular inspection and survey study	N/A	2-3 DAYS	Senior Architects and Engineers & Administrative Support Staff
	Prepares layout for presentation and approval of end-user	N/A	5-15 DAYS	Architects & CAD Operators
	Canvassing of furnitures	N/A	3-5 DAYS	Architects & Administrative Support Staff
	Preparation of purchase request and inventory of furnitures	N/A	7-10 DAYS	Administrative Support Staff
	Transmits layouts, and purchase request to the Office of the City Mayor, through the Chief-of-Staff for approval, subject to the availability of funds	N/A	1 DAY	Administrative Support Staff
TOTAL :				