

Annex A  
WORK PROGRAM FOR REENGINEERING OF LGU SYSTEMS AND PROCEDURES (Business and Non-Business)  
QUEZON CITY GOVERNMENT

Region : National Capital Region  
City/Municipality : Quezon City

Department/  Office	List of Transaction	Qualification of Transactions			Types of Transaction		Current Processing Time			Target Processing Time			Office/Person	Remarks
		Simple(S), Complex ©, Highly Complex(HC)			Check if Business or non Business		Time (T), Steps (S), Requirement ®			Time (T), Steps (S), Requirement ®			Responsible	
		S	C	HC	B	NB	T	S	R	T	S	R		
City Architect Department	Provides Architectural Design plans and specifications (Vertical Projects) Highly Complex Projects												City Architect Department Personnel	For Re-engineering
	A. New Projects			/		/	15-60 days	8	1					
	B. Housing Projects			/		/	(Plan Production) 15-30 days (Indefinite as to Implementation)	8	1					
	C. Repair, Renovation and Rehabilitation of existing infrastructure			/		/	15-30 days	8	1					
	D. Layout and Design of Furnitures and Preparation of Purchase Requests			/		/	15-20 days	5	1					

\*Simple 3 days  
\*Complex 7 days  
\*Highly Complex - 20 days

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