



# **CITY ARCHITECT DEPARTMENT**

## CITIZEN'S CHARTER

2022 (2<sup>nd</sup> Edition)



## I. **Mandate:**

- **Section 485 in Article XV of Republic Act No. 7160**, otherwise known as “An Act Providing for a Local Government Code of 1991”, defining the roles of the Architect in taking charge of the office on architectural planning and design:
  - to provide technical assistance and support to the governor or mayor in carrying out measures to ensure the delivery of basic services and provision of adequate facilities relative to architectural planning and design,
  - to develop plans and strategies and upon approval of the governor or mayor, implement the same, particularly those which have to do with architectural planning and designs.
- **Ordinance No. SP-2316, Series of 2014**, An Ordinance creating the City Architect Department of the Quezon City Government, and providing for and defining its Organizational Structure, Duties and Functions and Responsibilities

## II. **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.

## III. **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.



#### **IV. Service Pledge:**

The Department commits:

- to uphold the principles of Strength, Utility and Beauty (Firmitas, Utilitas, Venustas) in the conceptualization and development of architectural and auxiliary (engineering) plans, designs and specifications, with consideration of pertinent building laws, the protection of the environment and the public at large, and taking into account the new normal brought about by the COVID-19 pandemic, for the present and future infrastructure requirements of the City,
- to provide assistance and attend to clienteles or requesting parties within the shortest possible time, depending on the request, and,
- to ensure that all other tasks assigned to our Department shall be accomplished with the utmost urgency.



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## A. Highly Technical – New Vertical Projects

These projects consist of Hospitals, School Buildings, Police Stations, Barangay Halls, Multi-Purpose Buildings, Quarantine and Isolation Facilities, Crematorium and Columbarium, Public Cemeteries, Public Markets and other infrastructure projects consistent with the City Mayor's programs.

<b>Office or Division:</b>	City Architect Department			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	Government-to-Government (G2G) / Inter-Department			
<b>Who may avail:</b>	The Honorable Mayor, Barangay Captains and Councilors, other government agencies, other QC Government Departments			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
List of Priority Projects approved by the City Infrastructure Committee in line with the City Mayor's 14 Point Agenda		Endorsement from the Chairman of the Infrastructure Committee (INFRACOM) Endorsement from the respective departments for various facilities		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Transmit request letter to City Architect Department or send email to <a href="mailto:cityarchitect@quezoncity.gov.ph">cityarchitect@quezoncity.gov.ph</a>	1.1 Receives letter request / list	N/A	30 minutes	Administrative Support Staff
	1.2 City Architect reviews proposed project and routes to PPD	N/A	1 hour	City Architect & Administrative Support Staff
	1.3 PPD Division Head reviews the request and assigns the request to Architect/s	N/A	1 day	Senior and Junior Architects
2. Client will provide information regarding the project: - Transfer Certificate of Title (TCT)s - Space requirements - Others	2.1 Coordinate with the client for ocular site inspection on the actual / proposed project site	N/A	3 - 5 days	Senior and Junior Architects
	2.2 Preparation of Site Evaluation Report (SER) to determine project feasibility	N/A	3 - 5 days	Senior and Junior Architects



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.3 Endorsement of project to INFRACOM for approval and prioritization	N/A	1 day	Senior and Junior Architects
	2.4 Provision of schematic design in coordination with the clientele, requesting parties and/or end users for approval	N/A	10 days	Senior and Junior Architects
	2.5 Design development and preparation of architectural and auxiliary (engineering) plans, designs and specifications	N/A	30 – 36 days	Senior and Junior Architects, and Engineers
	2.6 Presentation of Project Plans for Approval	N/A	1 – 2 days	City Architect & Senior Architects
	2.7 Preparation of Plans (Plotting)	N/A	1 – 2 days	Junior Architects & CAD Operators
	2.8 Preparation of initial cost estimates and work program, technical specifications, structural analysis.	N/A	3 – 5 days	Engineers
	2.9 Signs plans and other pertinent documents	N/A	1 day	City Architect
	2.10 Packaging and Transmittal of Bid Documents and Preparation of Certificate of Compliance to INFRACOM and QC Engineering Department (QCED)	N/A	1 day	Architects and Administrative Support Staff
	2.11 Preparation of Project Narrative for project inauguration	N/A	1 day	Senior and Junior Architects
	<b>TOTAL</b>		<b>71 Days</b>	



## B. Highly Technical – Housing Projects

These projects consist of socialized and economic housing projects that aim to provide affordable yet adequate accommodation for the low-income constituents of Quezon City.

<b>Office or Division:</b>	City Architect Department			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	Government-to-Government (G2G) / Inter-Department			
<b>Who may avail:</b>	The Honorable Mayor, Barangay Captains and Councilors, other government agencies, other QC Government Departments			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
List of Priority Projects approved by the City Infrastructure Committee in line with the City Mayor's 14 Point Agenda		Endorsement from the Chairman of the Infrastructure Committee (INFRACOM)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Transmit request letter to City Architect Department or send email to <a href="mailto:cityarchitect@quezoncity.gov.ph">cityarchitect@quezoncity.gov.ph</a>	1.1 Receives letter request / list	N/A	30 minutes	Administrative Support Staff
	1.2 City Architect reviews proposed project and routes to PPD	N/A	1 hour	City Architect & Administrative Support Staff
2. Client will provide information regarding the project: - Transfer Certificate of Title (TCT)s - Space requirements - Others	2.1 Coordinate with the client for ocular site inspection on the actual / proposed project site	N/A	3 - 5 days	Senior and Junior Architects
	2.2 Provision of schematic design in coordination with the clienteles, requesting parties and/or end users for approval	N/A	10 days	Senior and Junior Architects
	2.3 Design development and preparation of architectural and auxiliary (engineering) plans, designs and specifications	N/A	30 – 36 days	Senior and Junior Architects, and Engineers



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	2.4 Presentation of Project Plans for Approval	N/A	1 – 2 days	City Architect & Senior Architects
	2.5 Preparation of Plans (Plotting)	N/A	1 – 2 days	Junior Architects & CAD Operators
	2.6 Preparation of initial cost estimates and work program, technical specifications, structural analysis.	N/A	3 – 5 days	Engineers
	2.7 Signs plans and other pertinent documents	N/A	1 day	City Architect
	2.8 Packaging and Transmittal of Bid Documents and Preparation of Certificate of Compliance to INFRACOM and QC Engineering Department (QCED)	N/A	1 day	Architects/ Administrative Support Staff
	2.9 Preparation of Project Narrative for project inauguration	N/A	1 day	Senior and Junior Architects
	2.10 Implementation of project as endorsed by INFRACOM & Housing Community Development and Resettlement Department (HCDRD) & Monitoring of construction of projects	N/A	Duration varies depending on the project condition	Senior and Junior Architects
	<b>TOTAL</b>		<b>63 Days</b>	





### C. Furniture Layout and Purchase Request

Final phase in the preparation of Architectural Plans is the preparation of Furniture Layout needed per required space. This is essential in the completion of projects since subject PR will be vital in the procurement of said furniture supplies for the total look.

<b>Office or Division:</b>	City Architect Department			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	Government-to-Government (G2G) / Inter-Department			
<b>Who may avail:</b>	QC Government			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request letter from Departments\End user		Prepared request letter from Departments\End -User		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	1.1 Receives letter request / list	N/A	30 minutes	Administrative Support Staff
	1.2 City Architect reviews proposed project	N/A	1 hour	City Architect & Administrative Support Staff
	1.3 Coordinates with concerned Department/End-user as to requirements	N/A	2 -3 days	Senior and Junior Architects
2. Client will provide information regarding the project: - Space requirements - No. of Personnel, etc	2.1 Conducts ocular inspection and survey study	N/A	2 -3 days	Senior/Junior Architects, Engineers & Administrative Support Staff
	2.2 Prepares layout for presentation and approval of end-user	N/A	5 - 15 days	Junior Architects & CAD Operators
	2.3 Canvassing of furniture	N/A	2- 3 days	Senior/Junior Architects and Administrative Support Staff
	2.4 Preparation of purchase request and inventory of furniture	N/A	5-7 days	Administrative Support Staff



	2.5 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
	<b>TOTAL</b>		<b>37 Days</b>	



## D. Master Development Planning

These pertains to projects which involve large parcels of idle land which may be developed for public use and enjoyment.

<b>Office or Division:</b>	City Architect Department			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	Government-to-Government (G2G) / Inter-Department			
<b>Who may avail:</b>	The Honorable Mayor, Barangay Captains and Councilors, other government agencies, other QC Government Departments			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
List of Priority Projects approved by the City Infrastructure Committee in line with the City Mayor's 14 Point Agenda		Endorsement from the Chairman of the Infrastructure Committee (INFRACOM) and the Housing Community Development and Resettlement Department (HCDRD)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Transmit request letter to City Architect Department or send email to <a href="mailto:cityarchitect@quezoncity.gov.ph">cityarchitect@quezoncity.gov.ph</a>	1.1 Receives letter request / list	N/A	30 minutes	Administrative Support Staff
	1.2 City Architect reviews proposed project and routes the request to concerned Division	N/A	1 hour	City Architect & Administrative Support Staff
	1.3 Division Heads review the request and assigns the request to Architect/s	N/A	1 day	Senior Architects
2. Client will provide information regarding the project: - Transfer Certificate of Title (TCT)s - Space requirements - Others	2.1 Coordinate with the client for ocular site inspection on the actual / proposed project site	N/A	3 - 5 days	Senior and Junior Architects
	2.2 Preparation of Site Evaluation Report (SER) to determine project feasibility	N/A	3 - 5 days	Senior and Junior Architects



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.3 Endorsement of project to INFRACOM for approval and prioritization	N/A	1 day	Senior and Junior Architects
	2.4 Provision of schematic design in coordination with the clienteles, requesting parties and/or end users for approval	N/A	10 – 20 days	Senior and Junior Architects
	2.5 Design development and preparation of architectural and auxiliary (engineering) plans, designs and specifications	N/A	40 – 60 days	Senior and Junior Architects, and Engineers
	2.6 Presentation of Project Plans for Approval	N/A	1 – 2 days	City Architect & Senior Architects
	2.7 Preparation of Plans (Plotting)	N/A	1 – 2 days	Junior Architects and CAD Operators
	2.8 Preparation of cost estimates and work program	N/A	7 days	Engineers
	2.9 Signs plans and other pertinent documents	N/A	1 day	City Architect
	2.10 Transmits Bid Documents to INFRACOM and QC Engineering Department	N/A	1 day	Administrative Support Staff
	2.11 Preparation of Project Narrative for project inauguration	N/A	1 day	Senior and Junior Architects
	<b>TOTAL</b>		<b>107 Days</b>	



## E. External Services

These are tasks other than those enumerated but requires technical opinion and guidance for other projects undertaken by other government agencies within Quezon City Jurisdiction (DPWH, MRT, etc.)

<b>Office or Division:</b>	City Architect Department			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	Government-to-Government (G2G) / Inter-Department			
<b>Who may avail:</b>	QC Government			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request letter from Government Agencies/Private Entities		Prepared request letter from Government Agencies/Private Entities		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Representative of government agencies will give request letter personally to City Architect Department or send email to <a href="mailto:cityarchitect@quezoncity.gov.ph">cityarchitect@quezoncity.gov.ph</a>	Accept and record letter	N/A	30 minutes	Administrative Support Staff
	Request letter will be given to City Architect for approval and routing to Division Head/s concerned	N/A	1 day	City Architect and Administrative Support Staff
	Division Head/s will respond to request and/or assign Architect or Engineer to handle the request	N/A	Varies based on schedule provided on the request	Senior Architects and Engineers
	Coordination between both agencies as to completion of requests	N/A	Varies based on schedule provided on the request	City Architect Department Senior Architects and Engineers, and representatives of government agencies
	<b>TOTAL</b>			



<b>Office</b>	<b>Address</b>	<b>Contact Information</b>
Administrative Division	5 <sup>th</sup> Floor Civic Center D (left wing)	(02) 8988-4242 loc. 1501
Architectural and Design Division	5 <sup>th</sup> Floor Civic Center D (left wing)	(02) 8988-4242 loc. 8166
Engineering Services Unit	5 <sup>th</sup> Floor Civic Center D (left wing)	(02) 8988-4242 loc. 1501
Planning and Programming Division	5 <sup>th</sup> Floor Civic Center D (right wing)	(02) 8988-4242 loc. 1509
Supervision and Monitoring Division	5 <sup>th</sup> Floor Civic Center D (right wing)	(02) 8988-4242 loc. 1509