



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.)

Office or Division:	City Architect Department			
Classification:	Highly Technical			
Type of Transaction:	Government-to-Government (G2G) / Inter-Department			
Who may avail:	QC Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request letter from Government Agencies/Private Entities		Prepared request letter from Government Agencies/Private Entities		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Representative of government agencies will give request letter personally to City Architect Department or send email to cityarchitect@quezoncity.gov.ph	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
	TOTAL			



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