



Provincial Architect's Office



1.Preparation of Detailed Engineering Design (Vertical Project)

Submission of DED and POW to Provincial Governor for approval

Office or Division:	Provincial Architect's Office			
Classifications:	Highly Technical			
Type of Transactions:	G2G – Government to Government			
Who may avail:	All Government Agencies, LGUS,GOCCs, and other Government Instrumentalities			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Request Letter(2 copies)			Provincial Architect's office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1.Submit approve request letter signed by Governor or P. Admin	1.1 Receive Request	None	2 Minutes	Marc Vincent O. Solatorio Administrative Assistant II
	1.2 Forward the Letter Request to the Provincial Architect for action	None	2 Minutes	Marc Vincent O. Solatorio Administrative Assistant II
	1.3 Prov'l Architect reads Letter request and take action	None	10 Minutes	Engr. Dennis P. Aguipo Acting Department Head
	1.4 Advised Client to follow-up	None	2 Minutes	Engr. Dennis P. Aguipo Acting Department Head
	1.5 Route letter request to Planning Division to assign Engineer/Architect	None	5 Minutes	Engr. Dennis P. Aguipo Acting Department Head
	1.6 Assigned Engineer/architect will discuss with Prov'l Architect	None	2 Hours	Joemarie E. Villastique Architect II Rolando E. Lagera Engineer II Prince Dexter S. Yanoc Engineering Assistant



				Rhudolf John Valentine S. Gorne Architect II
	1.7 Planning team (<i>Architects, Engineer, Cost Engineer</i>) will conduct site validation and data gathering	None	3 Days	Joemarie E. Villastique Architect II Rolando E. Lagera Engineer II Prince Dexter S. Yanoc Engineering Assistant Rhudolf John Valentine S. Gorne Architect II
	1.8 Prepare Technical Drawing	None	16 1/2 Days	Joemarie E. Villastique Architect II Rolando E. Lagera Engineer II Prince Dexter S. Yanoc Engineering Assistant Rhudolf John Valentine S. Gorne Architect II
	1.9 Printing	None	1 Hour	Joemarie E. Villastique Architect II Rolando E. Lagera Engineer II Prince Dexter S. Yanoc Engineering Assistant Rhudolf John Valentine S. Gorne Architect II
TOTAL:		None	20 Days	



2.Preparation of Quantity, Cost Estimates and Program of Works (Vertical Project)

Submission of DED and POW to Provincial Governor for approval

Office or Division:	Provincial Architect's Office			
Classifications:	Highly Technical			
Type of Transactions:	G2G – Government to Government			
Who may avail:	All Government Agencies, LGUS,GOCCs, and other Government Instrumentalities			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Complete list of government services (4 copies)			Provincial Architect's office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	1.1 Prepare Quantity, Cost Estimate and Program of Work	None	17 Days	Joemarie E. Villastique Architect II Rolando E. Lagera Engineer II Prince Dexter S. Yanoc Engineering Assistant Rhudolf John Valentine S. Gorne Architect II
	1.2 Prepare Technical specification	None	1 Day	Joemarie E. Villastique Architect II Rolando E. Lagera Engineer II Prince Dexter S. Yanoc Engineering Assistant Rhudolf John Valentine S. Gorne Architect II
	1.3 Prepare Bidding Document		1 Day & 4 Hours	Joemarie E. Villastique Architect II



		None		Rolando E. Lagera Engineer II Prince Dexter S. Yanoc Engineering Assistant Rhudolf John Valentine S. Gorne Architect II
	1.4 Checking of DED and POW	None	1 Hour	Joemarie E. Villastique Architect II Rolando E. Lagera Engineer II Prince Dexter S. Yanoc Engineering Assistant Rhudolf John Valentine S. Gorne Architect II
	1.5 Printing of POW and DED	None	1 Hour	Joemarie E. Villastique Architect II Rolando E. Lagera Engineer II Prince Dexter S. Yanoc Engineering Assistant Rhudolf John Valentine S. Gorne Architect II
	1.6 Recommend approval of DED and POW to Governor	None	1 Hour	Joemarie E. Villastique Architect II Rolando E. Lagera Engineer II



				Prince Dexter S. Yanoc Engineering Assistant Rhudolf John Valentine S. Gorne Architect II
	1.7 Endorse DED and POW to Governor for approval	None	1 Hour	Engr. Dennis P. Aguipo Acting Department Head
	1.8 Signed the endorsement	None	15 Minutes	Engr. Dennis P. Aguipo Acting Department Head
	1.9 Released the endorsement	None	5 Minutes	Engr. Dennis P. Aguipo Acting Department Head
	1.10 Forward endorsement to Admin Office	None	5 Minutes	Marc Vincent O. Solatorio Administrative Assistant II
	1.11 End of transaction	None		
TOTAL:		None	20 Days & 25 Minutes	



3.Preparation of Progress Report, (Vertical Project)

Submission of Progress reports to Provincial Governor

Office or Division:	Provincial Architect's Office			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	All Government Agencies, LGUS, GOCCs, and other Government Instrumentalities			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Complete list of government services (4 copies)			Provincial Architect's office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	1. Engineer/Architect will conduct site inspection to check progress of the project	None	1 Day	Joemarie E. Villastique Architect II Rolando E. Lagera Engineer II Prince Dexter S. Yanoc Engineering Assistant Rhudolf John Valentine S. Gorne Architect II
	2. Prepare Progress report	None	1 Hour	Joemarie E. Villastique Architect II Rolando E. Lagera Engineer II Prince Dexter S. Yanoc Engineering Assistant Rhudolf John Valentine S. Gorne Architect II
	3. Signed the endorsement	None	1 Day	Engr. Dennis P. Aguipo



				Acting Deaprtment Head
	4. Released the endorsement	None	1 Hour	Joemarie E. Villastique Architect II Rolando E. Lagera Engineer II Prince Dexter S. Yanoc Engineering Assistant Rhudolf John Valentine S. Gorne Architect II
	5. Forward endorsement to Admin Office	None	1 Hour	Marc Vincent O. Solatorio Administrative Assistant II
	6. End of transaction	None		
TOTAL:		None	2 Days & 3 Hours	



4.Evaluation of Progress Billing

Submission of Progress billing to Provincial Governor

Office or Division:	Provincial Architect's Office			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Business			
Who may avail:	Contractor of the Project			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Complete list of government services (4 copies)			Provincial Architect's office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1.Letter Request of the contractor	1.1 Engineer/Architect will conduct site inspection to check progress of the project	None	1 Day	Joemarie E. Villastique Architect II Rolando E. Lagera Engineer II Prince Dexter S. Yanoc Engineering Assistant Rhudolf John Valentine S. Gorne Architect II
	1.2 Engineer/Architect will Evaluate the progress billing	None	2 Hours	Joemarie E. Villastique Architect II Rolando E. Lagera Engineer II Prince Dexter S. Yanoc Engineering Assistant Rhudolf John Valentine S. Gorne Architect II
	1.3 Engineer/Architect will sign the Evaluated progress	None	5 Minutes	Engr. Dennis Aguipo Acting Department Head
	1.4 Engineer/Architect will		1 Hour	Joemarie E. Villastique



	Release the billing	None		Architect II Rolando E. Lagera Engineer II Prince Dexter S. Yanoc Engineering Assistant Rhudolf John Valentine S. Gorne Architect II
TOTAL:		None	1 Day, 3 Hours & 5 Minutes	



5.Approval of Work Request of Project

Approval of Work Request of Project

Office or Division:	Provincial Architect's Office			
Classifications:	Simple			
Type of Transactions:	External			
Who may avail:	Contractor			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Work Request(2 copies)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1.Submit work request of project	1.1 Received Work Request	None	5 Minutes	Marc Vincent O. Solatorio Administrative Assistant II
	1.2 Forward Work Request to Provincial Engineer for action	None	2 Minutes	Marc Vincent O. Solatorio Administrative Assistant II
	1.3 P.A read Work Request and take ction	None	10 Minutes	Engr. Dennis P. Aguipo Acting Department Head
	1.4 Route letter request to Construction Supervision Team	None	5 Minutes	Engr. Dennis P. Aguipo Acting Department Head
	1.5 Construction supervision team verify as to validity and acceptability of Work Request as to field condition of project	None	1 Hour	Joemarie E. Villastique Architect II Rolando E. Lagera Engineer II Prince Dexter S. Yanoc Engineering Assistant Rhudolf John Valentine S. Gorne Architect II
	1.6 Sign Work Request if found in order and conduct field	None	3 Minutes	Joemarie E. Villastique Architect II



	inspection to validate the request			Rolando E. Lagera Engineer II Prince Dexter S. Yanoc Engineering Assistant Rhudolf John Valentine S. Gorne Architect II
	1.7 Forward to Provincial Architect for his approval	None	3 Minutes	Joemarie E. Villastique Architect II Rolando E. Lagera Engineer II Prince Dexter S. Yanoc Engineering Assistant Rhudolf John Valentine S. Gorne Architect II
	1.8 Approved Work Request	None	3 Minutes	Engr. Dennis P. Aguipo Acting Department Head
TOTAL:		None	1 Hour & 31 Minutes	



6.Validation and Recommendation of Approval of Time Extension

Is the process of validating the approval of time extension of the project construction period.

Office or Division:	Provincial Architect's Office			
Classifications:	Complex			
Type of Transactions:	External			
Who may avail:	Contractor			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Request Letter(2 copies) 2. Catch-up Plan(2 copies) 3. Revised Construction Schedule 4. Revised Quality Control Plan(2 copies)			Provincial Architect's office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1.Submit letter request for Time Extension of Project	1.1 Received Request	None	2 Minutes	Marc Vincent O. Solatorio Administrative Assistant II
	1.2 Forward Letter Request to Provincial Architect for action	None	2 Minutes	Marc Vincent O. Solatorio Administrative Assistant II
	1.3 Advised Client to follow-up	None	5 Minutes	Marc Vincent O. Solatorio Administrative Assistant II
	1.4 P.A read Letter request and take action	None	10 Minutes	Engr. Dennis Aguipe Acting Department Head
	1.5 Route letter request to Site Engineer	None	5 Minutes	Engr. Dennis Aguipe Acting Department Head
	1.6 Forward letter request to Site Engineer	None	5 Minutes	Marc Vincent O. Solatorio Administrative Assistant II



	1.7 Site Engineer received letter request	None	5 Minutes	Joemarie E. Villastique Architect II Rolando E. Lagera Engineer II Prince Dexter S. Yanoc Engineering Assistant Rhudolf John Valentine S. Gorne Architect II
	1.8 Site Engineer discussed with Provincial Architect regarding the request of Contractor	None	1 Hour	Joemarie E. Villastique Architect II Rolando E. Lagera Engineer II Prince Dexter S. Yanoc Engineering Assistant Rhudolf John Valentine S. Gorne Architect II
	1.9 Site Engineer prepare technical report	None	3 Days	Joemarie E. Villastique Architect II Rolando E. Lagera Engineer II Prince Dexter S. Yanoc Engineering Assistant Rhudolf John Valentine S. Gorne Architect II
	Forward the technical report to Project Engineer for checking		4 Hours	Joemarie E. Villastique Architect II Rolando E. Lagera



		None		Engineer II Prince Dexter S. Yanoc Engineering Assistant Rhudolf John Valentine S. Gorne Architect II
	Site Engineer submit technical report recommending the appropriate number of Days for the extension of project	None	15 Minutes	Joemarie E. Villastique Architect II Rolando E. Lagera Engineer II Prince Dexter S. Yanoc Engineering Assistant Rhudolf John Valentine S. Gorne Architect II
	Received the technical report and time extension of project	None	5 Minutes	Marc Vincent O. Solatorio Administrative Assistant II
	Forward to Provincial Architect the Time Extension with the technical report for review	None	15 Minutes	Marc Vincent O. Solatorio Administrative Assistant II
	Provincial Architect take action on the Time Extension and recommends approval if found in order	None	1 Day	Engr. Dennis Aguipo Acting Department Head
	Endorse to Provincial Governor for her approval	None	15 Minutes	Marc Vincent O. Solatorio Administrative Assistant II
	TOTAL:	None	4 Days 6 Hours & 24 Minutes	



7. Attending to Concerns of Client Inquiries

Attends client concerns.

Office or Division:	Provincial Architect's Office			
Classifications:	Simple			
Type of Transactions:	External			
Who may avail:	Any clients			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Physical appearance of concerned client			Provincial Architect's office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Register in the Logbook	1.1 Assist clients to register in the logbook	None	3 Minutes	Marc Vincent O. Solatorio Administrative Assitant II
	1.2 Leads clients to Provincial Architect or to the concerned PArch Staff	None	5 Minutes	Marc Vincent O. Solatorio Administrative Assistant II
	1.3 Provincial Architect or concerned PArch Staff attends to Client Inquiries concerns	None	10 Minutes	Engr. Dennis Aguipo Acting Department Head Joemarie E. Villastique Architect II Rolando E. Lagera Engineer II Prince Dexter S. Yanoc Engineering Assistant Rhudolf John Valentine S. Gorne Architect II
TOTAL:		None	18 Minutes	



8. Final Inspection of Project

Refers to the inspection performed in the completed projects of the province.

Office or Division:	Provincial Architect's Office			
Classifications:	Simple			
Type of Transactions:	External			
Who may avail:	Contractor			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter Request(2 copies)			Provincial Architect's office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit letter request	1.1 Received Letter Request	None	5 Minutes	Marc Vincent O. Solatorio
	1.2 Forward Letter Request to Provincial Architect for action	None	2 Minutes	Marc Vincent O. Solatorio Administrative Assitant II
	1.3 P.Arch read Letter request and take action	None	10 Minutes	Engr. Dennis Aguipo Acting Department Head
	1.4 Route letter request to Construction Supervision Team	None	5 Minutes	Engr. Dennis Aguipo Acting Department Head
	1.5 Construction Supervision Team evaluate/verify, if request shall be granted	None	1 Day	Construction Supervision Team
	1.6 Prepare endorsement to Provincial Administrator for schedule of inspection by the Provincial Inspectorate Team (PIT), if found in order and ready for inspection	None	15 Minutes	Marc Vincent O. Solatorio Administrative Assitant II
	1.7 Forward endorsement to		30 Minutes	Marc Vincent O. Solatorio



	Provincial Administrator, for approval on the schedule of inspection			Administrative Assitant II
TOTAL:		NONE	1 Day 1 Hour & 7 Minutes	



9. Issuance of Certificate of Appearance

The process of issuing certificate of appearance to the clients of the office.

Office or Division:	Provincial Architect's Office			
Classifications:	Simple			
Type of Transactions:	Internal/External			
Who may avail:	Government/Private Entities			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter Request(2 copies)			Provincial Architect's office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Register in the logbook	1.1 Advise visitors to register in the logbook	None	2 Minutes	Marc Vincent O. Solatorio Administrative Assitant II
	1.2 Prepare Certificate of Appearance	None	5 Minutes	Marc Vincent O. Solatorio Administrative Assitant II
	1.3 Sign the Certificate of Appearance	None	5 Minutes	Engr. Dennis Aguipo Acting Department Head
	1.4 Issue the certificate of appearance	None	5 Minutes	Engr. Dennis Aguipo Acting Dpeartment Head
TOTAL:		None	17 Minutes	