



CITY ARCHITECTURAL PLANNING AND DESIGN DEPARTMENT

City Government of Calapan
Citizen's Charter

Name of Department/Office : City Architectural Planning and Design Department
Type of Service : Architectural Design Services -
Preparation of Architectural Designs and Plans
Schedule of Availability of Service : Monday – Friday; 8:00 AM – 5:00 PM (No Noon Break)
Who May Avail of the Service : General Public
Duration : 10 days and 32 mins.

How to avail the service:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	PERSON-IN-CHARGE	TIME	FEES
1.	<ul style="list-style-type: none"> Inquiry 	<ul style="list-style-type: none"> Interviews the client. Referral to the person-in-charge 	Pilar R. Mendoza	2 mins.	None
2.	<ul style="list-style-type: none"> Submit the documents 	<ul style="list-style-type: none"> Interviews the client. Checks the necessary documents. 	Ar. Elmer C. Villas / Ar. Armando I. Acha Jr.		None
3.		<ul style="list-style-type: none"> Discussion of the requirements 	Ar. Elmer C. Villas / Ar. Armando I. Acha Jr.	30 mins.	None
4.		<ul style="list-style-type: none"> Site Inspection. 	Ar. Elmer C. Villas / Ar. Armando I. Acha Jr.	1 day	None
5.		<ul style="list-style-type: none"> Preparation of Schematic and Design Development Studies 	Ar. Elmer C. Villas / Ar. Armando I. Acha Jr.	3 days	None
6.		<ul style="list-style-type: none"> Preparation of Architectural Plans 	Ar. Elmer C. Villas / Ar. Armando I. Acha Jr.	6 days	None
END OF TRANSACTION					

*Required Documents

- List of Space Requirements
- Site Technical Data



CITY ARCHITECTURAL PLANNING AND DESIGN DEPARTMENT

City Government of Calapan
Citizen's Charter

Name of Department/Office : City Architectural Planning and Design Department
Type of Service : Buildings and Parks Administration -
Issuance of Permit to Use Government Facilities
Schedule of Availability of Service : Monday – Friday; 8:00 AM – 5:00 PM (No Noon Break)
Who May Avail of the Service : General Public
Duration : 13 mins.

How to avail the service:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	PERSON-IN-CHARGE	TIME	FEES
1.	<ul style="list-style-type: none"> Inquiry 	<ul style="list-style-type: none"> Interviews the client. 	Pilar R. Mendoza	2 mins.	
2.	<ul style="list-style-type: none"> Submit the documents. 	<ul style="list-style-type: none"> Refer to the Calendar of Schedule if the subject facility is available 	Pilar R. Mendoza	2 mins.	
3.	<ul style="list-style-type: none"> Proceed to Taxpayer Center for payment of required fees. 		Pilar R. Mendoza	3 mins.	
4.	<ul style="list-style-type: none"> Present the proof of payment to APDD. 	<ul style="list-style-type: none"> Typing and printing of permit. 	Pilar R. Mendoza	4 mins.	
5.	<ul style="list-style-type: none"> Signature of Bldg. and Parks Administrator on permit requested. 		Ar. Elmer C. Villas.	1 min.	
6.	<ul style="list-style-type: none"> Issuance of Permit. 		Ar. Elmer C. Villas.	1 min.	
END OF TRANSACTION					

*Required Documents

- Letter Request to use Government Facilities



CITY ARCHITECTURAL PLANNING AND DESIGN DEPARTMENT

City Government of Calapan
Citizen's Charter

Name of Department/Office : City Architectural Planning and Design Department
Type of Service : Buildings and Parks Administration -
Repair and Maintenance of Government Parks
Schedule of Availability of Service : Monday – Friday; 8:00 AM – 5:00 PM (No Noon Break)
Who May Avail of the Service : General Public
Duration : 5 hours

How to avail the service:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	PERSON-IN-CHARGE	TIME	FEES
1.	<ul style="list-style-type: none">Inquiry	<ul style="list-style-type: none">Refer to the person-in-charge.	Pilar R. Mendoza		
2.	<ul style="list-style-type: none">Fill up Requisition Slip.	<ul style="list-style-type: none">Inspection.	Ar. Elmer C. Villas		None
3.		<ul style="list-style-type: none">Refer to CEPWD for program of works needed.	Ar. Elmer C. Villas		
4.		<ul style="list-style-type: none">Procurement of materials needed.	Ar. Elmer C. Villas	1 hour	
5.		<ul style="list-style-type: none">Repair of the subject facilities.	Ar. Elmer C. Villas.	4 hours	
END OF TRANSACTION					