

ANNEX A

1. Office Space Area Requirement

PARTICULARS	Location	MAXIMUM SPACE REQUIREMENTS (in sq.m.)	Total
A. OFFICE OF THE DIRECTOR	3F		
Director	3F	24.00	24.00
Toilet/Bathroom	3F	4.00	4.00
Storage	3F	4.00	4.00
Board Room	3F	25.00	10.00
B. LEGAL	3F		
Personnel		4.00-6.00/ pax ¹	27.00
SE III	3F	6.00	
SC II	3F	6.00	
SC I	3F	5.00	
SC I	3F	5.00	
SC I	3F	5.00	
Board Room	3F	25.00	25.00
Storage Room	3F	2.00/pax	10.00
C. EXAMINERS			
Personnel		4.00-6.00/ pax ¹	32.00

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SS II	2F	6.00	
SS II	2F	6.00	
AO IV	2F	6.00	
AA II	2F	5.00	
AA II	2F	5.00	
COS	2F	4.00	
Storage Room	2F	2.00/pax	12.00
Reception Area	2F	10.00	10.00
D. FINANCING & LENDING		4.00-6.00/ pax ¹	12.00
IO	2F	6.00	
SS I	2F	6.00	
Storage Room	2F	2.00/pax	4.00
E. INVESTOR EDUCATION			
IO II	2F	4.00-6.00/ pax ¹	6.00
Storage Room	2F	4.00	4.00
F. ACCOUNTING		4.00-6.00/ pax ¹	6.00
SS I	3F	6.00	
Storage Room	3F	6.00	6.00

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G. RECEIVING			
Personnel		4.00-6.00/ pax ¹	15.00
COS	2F	5.00	
COS	2F	5.00	
COS	2F	5.00	
Storage Area	2F	2.00/pax	6.00
Reception Area (includes PWD and Senior provision)	2F	10.00	10.00
H. RECORDS		4.00-6.00/ pax	21.00
AA II	2F	6.00	
COS	2F	5.00	
COS	2F	5.00	
COS	2F	5.00	
Storage Room	2F	2.00/pax	8.00
Records Room ²	2F	50.00	50.00
I. UTILITY PERSONNEL	2F		10.00
Personnel		10.00	
Storage		6.00	6.00
J. SECURITY PERSONNEL	2F		10.00

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Security (3 pax)		10.00	
Storage		6.00	6.00
K. OFFICE-LEVEL FACILITIES			
Pantry	2F, 3F	15.00	30.00
Conference/ Training Room (30 pax capacity)	3F	2.40 / pax including aisles and service area such as storage production room and toilet staff	72.00
Multipurpose Hall	4F	2.40 / pax including aisles and service area such as storage production room and toilet staff	170.00
Clinic	2F	5.00	5.00
Lactation Room	2F	6.00	5.00
Security/ Server Room	2F	10.00	10.00
Parking with Guard House	GF	300.00	300.00
Generator Set Room	GF	20.00	20.00
Water Pump Room	GF	10.00	10.00
Fire Pump Room	GF	6.00	6.00
EE and Aux Room	All levels	6.00/level	24.00
Office (COA)	4F	50.00	50.00
Circulation	All levels	300.00	300.00
Transient	4F	30.00	30.00
Hearing Room	3F	30.00	30.00

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Landscaping/Hardscaping	GF	200.00	200.00
Materials Recovery Facility	GF	50.00	50.00
L. Toilet Facilities ²		1.50 per one water closet (wc) enclosure	
For Agencies providing frontline services (for public use)	GF	Ø 1 WC/ 1-100 for female Ø 1 WC/1-200 for male Ø 1 urinal/ 1-100 for male Ø 1 lavatory/ 2 WC	30.00
Toilet (For employees)	(2)GF, (1)3F,(1)4F (2)GF, (1)3F,(1)4F	Ø 4.00 / Male Ø 4.00/ Female	45.00
M. Main Lobby	GF	0.25/ pax minimum for lobby as waiting /standing room	20.00
GAD Corner/ Information Booth	GF	5.00	5.00
TOTAL			1,750.00

¹ Includes circulatory area

² Based on the Revised National Plumbing Code of the Philippines (Republic Act No. 1378)

Note: Circulation shall be considered. Hallways and walkways are included.

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2. Site Location



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3. Site Photo



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