

Republic of the Philippine  
**PHILIPPINE STATISTICS AUTHORITY**  
Regional Statistical Services Office XIII

**ESTIMATED OFFICE SPACE REQUIREMENT FOR RSSO XIII and CRS OUTLET**  
**(Based on the Organizational Structure and Proposed Staffing Pattern Under RA 10625)**

Special Requirements		Approximate Space Needed (in square meter)
<b>A. Office of the Regional Director</b>		
1. Full Height Enclosure/Private Office for the Regional Director with Provision of Medium Meeting Room, Document File Room, Wash Room and Small Pantry		60
2. Reception Area of the Office of the Regional Director		
a. Reception Workstation		8.4
b. Waiting Area		4
3. Quarters' Area with Toilet and Bath and Pantry		20
<b>B. Civil Registration and Administrative Support Division</b>		
1. Full Height Enclosure/Private Office for Division Chief, CRASD with Provision of: Small Meeting Room, Wash Room and Small Pantry		30
2. Enclosed Individual Work Space for Section Chief (1 for Civil Registration Officer IV and 1 for Accountant III) at 13.9 square meter per Work Space, with provision for document file cabinet		27.8
3. Full Height Enclosure/Private Office for Cashier		15
4. Enclosed Individual Work Space for AO IV (Budget Officer) with provision of document file cabinet		10
5. Enclosed Individual Work Space for HRMO II (AO IV) with provision of document file cabinet		10
6. Enclosed Individual Work Space for Property and Supply Officer (AO III) with provision of document file cabinet		10
7. Work Station for Staff, 5 Rank and File Plantilla Position for CRASD		30
8. Documents/Properties Storage Area, Full Height Enclosure for the use of Valueless Records and Unserviceable Properties and other Supplies		60
9. Pantry for CRASD Personnel		10
10. Separate Wash Room for Male and Female Employees for CRASD		15.78
11. CRS Outlet		561.38
11.1. Work Area for Request Service Officers, 6 sq. meter per RSO, 6 RSOs	36	
11.2. Counter Station for Collecting Officer/Releasing Clerks Windows	36	
11.3. Printing and Sorting Area	10	
11.4. Application Area/Releasing Area (Highest Clients at 1450 per day)	341	
11.5. Enclosed Individual Work Space for Outlet Supervisor	10	
11.6. Open Area Workstation for Public Assistance and Complaints Desk	6.7	
11.7. Open Area Workstation for Officer of the Day		
11.8. Enclosed Area for Weaning Mother/Changing Diapers (GAD Issue)	10	

Special Requirements		Approximate Space Needed (in square meter)
11.9. Supplies Storage Area/Document Storage Area	20	
11.10. Open Area Workstation for Electronic Endorsements	6.7	
11.11. Open Area Workstation for Priority Loading	6.7	
11.12. Open Area Workstation for Priority Lane (Senior Citizen, PWDs Pregnant Women or Mother Carrying Weaning Children with Waiting Area	10	
11.12. Pantry for CRS Employees	5.8	
11.13. Wash Room/Comfort Room for Female Employees and Male Employees	15.78	
11.14. Separate Wash Room/Comfort Room for Clients, 1 for Female Clients and 1 for Male Clients, three cubicle per comfort room where one (1) cubicle is provided with facility for Persons with Disability (PWDs) and complied the provision on National Building Code; with provision of wash area for janitor	40	
11.15. Security Post with Custodian Cabinets	6.7	
<b><u>C. Statistical Operations and Coordination Division</u></b>		
1. Full Height Enclosure/Private Office for Division Chief, SOCD with Provision of: Small Meeting Room, Wash Room and Small Pantry		30
2. Enclosed Individual Work Space for three Section Chief at 13.9 square meter per Work Space, with provision for document file cabinet		41.7
3. Work Station for Staff, 10 Rank and File Plantilla Position for SOCD		60
3. Training Room, 30 pax capacity, convertible to Multi-Purpose Hall/ Sleeping Quarter		95
4. Machine Processing Room with Document Storage Area, with 20 Processors Capacity		95
5. Library and Data Request Reception Area		18
6. Pantry for SOCD Personnel		5.8
7. Separate Wash Room for Male and Female Employees for SOCD		15.78
8. Document Storage Area for Valueless Records (Active/Retention Period for Censuses and Surveys Forms and Materials)		150
<b><u>D. Office of the COA Resident Auditor</u></b>		
1. Full Height Enclosure/Private Office for Office of the COA Resident Auditor with Provision for Staff Work Area for 3 Staff, Wash Room and Small Pantry		30
<b>TOTAL SPACE REQUIREMENTS</b>		<b>1413.64</b>
LESS: SPACE REQUIREMENT EXCLUDED IN RENTABLE SPACE such as Parking Space, Common Comfort Rooms, Common Pantry Stair Case, Security Guard Post and Allies		118.94
<b>TOTAL SPACE REQUIREMENT</b>		<b>1,294.70</b>