



Office of the Municipal Mayor – Tourism External Services

1. APPLICATION / RENEWAL OF BUSINESS PERMIT (TOURISM ESTABLISHMENT)

Office or Division:	Municipal Tourism Office			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business			
Who may Avail:	Tourism Sector			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Documentary requirement		Requisitioning Agency		
2. Tourism Compliance Certificate		Tourism Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Go to information section then present and submit the documentary requirements	Receive and Encode data	None	15 Minutes	<i>Tourism Office Staff</i>
	Review of data and printing of Tourism Compliance Certificate		10 Minutes	<i>Tourism Office Staff</i>
	Approve, Sign and release Tourism Compliance Certificate (TCC)		5 Minutes	<i>Tourism Officer</i>
Received Approved Tourism Compliance Certificate	Record and Release of Tourism Compliance Certificate		5 Minutes	<i>Tourism Office Staff</i>
		None	35 inutes	

2. DOT ACCREDITATION PROCEDURES

Office or Division:	Municipal Tourism Office			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business			
Who may Avail:	Tourism Sector			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter of Request			Requisitioning Agency	
2. Endorsement from the LCE			Mayor's Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Go to information section then present and submit the documentary requirements	Receive and review documentary requirements	None	15 Minutes	<i>Tourism Office Staff</i>
	Prepare Endorsement Letter to DOT for Accreditation Conduct Ocular inspection		15 Minutes	<i>Tourism Officer</i>
	Approve Endorsement		5 Minutes	<i>Municipal Mayor</i>
Received Endorsement Letter	Record and Release requested document		3 Minutes	<i>Tourism Office Staff</i>
		None	38 inutes	

3. REQUEST FOR TOURISM FRONTLINERS TRAINING

Office or Division:	Municipal Tourism Office			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business			
Who may Avail:	Tourism Sector			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter of Request			Requisitioning Agency	
2. Endorsement from the LCE			Mayor's Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Go to Information Section and Submit Letter of Intent	Receive and Review Letter of Intent	None	15 Minutes	<i>Tourism Office Staff</i>
	Interview and Review of Request for DOT Endorsement		10 Minutes	<i>Tourism Officer</i>
	Approve Endorsement		5 Minutes	<i>Municipal Mayor</i>
Receive Endorsement Letter	Record and Release requested document		5 Minutes	<i>Tourism Office Staff</i>
		None	35 Minutes	