



MUNICIPAL TOURISM OFFICE EXTERNAL SERVICES

1. ASSISTANCE TO PRIMARY TOURISM ENTERPRISES ON DEPARTMENT OF TOURISM ACCREDITATION

Office or Division:	Municipal Tourism Office			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who may avail:	Resort's Owner/ Establishments			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
DOT Application Letter		Municipal Tourism Office		
Photocopy of DTI		To be prepared by the applicant		
Photocopy of Valid Mayor's Permit/Business Permit				
Valid Comprehensive General Liability Insurance Policy		Accredited Insurance Company		
Quality Recognition and/or Awards		DOT Accredited Institution		
Other documents (if needed)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure application form	1. Provide Application Form	None	1 min.	Tourism Personnel
2. Fill-up and submit accomplished application form & Requirements	2. Evaluate Documentary Requirements while client is filling out the form.	None	5 mins.	Tourism Personnel
	2.1 Receive Application Form and Interview client. If complete, issue acknowledgement receipt, and schedule inspection. Return the original copies of the requirements for the submission. If found incomplete return application with necessary remarks on	None	10mins.	Tourism Personnel

	the lacking requirements.			
3. Accompany tourism staff during inspection of the establishment/facility.	3. Inspect the establishment/facilities.	None	3hrs.	Tourism Personnel
4. Submit requirements to Department of Tourism Regional Office-Region IV-A for final inspection.	4. Prepare endorsement to Department of Tourism Regional Office-Region IV-A. 4.1 Provide feedback to client.	None	5 mins.	Tourism Personnel
		TOTAL	3 hours & 21minutes.	

2. ASSISTANCE TO TOURISM-RELATED ESTABLISHMENTS ON PROVINCIAL TOURISM AND CULTURAL AFFAIRS OFFICE-PTCAO BATANGAS REGISTRATION

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
PTCAO Application Letter		Municipal Tourism Office		
Photocopy of DTI		To be prepared by the applicant		
Photocopy of Valid Mayor's Permit/Business Permit				
Valid Comprehensive General Liability Insurance Policy		Accredited Insurance Company		
List of the names of all officials and employees and their respective designations, nationalities, home address.		To be prepared by the applicant		
Pictures of resorts, rooms, isolation area with safety protocols and current rates.		To be prepared by the applicant		
Other documents (if needed)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure application form	1. Provide Application Form	None	1 min.	Tourism Personnel
2. Fill-up and submit accomplished application form & Requirements	2. Evaluate Documentary Requirements while client is filling out the form.	None	5 mins.	Tourism Personnel
	2.1 Receive Application Form and Interview client. If complete, issue acknowledgment receipt, and schedule inspection. Return the original copies of the requirements for the submission. If found incomplete return		10mins.	Tourism Personnel

	application with necessary remarks on the lacking requirements.			
3. Accompany tourism staff during inspection of the establishment/facility.	3. Inspect the establishment/facilities.	None	3 hrs.	Tourism Personnel
4. Submit requirements to Provincial Tourism and Cultural Affairs Office for final inspection.	4. Prepare endorsement to Provincial Tourism and Cultural Affairs Office. 4.1 Provide feedback to client.	None	5 mins.	Tourism Personnel
		TOTAL	3 hours & 21 minutes.	