



## City Tourism Office



## Issuance of Locational Permit for Advertisement, Sign, Signboard and Billboards

Service Information: Checklist and steps on the Issuance of Local Permit for Advertisement, Sign, Signboard and Billboard as stated in Ordinance No. 20-05

<b>Office or Division:</b>	Tourism Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C			
<b>Who may Avail:</b>	Any person who is a citizen of the Philippines and partnership or corporation duly organized & registered under the existing laws of the Philippines.			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Approved Letter Request with layout				
Official Receipt			City Treasurer's Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Applicant submits the approved letter request from the City Mayor's Office and fills out the locational clearance form and asks for the computation & payment of fees	Reviews/ check the documents submitted and assists him in filling out of the form	none	3-5 minutes	City Tourism Office
	Directs the client to CDRRMO for approval.	none	3-5 minutes	Project Evaluation Officer II
	After that, the applicant shall proceed to the City Engineering Office for the measurement of the materials to be installed and issues computation of the fees to be paid.	none	3-5 minutes	RCC II
	The City Treasurer's Office receives the payment and issues a receipt. Advises the client to submit the receipt to the City Tourism Office	Actual fees	3-5 minutes	
2. Applicant returns to the City Tourism	Records necessary information and attach the permit number at	None	5-7 minutes	City Tourism Office



Office to present the receipt.	the back of the marketing materials			
Client receives the permit	Forwards the documents (locational permit, request letter, sample of layout and other necessary documents) to the City Mayor's Office for approval.	None	10-15 minutes	City Mayor's Office
	After the approval of the City Mayor, the City Mayor Office will then forward the permit to the City Tourism Office	None	3-5 minutes	
	The City Tourism Office shall keep the photocopy permits and release it to the client			
	<b>TOTAL:</b>	<b>None</b>	<b>1 hour &amp; 7 minutes</b>	
<b>End of Transaction</b>				



## Issuance of City Street Permit

### Service Information: Checklist and steps on the Issuance of City Street Permit

<b>Office or Division:</b>	Tourism Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C			
<b>Who may Avail:</b>	Any person who is a citizen of the Philippines & partnership or corporation duly organized & registered under the existing laws of the Philippines.			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Approved Letter Request addressed to Mayor (which includes route)				
Official Receipt			Treasurer's Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Submits Approved Letter Request from the City Mayor's Office	Receives the Approved Letter request.	None	1-2 minutes	CMO
	The City Tourism Office will issue the unsigned permit and advice the client to pay the fee at the City Treasurer's Office	None	3-5 minutes	City Tourism Office
2.Proceeds to City Treasurers Office for payment of fees	Assesses, receives payment and issue OR & CTR Advises to go back to City Tourism Office for the signing of permit.	Actual Fees	3-5 minutes	RCC II
3.Presents the official receipt to the City Tourism Office  Receives the approved permit	Checks the receipt, signs the permits and photocopies the Official receipt and attaches the receipt to the Request letter. Then, forwards the permit to the City Mayor for approval	None	3-5 minutes	City Tourism Office
	The Office of the City Mayor forwards the approved permit to the City Tourism Office	None	5-10 minutes	
	The City Tourism Office photocopies the request letter, official receipt & the approved permit. The office	None		



	also instructs the client to also give a same copy of the documents (City Street permit, receipt & request letter) to the Traffic Management Office		5-10 minutes	
	<b>TOTAL:</b>	<b>None</b>	<b>37 minutes</b>	
<b>End of Transaction</b>				



## DOT Accreditation for Hotels and Other Tourism Related Establishments, Restaurants and Tourism Related Services

Service Information: Checklist and steps on the approval of the DOT Accreditation

Office or Division:	TOURISM OFFICE			
Classification:	Simple			
Type of Transaction:	G2C			
Who may Avail:	Any person who is a citizen of the Philippines and partnership or corporation duly organized & registered under the existing laws of the Philippines.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
DOT Accreditation Form (Notarized)		City Tourism Office		
Mayor’s Permit (Photocopy)		BPLO		
DTI/SEC Registration		Negosyo Center		
CGL Insurance		Cebuana Lhuillier		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Fills out the application form & submit requirements	Assists them for the filling out of the form, checks the requirements and advice the client to wait for response of the DOT. Emails the requirements to DOT-R6	None	5-7 minutes	City Tourism Office
		None	2-3 minutes	
2.Waits for the approval & the date of inspection of the DOT-R6	Informs the Client of approval/ disapproval of DOT-R6 & the expected date of inspection DOT Inspection to the respective establishments	None	15-30 days	City Tourism Office
		None	1-2 hour	DOT-R6
3.Claims the DOT Certificate	Releases the certificate to the client	None	2-3 minutes	City Tourism Office
	TOTAL:	None	30 days, 2 hours & 13 minutes	
End of Transaction				



## Issuance of Environmental Fee Ticket to Sipaway Island

Service Information: Steps on the acquisition of Environmental Fee for tourists/guests bound Sipaway Island

<b>Office or Division:</b>	TOURISM OFFICE			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C			
<b>Who may Avail:</b>	Any person who is a citizen of the Philippines and partnership or corporation duly organized & registered under the existing laws of the Philippines.			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
N/A			N/A	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Client asks for a booking form	Accommodates clients and assists them for the filling out of form	None	3-5 minutes	City Tourism Office Fish Landing Area
2.Clients pays for the environmental fee	Assists the clients to proceed to the next window for the payment. The person-in-charge will then release the ticket.	20 php	3-5 minutes	City Tourism Office Fish Landing Are)
	<b>TOTAL:</b>	<b>None</b>	<b>10 minutes</b>	
<b>End of Transaction</b>				



## Tourist Information Services

<b>Office or Division:</b>	Tourism Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C			
<b>Who may Avail:</b>	Any person who is a citizen of the Philippines & partnership or corporation duly organized & registered under the existing laws of the Philippines.			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
N/A			N/A	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Client Inquires at the receptionist	Answers queries or maybe referred to the concerned personnel	NONE	3-5 minutes	City Tourism Office
	<b>TOTAL:</b>	<b>None</b>	<b>5 minutes</b>	
<b>End of Transaction</b>				