

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

Office or Division: TOURISM OFFICE								
Classification:		Simple						
Type of Transaction:		G2C						
Who may Avail: Any person wi			is a citizen of the Philippines and partnership or or organized & registered under the existing laws of the					
CHECKL	IST OF	REQUIREMENTS			WH	ERE TO SECURE		
Approved Letter R	equest	with layout						
Official Receipt				С	ity Treasurer's Of	fice		
CLIENT STEPS	AG	ENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE		
1.Applicant submits the approved letter	docun	ws/ check the nents submitted ssists him in filling	none	•	3-5 minutes	(City Tourism Office)		
request from the City Mayor's Office and fills	out of the form Directs the client to		none	-	3-5 minutes 3-5 minutes	(Project Evaluation Officer II)		
out the locational clearance form	CDRRMO for approval. After that, the		Actua	ıl	3-5 minutes	(RCC II)		
and asks for the computation & payment of fees	applicant shall proceed to the City Engineering Office for the measurement of the materials to be		fees					
	compu fees to The Ci	ed and issues utation of the be paid. ty Treasurer's						
	payme receip client receip	Office receives the payment and issues a receipt. Advices the client to submit the receipt to the City Fourism Office						
2. Applicant	Record	ds necessary	None	è	5-7 minutes	(City Tourism Office)		
returns to the City Tourism		nation and attach ermit number at						



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





Issuance of City Street Permit

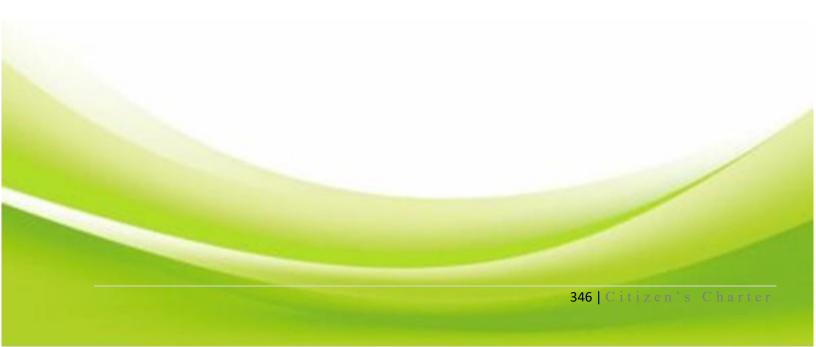
Service Information: Checklist and steps on the Issuance of City Street Permit

Office or Division:							
Classification:		Tourism Office					
		Simple					
Type of Transaction:		G2C					
			n of the Philippines & partnership or corporation ed under the existing laws of the Philippines.				
		REQUIREMENTS	ea under th	WHERE TO			
		est addressed to Mayor			SECURE		
(which includes r	•	est addressed to Mayor					
Official Receipt	outo)		Treasurer	's Office			
			FEES TO	PROCESSING	PERSON		
CLIENT STEPS		AGENCY ACTIONS	BE PAID	TIME	RESPONSIBLE		
1.Submits	Receiv	ves the Approved Letter	None	1-2 minutes	(CMO)		
Approved Letter	reque	st.					
Request from			None	3-5 minutes	(City Tourism Office)		
the City Mayor's	The Ci	ty Tourism Office will					
Office	issue t	he unsigned permit and					
		the client to pay the fee					
		City Treasurer's Office					
2.Proceeds to		ses, receives payment					
City Treasurers	and issue OR & CTR		Actual	3-5 minutes			
Office for	Advises to go back to City		Fees		(RCC II)		
		m Office for the signing					
of permit.3.Presents theChecks the receipt, signs the		NI					
3.Presents the			None	3-5 minutes			
official receipt to the City Tourism	permits and photocopies the						
Office	Official receipt and attaches the receipt to the Request						
Office		Then, forwards the					
		t to the City Mayor for			(City Tourism Office)		
	approval						
Receives the	The Office of the City Mayor						
approved permit	forwards the approved permit		None	5-10 minutes			
	to the City Tourism Office						
		ty Tourism Office					
		copies the request					
		official receipt & the					
and the second sec	appro	ved permit. The office	None				

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





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

Office or Division	n:	TOURISM OFFIC	E				
Classification:		Simple					
Type of Transaction: G2C							
Who may Avail: Any persor			ho is a citizen of the Philippines and partnership or				
		•	y organize	d & registered ur	nder the existing laws of the		
		Philippines.					
		REQUIREMENTS		WHERE TO SECURE			
DOT Accreditat				City Tourism Of	fice		
Mayor's Permit	`	ору)		BPLO			
DTI/SEC Regis	tration			Negosyo Center			
CGL Insurance	1			Cebuana Lhuillie	er		
CLIENT STEPS	AGE	NCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1.Fills out the	Assists	them for the	None	5-7 minutes			
application	filling o	ut of the form,					
form & submit	equirements requirements and advice the client to wait for response of the DOT.						
requirements			None	2-3 minutes			
					(City Tourism Office)		
	Emails						
		ments to DOT-					
2.Waits for the	R6	s the Client of	None	15-20 days	(City Tourism Office)		
approval & the		al/ disapproval	NOTE	15-30 days	(City Tourism Office)		
date of		-R6 & the					
inspection of		ed date of	None	1-2 hour	(DOT-R6)		
the DOT-R6	inspect			1211001			
		spection to the					
	respect	•					
	-	shments					
3.Claims the	Release	es the					
DOT Certificate	certificate to the		None	2-3 minutes	(City Tourism Office)		
	client						
		TOTAL:	None	30 days, 2 hou	rs & 13 minutes		
End of Transaction							

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



Issuance of Environmental Fee Ticket to Sipaway Island

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

Sipaway Island

Office or Division:	TOURISM OFFICE					
Classification: Simple						
Type of Transactio	Type of Transaction: G2C					
Who may Avail:		, ,	who is a citizen of the Philippines and partnership or n duly organized & registered under the existing laws of the			
CHECKLI	ST OF	REQUIREMENTS		WHERE TO S	SECURE	
N/A			N/A			
CLIENT STEPS	AGENCY ACTIONS		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
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 Area)	
TOTAL:			None	10 minutes		
End of Transaction						





Tourist Information Services

Office or Division:	Tourism Office	Tourism Office					
Classification:	Simple	Simple					
Type of Transaction	: G2C						
Who may Avail:	Any person who is a cit	izen o	f the F	hilippines & partne	ership or corporation		
	duly organized & regist	ered u	under	the existing laws of	the Philippines.		
CHECKLIS	T OF REQUIREMENTS			WHERE TO	O SECURE		
N/A	N/A						
CLIENT STEPS	AGENCY ACTIONS	AGENCY ACTIONS FEES TO BE PAID			PERSON RESPONSIBLE		
1.Client Inquires at the receptionist	Answers queries or maybe referred to the concerned personnel	NONE		3-5 minutes	(City Tourism Office)		
TOTAL: N				5 minutes			
End of Transaction							

