



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 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	
Approved Letter Request with layout				
Official Receipt			City Treasurer's Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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)
		none	3-5 minutes	
	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. The City Treasurer's Office receives the payment and issues a receipt. Advices the client to submit the receipt to the City Tourism Office	Actual fees	3-5 minutes	(RCC II)
2. Applicant returns to the City Tourism	Records necessary information and attach the permit number at	None	5-7 minutes	(City Tourism Office)



Issuance of City Street Permit

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

Office or Division:	Tourism Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may Avail:	Any person who is a citizen of the Philippines & partnership or corporation duly organized & registered under the existing laws of the Philippines.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Approved Letter Request addressed to Mayor (which includes route)				
Official Receipt			Treasurer's Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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 The City Tourism Office photocopies the request letter, official receipt & the approved permit. The office	None	5-10 minutes	



	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	
	TOTAL:	None	37 minutes	
End of Transaction				



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	<i>(City Tourism Office)</i>
		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	<i>(City Tourism Office)</i>
		None	1-2 hour	<i>(DOT-R6)</i>
3. Claims the DOT Certificate	Releases the certificate to the client	None	2-3 minutes	<i>(City Tourism Office)</i>
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

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	
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	<i>(City Tourism Office Fish Landing Area)</i>
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	<i>(City Tourism Office Fish Landing Area)</i>
	TOTAL:	None	10 minutes	
End of Transaction				



Tourist Information Services

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