

MUNICIPAL TOURISM OFFICE



1. **Acquiring of Certificate of Compliance (COC) for Tourism Related Establishments and Tourism Related Services**
2. **Information Services for Tourists going to the island barangays of Logon and Carnaza**



Acquiring of Certificate of Compliance (COC) for Tourism Related Establishments and Tourism Related Services

Certificate of Compliance certifies that all tourism related establishments and tourism related services within the municipality have complied with all the necessary requirements and have adopted the protocols and guidelines as stipulated in EO No. 20-A series of 2020 from the Office of the Governor.

Office or Division	MUNICIPAL TOURISM OFFICE			
Classification	Simple			
Type of Transaction	G2B – Government to Business			
Who may avail	All Tourism Related Establishments			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
FOR TOURIST WATER VESSELS / PASSENGER BOATS <ul style="list-style-type: none"> ➤ Certificate of Public Convenience (CPC) ➤ DOT Accreditation 		MARINA Office thru https://accreditation.tourism.gov.ph Department of Tourism Website https://accreditation.tourism.gov.ph		
FOR ACCOMMODATION ESTABLISHMENTS <ul style="list-style-type: none"> ➤ DOT Accreditation 		Department of Tourism Website https://accreditation.tourism.gov.ph		
FOR DIVE SHOPS <ul style="list-style-type: none"> ➤ Philippine Commission on Sports Scuba Diving (PCSSD) Accreditation ➤ DOT Accreditation 		PCSSD Website Department of Tourism Website https://accreditation.tourism.gov.ph		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Let the receiving clerk verify if the establishment is DOT Accredited/ PCSSD Accredited	Verify compliance and check name of the establishment if they already complied the necessary requirements	None	15 minutes	MARY ROSE BENARO Casual DAVIE R. PAREJA Tourism Officer
2. Once verified, ask for a copy of the Inspection	Provide Inspection Checklist to the client and explain	NONE	15 minutes	MARY ROSE BENARO Casual



Checklist at the Municipal Tourism Office	what's in the checklist			DAVIE R. PAREJA Tourism Officer
3. Receive Tourism Activity, Site and Accommodation Inspection Checklist	Advise applicants to comply within 22 days all the necessary requirements as stated in the checklist	NONE	10 minutes	MARY ROSE BENARO Casual DAVIE R. PAREJA Tourism Officer
4. Visit the Municipal Tourism Office and request for initial inspection	Acknowledge request and provide schedule for the initial inspection	NONE	5 minutes	MARY ROSE BENARO Casual DAVIE R. PAREJA Tourism Officer
DURING THE CONDUCT OF THE INITIAL INSPECTION				
5. Present Inspection Checklist to the tourism staff	Conduct the initial inspection and review the requirements based on the inspection checklist	NONE	1 day for mainland 2 days for island barangays	MARCIALITA JUMAO-AS Admin Aide 1 DAVIE R. PAREJA Tourism Officer
6. Note the feedback of the tourism staff	Provide feedback to the applicant. <i>If the establishment passed the initial inspection:</i> The tourism staff will send a letter to the Provincial Tourism Office requesting for final inspection Advise client to wait within 10 working	NONE	10 minutes	MARCIALITA JUMAO-AS Admin Aide 1 DAVIE R. PAREJA Tourism Officer



	<p>days for the Provincial Tourism Office's notice of site inspection via e-mail.</p> <p><i>If the establishment failed in the initial inspection:</i></p> <p>The tourism staff will inform the applicant its lacking requirements and must go back to Step 2.</p>	NONE	5 minutes	
		NONE	10 minutes	
TOTAL:		NONE	2 days, 1 hour and 10 minutes	

Note: Municipal Tourism Office's responsibility ends after the initial inspection since the Provincial Tourism Office will be the one to issue the Certificate of Compliance (COC) to the concerned establishments after the final inspection.



Information Services for Tourists going to the island barangays of Logon and Carnaza

An assistance made available to the public most particularly tourists who wish to visit the island barangays of Logon and Carnaza. They will be discussed by the full details of the necessary things that they need to comply before grant access to travel.

Office or Division	MUNICIPAL TOURISM OFFICE			
Classification	Simple			
Type of Transaction	G2C – Government to Citizens			
Who may avail	Everyone/ Tourists			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Booking confirmation		From the hotel/ resorts or any accommodations that the guests will be staying		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Let the receiving clerk check the booking confirmation	Check booking confirmation presented and let tourists fill-in their details in the logbook.	NONE	15 minutes	MARCIALITA JUMAO-AS Admin Aide 1 MARY ROSE BENARO Casual
2. Proceed to the ticketing area (container van outside the office) to pay for the environmental fee	Orient tourists with regards the ordinance on environmental fee and advise them to read the tarpaulin placed outside for the full details.	P120.00 For foreign tourists P75.00 For local tourists Note: <i>Residents of Daanbantayan are exempted</i> 75% discount For foreign tourists with Philippine resident ID's 20% discount For PWDs and senior citizens both local and foreign	30 minutes	MARCIALITA JUMAO-AS Admin Aide 1 MARY ROSE BENARO Casual TREASURER OFFICE'S STAFF (For the collection of payment)
3. Proceed to the waiting area	Remind tourists of the boat's trip schedule and the			MARCIALITA JUMAO-AS Admin Aide 1



	necessary safety and health protocols.	NONE	15 minutes	MARY ROSE BENARO Casual
TOTAL:		It depends on the type of tourists	1 hour	