

TOURISM

ISSUANCE OF CERTIFICATE OF CLEARANCE TO OPERATE

- ABOUT THE SERVICE:** All “primary tourism enterprises”, refers to travel and tour services; land, sea and air transport services exclusively for tourist use; accommodation establishments including, but not limited to, hotels, resorts, apartelles, tourist inns, motels, pension houses, and home stay operators; tourism estate management services, restaurants, shops and department stores, sports and recreational centers, spas, museums and galleries, theme parks, convention centers and zoos; convention and exhibition organizers; tourism estate management services, are periodically required to secure a Certificate of Clearance to Operate before the start of the operations. The certificate must be renewed from January 1-20 of every year.
- CLIENT GROUPS:** All Primary Tourism Enterprises.
- REQUIREMENTS:**
 New: -Tourist Arrival Form
 -Barangay Business Clearance
 -DTI/SEC Registration
 -BIR Registration
 -Locational Clearance
 -Lease Contract (if applicable)
 -SSS Certificate of Compliance
 -Community Tax Certificate (CEDULA)
 Renewal:
 -Tourist Arrival Form
 -Barangay Business Clearance
 -DTI/SEC Registration
 -BIR Registration
 -SSS Certificate of Compliance
- SERVICE SCHEDULE:** Monday-Friday (8:00AM – 5:00PM)
- TOTAL TRANSACTION TIME:** 10 minutes
- TOTAL FEES/CHARGES:** None
- HOW TO AVAIL THE SERVICE:**

STEPS INVOLVED	ACTION OF THE PROVIDER	TRANSACTION TIME	PERSON RESPONSIBLE
1. Request of Service. Submit the completely filled-out Tourist Arrival Form and all other requirements	Evaluates/Reviews the Completely filled-out Tourist Arrival Form and other documents	5 minutes	Randy Tronila Jeffrey Jumarang Clerk
2. Issuance of Certificate.	Prepares and issues the Certificate of Clearance to Operate	5 minutes	Randy Tronila Jeffrey Jumarang Clerk

ISSUANCE OF LOCAL TOURISM ACCREDITATION CERTIFICATE

ABOUT THE SERVICE:	All “primary tourism enterprises”, refers to travel and tour services; land, sea and air transport services exclusively for tourist use; accommodation establishments including, but not limited to, hotels, resorts, apartelles, tourist inns, motels, pension houses, and home stay operators; tourism estate management services, restaurants, shops and department stores, sports and recreational centers, spas, museums and galleries, theme parks, convention centers and zoos; convention and exhibition organizers; tourism estate management services, are periodically required to secure a Local Tourism Accreditation Certificate before the start of the operations. The certificate must be renewed one (1) day to one (1) month after its expiration (every year).
CLIENT GROUPS:	All Primary Tourism Enterprises.
REQUIREMENTS:	- Certificate of Clearance to Operate
SERVICE SCHEDULE:	Monday-Friday (8:00AM – 5:00PM)
TOTAL TRANSACTION TIME:	8 minutes
TOTAL FEES/CHARGES:	None
HOW TO AVAIL THE SERVICE:	

STEPS INVOLVED	ACTION OF THE PROVIDER	TRANSACTION TIME	PERSON RESPONSIBLE
1. Request of Service. Submit the required document/s	Receives the required documents	3 minutes	Randy Tronila Jeffrey Jumarang Clerk
2. Issuance of Certificate.	Prepares and issues the Local Tourism Accreditation Certificate	5 minutes	Randy Tronila Jeffrey Jumarang Clerk

ISSUANCE OF CERTIFICATE OF NO OBJECTION FOR FORESHORE LEASE

ABOUT THE SERVICE:	All “primary tourism enterprises”, refers to travel and tour services; land, sea and air transport services exclusively for tourist use; accommodation establishments including, but not limited to, hotels, resorts, apartelles, tourist inns, motels, pension houses, and home stay operators; tourism estate management services, restaurants, shops and department stores, sports and recreational centers, spas, museums and galleries, theme parks, convention centers and zoos; convention and exhibition organizers; tourism estate management services, are required to secure a Certification of No Objection for Foreshore Lease. The certificate must be renewed one (1) day to one (1) month after its expiration (every year).
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CLIENT GROUPS: All Primary Tourism Enterprises.
REQUIREMENTS: - Endorsement Letter from DENR-CENRO
SERVICE SCHEDULE: Monday-Friday (8:00AM – 5:00PM)
TOTAL TRANSACTION TIME: 1 day and 8 minutes
TOTAL FEES/CHARGES: None
HOW TO AVAIL THE SERVICE:

STEPS INVOLVED	ACTION OF THE PROVIDER	TRANSACTION TIME	PERSON RESPONSIBLE
1. Request of Service. Submit the required Endorsement Letter	Receives the endorsement letter	3 minutes	Randy Tronila Jeffrey Jumarang Clerk
2. Verification.	Conducts ocular inspection on the land applied for	1 day	Randy Tronila Jeffrey Jumarang Clerk
3. Issuance of Certificate	Prepares and issues the Certificate of No Objection for Foreshore Lease	5 minutes	Randy Tronila Jeffrey Jumarang Clerk

PROVISION OF TECHNICAL ASSISTANCE ON THE APPLICATION FOR DOT ACCREDITATION/AUTHORITY TO OPERATE

ABOUT THE SERVICE: As per RA No. 9593 otherwise known as Tourism Act of 2009, all “primary tourism enterprises”, refers to travel and tour services; land, sea and air transport services exclusively for tourist use; accommodation establishments including, but not limited to, hotels, resorts, apartelles, tourist inns, motels, pension houses, and home stay operators; tourism estate management services, restaurants, shops and department stores, sports and recreational centers, spas, museums and galleries, theme parks, convention centers and zoos; convention and exhibition organizers; tourism estate management services, are periodically required to obtain Accreditation Certificate from the Department of Tourism (DOT) as to the quality of their facilities and standard of services.

CLIENT GROUPS: All Primary Tourism Enterprises.
REQUIREMENTS:
 - Letter of Intent to Operate
 -Application Form
 -Self-Assessment Form
 -Statement of Undertaking
 -Data Privacy Consent Form
 -Valid Mayor's Permit
 -Photo Documentation reflecting the Self-Assessment Form items under the Basic Registration column (see attached)
SERVICE SCHEDULE: Monday-Friday (8:00AM – 5:00PM)
TOTAL TRANSACTION TIME: 15 minutes

TOTAL FEES/CHARGES: None
HOW TO AVAIL THE SERVICE:

STEPS INVOLVED	ACTION OF THE PROVIDER	TRANSACTION TIME	PERSON RESPONSIBLE
1. Request of Service. Bring the required documents.	Evaluates/ Reviews the documents	5 minutes	Randy Tronila Jeffrey Jumarang Clerk
2. Provision of Technical Assistance.	Discusses the DOT Accreditation process	10 minutes	Randy Tronila Jeffrey Jumarang Clerk

PROVISION OF TECHNICAL ASSISTANCE TO RESEARCHERS/STUDENTS

ABOUT THE SERVICE: The Sariaya Tourism Office provides data/information/documents to researchers/students needed for researches/studies.

CLIENT GROUPS: Researchers/Students.

REQUIREMENTS: - Letter of request to conduct researches/studies

SERVICE SCHEDULE: Monday-Friday (8:00AM – 5:00PM)

TOTAL TRANSACTION TIME: 13 minutes

TOTAL FEES/CHARGES: None

HOW TO AVAIL THE SERVICE:

STEPS INVOLVED	ACTION OF THE PROVIDER	TRANSACTION TIME	PERSON RESPONSIBLE
1. Request of Service. Submit the letter of request to conduct researches/ studies	Receives and evaluates the letter	3 minutes	Randy Tronila Jeffrey Jumarang Clerk
2. Provision of Technical Assistance.	Provides information/documents needed by the researchers/students	10 minutes	Randy Tronila Jeffrey Jumarang Clerk

ISSUANCE OF PERMIT TO TOURISTS (LOCAL/FOREIGN) TO VISIT TOURIST DESTINATIONS IN SARIAYA

ABOUT THE SERVICE: The Sariaya Tourism Office issues permit to local/foreign tourists to visit tourist destinations in Sariaya.

CLIENT GROUPS: Local/Foreign tourists.

REQUIREMENTS: - Letter of intent to visit tourism destinations in Sariaya

SERVICE SCHEDULE: Monday-Friday (8:00AM – 5:00PM)

TOTAL TRANSACTION TIME: 8 minutes

TOTAL FEES/CHARGES: None

HOW TO AVAIL THE SERVICE:

STEPS INVOLVED	ACTION OF THE PROVIDER	TRANSACTION TIME	PERSON RESPONSIBLE
1. Request of Service. Submit the letter of intent	Receives and evaluates the letter	3 minutes	Randy Tronila Jeffrey Jumarang Clerk
2. Issuance of Permit.	Prepares and issues the Permit to visit tourist destinations in Sariaya	5 minutes	Randy Tronila Jeffrey Jumarang Clerk

ISSUANCE OF CERTIFICATE TO OPERATE TO COMPANIES/ASSOCIATION/GROUPS/INSTITUTIONS TO CONDUCT ACTIVITIES/PROJECTS (MOVIES/SERIES/DOCUMENTARIES/PAGEANTS)

ABOUT THE SERVICE:

The Sariaya Tourism Office issues Certificate to Operate to Companies/Association/Groups/Institutions to conduct Activities/Projects including but not limited to movies, series, documentaries, pageants, and other tourism related programs.

CLIENT GROUPS:

Companies/ Association/Groups/Institutions.

REQUIREMENTS:

-Letter of intent to conduct the activity/project/program

-Activity/Project/Program proposal

SERVICE SCHEDULE:

Monday-Friday (8:00AM – 5:00PM)

TOTAL TRANSACTION TIME:

1 day and 8 minutes

TOTAL FEES/CHARGES:

None

HOW TO AVAIL THE SERVICE:

STEPS INVOLVED	ACTION OF THE PROVIDER	TRANSACTION TIME	PERSON RESPONSIBLE
1. Request of Service. Submit the required Endorsement Letter	Receives the endorsement letter	3 minutes	Randy Tronila Jeffrey Jumarang Clerk
2. Verification.	Conducts ocular inspection on the land applied for	1 day	Randy Tronila Jeffrey Jumarang Clerk
3. Issuance of Certificate	Prepares and issues the Certificate of No Objection for Foreshore Lease	5 minutes	Randy Tronila Jeffrey Jumarang Clerk