



1. Assistance to Applicants for DOT Accreditation				
Assists tourism stakeholders and staffs in their Online DOT Application by providing step-by-step process and close monitoring of the status of their application with the DOT Accreditation Team.				
Office or Division:	Office of the Provincial Tourism Officer / Standards, Regulation and Training Division			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business Entity			
Who may avail:	Primary Tourism Establishments			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Mayors Permit (1 electronic copy)		Municipal Hall		
Business Permit (1 electronic copy)		DTI		
Comprehensive General Liability Insurance		Insurance Provider		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquires with the person-in-charge.	1. Informs and explains the documentary requirements and gives the link for the online application for accreditation.	None	25 minutes	<i>Tourism Operations Officer II</i> Standards, Regulation and Training Division
2. Inquires regarding problems encountered during the online application.	2. Answers the inquiries and coordinates with DOT Accreditation Team, if necessary.	None	35 minutes	<i>Tourism operations Officer II</i> Standards, Regulation and Training Division
TOTAL:		None	1 hour	