



3. Assistance to Guests and Tourists

Assists guests and tourists who will visit and inquire at Bataan Tourism Center

Office or Division:	Office of the Provincial Tourism Officer / Planning, Product Development and Marketing Division
Classification:	Simple
Type of Transaction:	G2G - Government to Government / G2C - Government to Citizen / G2B - Government to Business Entity
Who may avail:	Guests, School, Company, Travel Agencies and LGU's

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visits the Bataan Tourism Center.	1. Conducts brief audio visual presentation and tour at Bataan Tourism Center.	None	20 minutes	<i>Tourism Operations Officer II</i> Planning, Product Development and Marketing Division
2. Inquires regarding tourism products.	2. Provides information needed by tourists/guests.	None	10 minutes	<i>Tourism Operations Officer II</i> Planning, Product Development and Marketing Division
TOTAL:		None	30 minutes	