



2. Assistance to Tour Guide DOT Accreditation				
Assists tour guide 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/ Planning, Product Development and Marketing			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business Entity			
Who may avail:	Tour Guides			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certificate to the Tour Guiding Seminar Conducted by DOT or DOT Accredited Training Center (1 electronic copy) 2. Police Clearance / NBI (1 electronic copy) 3. Valid Health Certificate (1 electronic copy) 4. Valid Mayors/Occupational Working Permit (1 electronic copy)		1. Department of Tourism Region III 2. Municipal Police Station/ NBI 3. City / Municipal Health Office/ Hospitals 4. City/ Municipal Office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquires on the requirements for accreditation.	1. Provides the requirements and link for the application.	None	25 minutes	<i>Tourism Operations Officer</i> // Planning, Product Development and Marketing



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 Planning, Product Development and Marketing</i>
TOTAL:		None	1 hour	