



## I. TOUR ARRANGEMENTS

Tourists accurately given appropriate information and assistance regarding local tourism destinations.

<b>Office or Division</b>	Tourism Section			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C – Government to Client G2G – Government to Government G2B – Government to Business			
<b>Who may avail</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Tourist's Log Book	1. Give the Log Book and assist the client	None	1 minute	Admin. Aide II Tourism Section
2. Inquire from the tourism office (walk-in client or phone call, texts, and facebook page)	2. Answer tourism inquiries. Offer / promote local eco-tourism activities	None	10 minutes	Admin. Aide II Tourism Section
3. Confirm reservation	3. Collect needed tourist information for proper arrangements  3.1 Arrange needed porter, tour guide, accommodation, and transportation  3.2 For Mt. Ugo tourists –	None	20 minutes	Admin. Aide II Tourism Section



	Properly inform Barangay Tinongdan Tourism Office on expected tourists arrival			
<b>TOTAL</b>			<b>31 minutes</b>	

## II. TOURISTS REGISTRATION

Walk-in tourists and tourists with reservations are properly registered before departure to their tour destination.

<b>Office or Division</b>		Tourism Section		
<b>Classification</b>		Simple		
<b>Type of Transaction</b>		G2C – Government to Client G2B – Government to Business		
<b>Who may avail</b>		Tourists		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Marathon racers • Medical Certificate		Municipal Health Office or from any equivalent health institutions		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Tourist's Log Book	1. Give the Log Book and assist the tourist	None	1 minute	Admin. Aide II Tourism Section
2. Give needed information	2. Collect tourist data	None	5 minutes	Admin. Aide II



	<p>2.1 Give Waiver of Claim (Filled up during rainy season)</p> <p>2.2 Issue Order of Payment</p>			Tourism Section
3. Pay the required fees at the Treasury Office	<p>3. Accept the payment based on the Order of Payment</p> <p>3.1 Issue the Official Receipt</p>	<ul style="list-style-type: none"> <li>• Local / Foreign Tourist - P100</li> <li>• Excursionist/ Mountain Trekkers - P100</li> <li>• Excursionist Students - P50</li> <li>• Porter fee - P500/day at 20kg</li> <li>• Tour guide - P500/day</li> <li>• Heritage fee - P50</li> </ul>	5 minutes	Municipal Treasury Office
4. Return to the Tourism Office for proper orientation before departure	<p>4. Orient the tourists</p> <p>4.1 Properly endorse tourists to tour guides and porters or transporters</p> <p>4.2 For Mt. Ugo tourists – Properly inform Barangay Tinongdan Tourism Office of registered tourists</p>	None	10 minutes	Admin. Aide II Tourism Section
<b>TOTAL</b>			<b>26 minutes</b>	



### III. SECURING DATA ON TOURISM

Information on local tourist destination and tourism activities in the municipality

<b>Office or Division</b>		Tourism Section		
<b>Classification</b>		Simple		
<b>Type of Transaction</b>		G2C		
<b>Who may avail</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter request addressed to the Municipal Mayor		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Client Log Book	1. Give the Log Book and assist the client	None	1 minute	Admin. Aide II Tourism Section
2. Letter request endorsed by the mayor	2. Prepare the data requested  2.1 Issue Order of Payment	None	15 minutes	Admin. Aide II Tourism Section
3. Pay the required fees at the Treasury Office	3. Accept the payment based on the Order of Payment  3.1 Issue the Official Receipt	<ul style="list-style-type: none"> <li>Printed form, in whole in part for each page (double this fee if there are two (2) pages in sheet – P50</li> </ul>	5 minutes	Municipal Treasury Office



		<ul style="list-style-type: none"> <li>• Certificate of correctness (with seal of office) written to the copies attached thereto – P50</li> <li>• Certified reproduction from the original copy - P50</li> <li>• Research fee – P50/ transaction</li> <li>• Student securing copies for academic purposes – P5/page</li> </ul>		
4. Return to the Tourism Section and get the printed data	4. Let the client receive the data and give the copy	None	1 minute	Admin. Aide II Tourism Section
<b>TOTAL</b>			<b>22 minutes</b>	