



1. Assistance on Department of Tourism Accreditation

The Tourism Division of this Agency provides assistance to all tourism related establishments of this Municipality in their application for Accreditation in the Department of Tourism.

Office or Division	Office of the Municipal Administrator-Tourism Division			
Classification	Simple			
Type of Transaction	G2B - Government to Business			
Who may avail	All establishments			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Business Permit (2 photocopies)		Client		
Fully accomplished Application Form (1 copy)		Tourism Division		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit accomplished Application Form & requirements at the Tourism Division	1. Receive accomplished Application Form & requirements	None	3 Seconds	<i>Tourism Office Staff</i> Office of the Municipal Administrator-Tourism Division
	1.1 Interview, asses requirements and provide requirements for inspection	None	10 Minutes	<i>Tourism Operation Officer II</i> Office of the Municipal Administrator-Tourism Division
2. Accompany LGU Staff during Inspection of the establishment/facility	2. Inspect the establishment/facility	None	3 Hours	<i>Tourism Operation Officer II</i> Office of the Municipal Administrator-Tourism Division
3. Submit requirements to Department of Tourism Regional Officer 12 in Koronadal City for final inspection	3. Prepare endorsement to Department of Tourism Regional Office 12	None	5 Minutes	<i>Tourism Operation Officer II</i> Office of the Municipal Administrator-Tourism Division
	3.1 Provide feedback to client	None	5 Minutes	<i>Tourism Operation Officer II</i> Office of the Municipal Administrator-Tourism Division
	TOTAL:	None	3 Hours and 21 Minutes	

Note: Duration time does not include travel time to DOT Regional Office XII in Koronadal City.