



3. Application of S.A.V.E (Standard Application for Venue and Events) Permit

The Tourism Division of this Agency provides information to individuals or organizations asking for data such as tourist arrivals, employee counts, room rates and good service establishments of this municipality.

Office or Division	Tourism Division			
Classification	Simple Transaction			
Type of Transaction	G2B - Government to Business			
Who may avail	All Tourism Sectors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Floor Plan		Client		
Number of Attendees		Client		
Venue		Client		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Visit the Tourism website: www.midsayaptourism.ph	None	None	None	None
2. Click the "Meetings, Incentives, Conference, Events" tab or click the "Services" tab	None	None	None	None
3. Fill out the form	None	None	None	None



4. Submit the form	Send a confirmation text on their application	None	1 Minute	<i>Tourism Operation Officer</i> <i>//</i> Office of the Municipal Administrator-Tourism Division Tourism Officer/staff
	Conduct ocular inspection	None	1 Hour & 40 minutes	<i>Tourism Operation Officer</i> <i>//</i> Office of the Municipal Administrator-Tourism Division Tourism Officer/staff
	Issue S.A.V.E Permit	None	3 Minutes	<i>Tourism Operation Officer</i> <i>//</i> Office of the Municipal Administrator-Tourism Division Tourism Officer/staff
	TOTAL:	None	1 Hour and 44 Minutes	