

SERVICE INFORMATIONS TABLE

EXTERNAL SERVICES

1. Tourist Assistance and Information

(Paggabay at pagbibigay impormasyon sa mga turista o bisita)

The Tourism Office recognizes the importance of the guests or tourists by properly disseminating relevant information's pertaining to destination's location, products; and assisting tourists and tourism enterprises in the delivery of tourism services.

(Batid ng Tanggapan ng Turismo ang kahalagahan ng mga bisita o turista sa pamamagitan ng wastong pagbibigay ng impormasyon na may kaugnayan sa lokasyon ng mga lugar na pasyalan, mga produkto; at pagtulong sa mga turista at panturismong establisyimento sa paghahatid ng mga serbisyong panturismo.)

| | | | | |
|---|--|---|---|--|
| Office or Division: | TOURISM OFFICE <i>(TANGGAPAN NG TURISMO)</i> | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C - (Government to Client) | | | |
| Who may avail: (Sino ang maaaring maka | All individuals who are asking assistance to tourism activities <i>(Lahat ng tao na nangangailangan ng tulong para sa panturismong gawain)</i> | | | |
| CHECKLIST OF REQUIREMENTS (MGA KAILANGANG DOKUMENTO) | | WHERE TO SECURE (SAAN MAKUKUHA) | | |
| 1. Written request (if possible) | | - Tourism Office, Ground Floor, Mun.Gov't. Center Bldg. | | |
| CLIENTS STEPS (PAMAMALAKAD) | AGENCY ACTION (AKSYON NG AHENSYA) | FEES TO BE PAID (BAYARI N) | PROCESSIN G TIME (TAGAL/HA BA NG ORAS NG | PERSON RESPONSIBLE (TAONG DAPAT GUMAWA/KA USAPIN) |

| | | | PROSESO | |
|---|---|------------------|-----------|---|
| <p>1. Sign in in the Client Log Book in the office lobby. <i>(Magsulat ng pangalan sa Log Book para sa kliyente na matatagpuan sa bulwagan ng tanggapan.)</i></p> | <p>1. Taking of body temperature and Filling up of Health Declaration Form <i>(Pagkuha ng temperatura at pagsusulat sa Health Declaration Form)</i></p> | | 5 minutes | Security guard |
| <p>2. Provide a written request. <i>(Magbigay ng kahilingang nasusulat.)</i></p> | <p>Find out the details of the places the guest or tourist want to visit (historical sites, waterfalls, Resorts, etc.) <i>(Alamin ang mga detalye ng mga lugar na nais puntahan (lugar pang kasaysayan, mga talon, Resorts, atbp.)</i></p> | Walang Babayaran | 2 minutes | Tourism Operations Officer I Tourism Staff |
| <p>3. Coordinate with Tourism Office <i>(Makipag-ugnayan sa Tanggapan ng Turismo)</i></p> | <p>3. Find out the tourism-related establishment to choose from and provide brochures and flyers to clients <i>(Alamin ang establisyimento na kaugnay sa turismo na pinamimilian at magbigay ng mga brochures at flyers sa mga kliyente.)</i></p> | | 5 minutes | Tourism Operations Officer I Tourism Staff |

| | | | | |
|---|--|--|-------------------|--|
| <p>4. Determine the time and itinerary if it is according to the client's schedule and preference.</p> <p><i>(Alamin ang oras at itinerary kung naayon sa sariling iskedyul at kagustuhan.)</i></p> | <p>4. Discuss to the client the schedule and itinerary of the trip.</p> <p><i>(Talakayin ang oras na gugugulin sa bawat lugar na nais puntahan.)</i></p> | | <p>5 minutes</p> | <p>Tourism Operations Officer I</p> <p>Tourism Staff</p> |
| TOTAL | | | <p>17 minutes</p> | |

2. Tourism Promotions and Marketing

(Pagsusulong at pagpapaunlad ng Turismo)

The creation of Tourism Operations Officer I position of the municipality, gives the officer the responsibility to coordinate with the Department of Tourism and its attached agencies regarding the development and promotion of tourism in the locality, and at the same time the task of being the lead person on the production of tourism marketing and promotional materials.

(Ang paglikha ng posisyon ng Tourism Operations Officer I ng bayan, ay nagbibigay ng responsibilidad na makipag-ugnayan sa Kagawaran ng Turismo at mga kalakip na ahensya nito hinggil sa pagpapaunlad at pagsulong ng turismo sa lokalidad, at kasabay nito ang tungkulin na manguna. sa paggawa ng iba't-ibang marketing at promotional materials.)

| | | | | |
|---|--|---|---|---|
| Office or Division: | TOURISM OFFICE <i>(TANGGAPAN NG TURISMO)</i> | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2G - (Government to Government) G2B – (Government to Business) | | | |
| Who may avail: (Sino ang maaaring maka) | Any government agencies, organizations, groups or businesses related to marketing and production of promotional materials. <i>(Anumang ahensya ng gobyerno, organisasyon, grupo o negosyo na may kaugnayan sa marketing at produksyon ng mga promotional materials.)</i> | | | |
| CHECKLIST OF REQUIREMENTS (MGA KAILANGANG DOKUMENTO) | | WHERE TO SECURE (SAAN MAKUKUHA) | | |
| 1. Written communication or proposal | | - Tourism Office, Ground Floor, Mun.Gov't. Center Bldg. | | |
| CLIENTS STEPS (PAMAMALAKAD) | AGENCY ACTION (AKSYON NG AHENSYA) | FEES TO BE PAID (BAYARI N) | PROCESSING TIME (TAGAL/HABANG) | PERSON RESPONSIBLE (TAONG DAPAT GUMAWA/KA) |

| | | | ORAS NG PROSESO | USAPIN) |
|---|--|--|-----------------|--|
| <p>1.Send the communication letter or proposal to Tourism Office (<i>Ipadala ang liham ng komunikasyon o panukala sa Tanggapan ng Turismo.</i>)</p> | <p>1.Receive the communication letter and consult the Local Chief Executive or Supervising head on the course of action and give immediate feedback to the client.</p> <p>(<i>Tumanggap ng liham ng komunikasyon at sumangguni sa Punong Bayan para gagawing aksyon at magbigay ng agarang kasagutan sa kliyente.</i>)</p> | | 1 day | <p>Tourism Operations Officer I</p> <p>Tourism Staff</p> |
| <p>2.Get written or oral feedback or advice. (<i>Humingi ng pasulat o pasalitang kasagutan o payo.</i>)</p> | <p>2.Give immediate feedback or advice and follow up on before the day of execution.</p> <p>(<i>Magbigay ng agarang sagot o payo at muling magtanong bago magsimula ang gawain.</i>)</p> | | 10 minutes | <p>Tourism Operations Officer I</p> <p>Tourism Staff</p> |

| | | | | |
|--------------|--|----------------------|--|--|
| | | | | |
| TOTAL | | 1 day and 10 minutes | | |

3. Assistance on Securing Department of Tourism Accreditation Application for Tourism Entities/Establishments

(Pagtulong sa pagkuha at pagproseso ng DOT Accreditation)

The Tourism Office gives assistance to primary and secondary tourism enterprises to secure their application for Accreditation. This is a certification issued by the Department of Tourism to a tourism enterprise that officially recognizes it as having complied with the minimum standards for the operation of tourism facilities and services.

(Ang Tanggapan ng Turismo ay nagbibigay ng tulong sa pangunahin at sekondaryang mga negosyo na may kinalaman sa turismo upang matiyak ang kanilang aplikasyon para sa Accreditation. Ito ay isang sertipikasyon na ipinagkakaloob ng Kagawaran ng Turismo sa isang negosyo sa turismo upang magbigay ng pagkilala sa pagsunod nito sa pamantayan para sa pagpapatakbo ng mga pasilidad at serbisyo na may kaugnayan sa turismo.)

| | | |
|--|--|---|
| Office or Division: | TOURISM OFFICE (TANGGAPAN NG TURISMO) | |
| Classification: | Highly Technical Transaction | |
| Type of Transaction: | G2G - (Government to Government) G2B – (Government to Business) | |
| Who may avail: (Sino ang maaaring maka | Any accommodation establishments but not limited to resorts, hotels, apartelles, surfing camps, etc. <i>(Anumang panuluyan na establisyimento gaya ng ngunit hindi limitado sa mga resorts, hotels, apartelles, surfing camps at iba pa .)</i> | |
| CHECKLIST OF REQUIREMENTS (MGA KAILANGANG DOKUMENTO) | | WHERE TO SECURE (SAAN MAKUKUHA) |
| Duly Accomplished DOT Accreditation | | Tourism Office |

| | | | | |
|---|--|---------------------------------------|--|--|
| Application Form | | | | |
| Letter of Intent | Tourism Office | | | |
| Statement of Undertaking | Tourism Office | | | |
| Self-Assessment Form | Tourism Office | | | |
| FOR BASIC REGISTRATION | | | | |
| Valid Mayor's Permit/ Business Permit (Photocopy) | Business Permit and Licensing Office | | | |
| FOR REGULAR ACCREDITATION | | | | |
| Valid Mayor's Permit/ Business Permit (Photocopy) | Business Permit and Licensing Office | | | |
| Valid Comprehensive General Liability Insurance Policy – minimum amount of coverage of P 200,000.00 (Photocopy) | Any duly registered Insurance Provider with the Insurance Commission | | | |
| FOR PREMIUM ACCREDITATION | | | | |
| Valid Mayor's Permit/ Business Permit (Photocopy) | Business Permit and Licensing Office | | | |
| Valid Comprehensive General Liability Insurance Policy – minimum amount of coverage of P 300,000.00 (Photocopy) | Any duly registered Insurance Provider with the Insurance Commission | | | |
| Appropriate National Certification for Key Employees (e.g. Housekeeping, Front Office, Food & Beverage, Food Production (Photocopy) | Technical Education and Skills Development Authority (TESDA) | | | |
| Quality Recognition and/or awards from Reputable Institution | Any reputable international or national institutions | | | |
| CLIENTS STEPS (PAMAMALAKAD) | AGENCY ACTION (AKSYON NG AHENSYA) | FEES TO BE PAID (BAYARI N) | PROCESSIN G TIME (TAGAL/HA BA NG ORAS NG PROSESO) | PERSON RESPONSIBLE (TAONG DAPAT GUMAWA/KA USAPIN) |

| | | | | |
|---|---|------|--|---|
| <p>1. Sign in the Client Logbook in the office lobby.</p> <p><i>(Magsulat ng pangalan sa Log Book para sa kliyente na matatagpuan sa bulwagan ng tanggapan.)</i></p> | <p>1. 1. Taking of body temperature and Filling up of Health Declaration Form</p> <p><i>(Pagkuha ng temperatura at pagsusulat sa Health Declaration Form)</i></p> | None | 5 minutes | Tourism Staff |
| <p>2. Secure Application Form</p> <p><i>(Kumuha ng Application Form)</i></p> | <p>2. Provide Application Form to the client</p> <p><i>(Bigyan ang kliyente ng Application Form)</i></p> | None | 5 minutes | Tourism Operations Officer I Tourism Staff |
| <p>3. Fill out Application Form</p> <p><i>(Punan ang application form)</i></p> | <p>3. Assist the client to fill out the form</p> <p><i>(Tulungan ang kliyente sa pagsasagot ng pormas)</i></p> | None | Based on the applicant's response time | Tourism Operations Officer I Tourism Staff |
| <p>4. Submit duly Accomplished & Notarized Application Form together with the Documentary Requirements</p> <p><i>(Isumite ang natapos at may notaryong application form kalakip ang iba pang dokumentong kinakailangan)</i></p> | <p>4. Receive and evaluate Application Form and documentary requirements</p> <p><i>(Tanggapin at suriin ang ipinasang pormas at iba pang dokumentong kinakailangan)</i></p> | None | 20 minutes | Tourism Operations Officer I Tourism Staff |
| | <p>4.1. If complete, the documents will be</p> | None | 2 days | Tourism Operations |

| | | | | |
|--|--|------|------------|---|
| | <p>endorsed to Department of Tourism for their further evaluation</p> <p><i>(Kung kumpleto, ang mga dokumento ay ieendorso sa Kagawaran ng Turismo para sa kanilang karagdagang pagsusuri)</i></p> <p>4.2.If found incomplete, return application with necessary remarks on the lacking requirements. <i>(Kung kulang ang pinasang dokumento, ibalik ang application at lagyan ito ng marka na kulang sa mga kinakailangang dokumento)</i></p> | | | Officer I Tourism Staff |
| <p>5.Return to Tourism Office for the acknowledgement receipt.</p> <p><i>(Bumalik sa Tanggapan ng Turismo at kuhain ang acknowledgement receipt)</i></p> | <p>5.Issue the acknowledgement receipt given by DOT. Advise the client to check their email for DOT's updates regarding their accreditation application.</p> <p><i>(Ibigay ang acknowledgement receipt na ibinigay</i></p> | None | 20 minutes | Tourism Operations Officer I Tourism Staff |

| | | | | |
|-------|---|--|-----------------------|--|
| | <i>ng DOT. Payuhan ang kliyente na tingnan ang kanilang email para sa mga update ng DOT tungkol sa kanilang aplikasyon sa accreditation.)</i> | | | |
| Total | | | 2 days and 50 minutes | |

4. Evaluation of Marketing Proposals/Requested Events Assistance
(Pagsusuri ng marketing proposals o kahilingang tulong sa pagsasagawa ng mga okasyon o pangyayari)

The Tourism Office evaluates marketing proposals and activities or assist events that would promote the town's tourism, culture and arts.
(Sinusuri ng Tanggapan ng Turismo ang mga marketing proposals at mga okasyon o pangyayari, nagbibigay ng tulong sa mga kaganapan na magtataguyod ng turismo, kultura at sining ng bayan.)

| | | | | |
|--|--|---|--|--|
| Office or Division: | TOURISM OFFICE <i>(TANGGAPAN NG TURISMO)</i> | | | |
| Classification: | Highly Technical Transaction | | | |
| Type of Transaction: | G2G - (Government to Government) G2B – (Government to Business) G2C – (Government to Client) | | | |
| Who may avail: <i>(Sino ang maaaring maka</i> | All tourism and MICE stakeholders, government offices, media agencies, etc. | | | |
| CHECKLIST OF REQUIREMENTS <i>(MGA KAILANGANG DOKUMENTO)</i> | | WHERE TO SECURE <i>(SAAN MAKUKUHA)</i> | | |
| Request letter or proposal | | Requesting office/party | | |
| CLIENTS STEPS <i>(PAMAMALAKAD)</i> | AGENCY ACTION <i>(AKSYON NG AHENSYA)</i> | FEES TO BE PAID <i>(BAYARI N)</i> | PROCESSING TIME <i>(TAGAL/HABANG ORAS NG PROSESO)</i> | PERSON RESPONSIBLE <i>(TAONG DAPAT GUMAWA/KAUSAPIN)</i> |
| 1. Sign in the Client Logbook in the office lobby <i>(Magsulat ng pangalan sa Log Book para sa kliyente na matatagpuan sa bulwagan ng tanggapan.)</i> | 1. Taking of body temperature and Filling up of Health Declaration Form <i>(Pagkuha ng temperatura at pagsusulat sa</i> | None | 5 minutes | Security guard |

| | | | | |
|---|--|------|------------------|--|
| | <i>Health Declaration Form)</i> | | | |
| <p>2. Submit the letter of request or proposal to Tourism Office</p> <p><i>(Isumite ang liham ng kahilingan o panukala sa Tourism Office)</i></p> | <p>2.1 Receive the letter of Request.</p> <p><i>(Tanggapin ang liham ng kahilingan)</i></p> | None | 5 minutes | <p>Tourism Operations Officer I</p> <p>Tourism Staff</p> |
| | <p>2.2. Acknowledgement of Receipt of Request and Endorsement to the Local Chief Executive for his/her review</p> <p><i>(Kilalanin ang natanggap na kahilingan sa pamamagitan ng pagsusulat sa record book at iendorso ito sa Tanggapan ng Punong Bayan para sa kanyang pagsusuri)</i></p> | | 2-3 working days | <p>Tourism Operations Officer I</p> <p>Tourism Staff</p> |
| | <p>2.3 Evaluation/ Verification of Completeness of Documents and Information/ Drafting of Recommendation</p> <p><i>(Pagsusuri/Pagpap atunay ng Pagkakumpleto ng mga Dokumento at Impormasyon/ Pagbalangkas ng Rekomendasyon)</i></p> | | 3 days | <p>Tourism Operations Officer I</p> <p>Tourism Staff</p> |

| | | | | |
|---|--|------|------------------------|--|
| | | | | |
| | 2.4 Budget Allocation (if applicable) <i>(Paglalan ng pondo) (kung naaangkop)</i> | | 3 days | |
| | 2.5 Final Review/ Approval <i>(Pangwakas na Pagsusuri/Pag-apruba)</i> | | 2 days | |
| 3.Receive official communication (Confirmation/Regrets) <i>(Pagtanggap ng opisyal na komunikasyon bilang pagkumpirma o hindi pag apruba)</i> | 3.Communicate approval/disapproval of request <i>(Makipag-ugnayan kung ito ay naaprubahan o hindi naaprubahan ang kahilingan)</i> | None | | |
| Total: | | | 11 days and 10 minutes | |

5. READILY AVAILABLE PHOTOS, VIDEOS, AND/OR REPORTS REQUESTS

(Kahilingang makakuha ng kopya ng mga larawan, videos o mga nakahandang ulat)

Media and communication support primarily to the different offices of the Department including the DOT Regional Office, local government offices and other tourism stakeholders.

(Pangunahing suporta sa media at komunikasyon kabilang ang DOT Regional Office, mga tanggapan ng lokal na pamahalaan at iba pang stakeholder ng turismo.)

| | | | | |
|---|---|--|---|--|
| Office or Division: | TOURISM OFFICE (TANGGAPAN NG TURISMO) | | | |
| Classification: | Simple Transaction | | | |
| Type of Transaction: | G2G - (Government to Government) G2B – (Government to Business) G2C – (Government to Client) | | | |
| Who may avail: (Sino ang maaaring maka | Any national or local government offices and/ or Tourism stakeholders | | | |
| CHECKLIST OF REQUIREMENTS (MGA KAILANGANG DOKUMENTO) | | WHERE TO SECURE (SAAN MAKUKUHA) | | |
| Request letter | | Requesting office/party | | |
| CLIENTS STEPS (PAMAMALAKAD) | AGENCY ACTION (AKSYON NG AHENSYA) | FEES TO BE PAID (BAYARIN) | PROCESSING TIME (TAGAL/HABANG ORAS NG PROSESO) | PERSON RESPONSIBLE (TAONG DAPAT GUMAWA/KA USAPIN) |
| 1. Sign in the Client Logbook in the office lobby. <i>(Magsulat ng pangalan sa Log Book para sa kliyente na matatagpuan sa bulwagan ng tanggapan.)</i> | 1. Taking of body temperature and Filling up of Health Declaration Form <i>(Pagkuha ng temperatura at pagsusulat sa Health Declaration Form)</i> | None | 5 minutes | Security guard |
| 2. Submit the request letter | Record and review | | 5 minutes | Tourism |

| | | | | |
|--|--|------|------------|---|
| <i>(Isumite ang liham ng kahilingan)</i> | the request <i>(I-rekord at suriin ang kahilingan)</i> | None | | Operations Officer I Tourism Staff |
| | Provide materials and prepares cover letter/email. <i>(Ibigay ang mga hinihiling na materyales at ihanda ang cover letter o ipadala sa email address)</i> | | 20 minutes | Tourism Operations Officer I Tourism Staff |
| | Update requesting party on status of request. <i>(Magbigay ng update sa katatayuan ng kahilingan)</i> | | 5 minutes | Tourism Operations Officer I Tourism Staff |
| Total: | | | 35 minutes | |

6. HANDLING OF TOURISM RELATED INQUIRIES

(Pagtugon sa mga katanungan na may kinalaman sa turismo.)

This services covers the handling of tourism related inquiries of stakeholders.

(Saklaw ng mga serbisyong ito ang paghawak at pagtugon ng mga katanungan na may kaugnayan sa turismo.)

| | | | | |
|---|---|--|---|---|
| Office or Division: | | TOURISM OFFICE <i>(TANGGAPAN NG TURISMO)</i> | | |
| Classification: | | Simple Transaction | | |
| Type of Transaction: | | G2G - (Government to Government) G2B – (Government to Business) G2C – (Government to Client) | | |
| Who may avail: <i>(Sino ang maaaring maka</i> | | All national or local government offices and/ or Tourism stakeholders | | |
| CHECKLIST OF REQUIREMENTS (MGA KAILANGANG DOKUMENTO) | | WHERE TO SECURE (SAAN MAKUKUHA) | | |
| Client Form | | Tourism Office | | |
| CLIENTS STEPS (PAMAMALAKAD) | AGENCY ACTION (AKSYON NG AHENSYA) | FEES TO BE PAID (BAYARIN) | PROCESSING TIME (TAGAL/HABANG ORAS NG PROSESO) | PERSON RESPONSIBLE (TAONG DAPAT GUMAWA/KAUSAPIN) |
| 1. Proceeds to the lobby of Municipal Government Center and logs in the security logbook. <i>(Pumunta sa bulwagan ng Gusali ng Pambayang Pamahalaan at isulat ang inyong pangalan sa</i> | 1. Taking of body temperature and Filling up of Health Declaration Form <i>(Pagkuha ng temperatura at pagsusulat sa Health Declaration Form)</i> | None | 5 minutes | Security Guard |

| | | | | |
|--|--|------|------------|---|
| <i>logbook)</i> | | | | |
| 2. Proceeds to the Tourism Office and submits their queries <i>(Pumunta sa Tanggapan ng Turismo at itugon ang mga katanungan)</i> | 2. Attends to the queries of the clients <i>(Tumugon sa mga katanungan ng mga kliyente)</i> | None | 30 minutes | Tourism Operations Officer I Tourism Staff |
| TOTAL | | | 35 minutes | |

7. ASSISTANCE TO RESEARCH AND DATA GATHERING

(Pagbibigay ng tulong sa pagsasaliksik at pangangalap ng mga datos)

Assistance to government and private researchers as to important matters regarding the tourism, culture and the arts of the municipality.

(Tulong sa gobyerno at pribadong mga mananaliksik hinggil sa mahahalagang bagay tungkol sa turismo, kultura at sining ng munisipalidad.)

| | | |
|--|--|---|
| Office or Division: | TOURISM OFFICE <i>(TANGGAPAN NG TURISMO)</i> | |
| Classification: | Simple Transaction | |
| Type of Transaction: | G2G - (Government to Government) G2B – (Government to Business) G2C – (Government to Client) | |
| Who may avail: (Sino ang maaaring maka | All Lahat | |
| CHECKLIST OF REQUIREMENTS (MGA KAILANGANG DOKUMENTO) | | WHERE TO SECURE (SAAN MAKUKUHA) |

| Approved Request Letter Valid identification card | | Municipal Mayor's Office Requesting individual (researcher) | | |
|---|---|--|--|--|
| CLIENTS STEPS (PAMAMALAKAD) | AGENCY ACTION (AKSYON NG AHENSYA) | FEES TO BE PAID (BAYARI N) | PROCESSIN G TIME (TAGAL/HA BA NG ORAS NG PROSESO) | PERSON RESPONSIBLE (TAONG DAPAT GUMAWA/KA USAPIN) |
| 1. Sign in the Client Logbook in the office <i>(Isulat ang pangalan sa logbook na matatagpuan sa Tanggapan ng Turismo)</i> | 1. Give the logbook to the client. <i>(Ibigay ang logbook sa kliyente)</i> | None | 5 minutes | Tourism Operations Officer I Tourism Staff |
| 2. Presentation of Approved Letter of Request <i>(Ipakita ang naaprubahan na liham na kahilingan)</i> | 2. Received the required documents and check for completeness. <i>(Tanggapin ang mga kinakailangang dokumento at tingnan kung ito ay kumpleto)</i> | None | 5 minutes | |
| 3. Discuss in detail the needed information <i>Talakayin ang buong detalye ng kinakailangan na impormasyon)</i> | 3. Provision of documents or data needed. <i>(Ibigay ang mga kinakailangang dokumento o datos)</i> | None | 30 minutes <i>(depending on the data needed)</i> | |
| TOTAL: | | 40 minutes | | |

INTERNAL SERVICES

1. SUBMISSION OF SALN & IPCR

(Pagpapasa ng SALN at IPCR)

Submission of annual documents i.e. Individual Performance Commitment and Review (IPCR) and Statement of Assets, Liabilities and Networth (SALN).

(Pagpapasa ng taunang dokumento katulad ng Individual Performance Commitment and Review (IPCR) at Statement of Assets, Liabilities and Networth (SALN).)

| | | | | |
|---|---|---|---|--|
| Office or Division: | | TOURISM OFFICE <i>(TANGGAPAN NG TURISMO)</i> | | |
| Classification: | | Complex Transaction | | |
| Type of Transaction: | | G2G (Government to Government) | | |
| Who may avail: | | Municipal Government Employees (Permanent and Casual) <i>(Mga kawani ng Lokal na Pamahalaang Bayan (mga permanente at kaswal))</i> | | |
| CHECKLIST OF REQUIREMENTS (MGA KAILANGANG DOKUMENTO) | | WHERE TO SECURE (SAAN MAKUKUHA) | | |
| Individual Performance Commitment and Review (IPCR) – 2 copies | | Human Resource and Management Office | | |
| Statement of Assets, Liabilities and Networth (SALN) – 3 copies | | Human Resource and Management Office | | |
| CLIENTS STEPS (PAMAMALAK AD) | AGENCY ACTION (AKSYON NG AHENSYA) | FEES TO BE PAID (BAYARIN) | PROCESSING TIME (TAGAL/HABA NG ORAS NG PROSESO) | PERSON RESPONSIBLE (TAONG DAPAT GUMAWA/KAUS APIN) |

| | | | | |
|---|---|-------------------------|------------------------------------|---|
| <p>1. Compliance of Municipal Government employees to submit the following documents annually/as needed.</p> <p><i>(Pagsunod ng mga kawani ng Pamahalaang Bayan na magsumite ng mga sumusunod na dokumento taun-taon o kung kinakailangan.)</i></p> | <p>1. Tourism Staff shall prepare the updated SALN (for permanent employees), and IPCR and forward it to the Office of the Mayor for approval/ signature.</p> <p><i>(Ihahanda ng mga kawani ng Tanggapan ng Turismo ang bagong kopya ng kanilang SALN at IPCR at ibigay ito sa Tanggapan ng Punong Bayan para sa pag apruba at pirma.)</i></p> <p>1.2 Once signed by the LCE, submit the copies of the documents to the Human Resource and Management Office (HRMO).</p> <p><i>(Kung ito ay napirmahan na ng Punong Bayan, isumite ang kopya ng mga Dokumento sa Tanggapan ng Pangasiwaan</i></p> | <p>None</p> <p>None</p> | <p>20 minutes</p> <p>5 minutes</p> | <p>Tourism Permanent and Casual Employees</p> <p>Tourism Permanent and Casual Employees</p> |
|---|---|-------------------------|------------------------------------|---|

| | | | | |
|--------------|-----------------------|--|------------|--|
| | <i>ng Yamang Tao)</i> | | | |
| TOTAL | | | 25 minutes | |

2.SUBMISSION OF WRITTEN REPORTS

(Pagsusumite ng mga nakasulat na ulat)

Submission of written reports to different government offices.

(Pagsusumite ng mga ulat sa iba't ibang tanggapan sa gobyerno na nangangailangan ng datos o impormasyon.)

| | | | | |
|---|---|---|---|---|
| Office or Division: | | TOURISM OFFICE <i>(TANGGAPAN NG TURISMO)</i> | | |
| Classification: | | Complex Transaction | | |
| Type of Transaction: | | G2G (Government to Government) | | |
| Who may avail: | | | | |
| CHECKLIST OF REQUIREMENTS (MGA KAILANGANG DOKUMENTO) | | WHERE TO SECURE (SAAN MAKUKUHA) | | |
| Official Memorandum or Notices | | Requesting government Office | | |
| CLIENTS STEPS (PAMAMALAK AD) | AGENCY ACTION (AKSYON NG AHENSYA) | FEES TO BE PAID (BAYARIN) | PROCESSING TIME (TAGAL/HABA NG ORAS NG PROSESO) | PERSON RESPONSIBLE (TAONG DAPAT GUMAWA/KAUS APIN) |
| 1.Official Memoranda/ Notices / Circulars on submission of the needed | 1.1 Receive the memo/notice s/ circular. <i>(Tanggapin ang kopya ng memo, abiso, sirkular)</i> | None | 5 minutes | Tourism Operations Officer I |

| | | | | |
|---|---|--|----------------------|---------------|
| documents <i>(Opisyal na memo, kasulatan, sirkular, abiso sa pagsusumite ng mga kinakailangang dokumento.)</i> | 1.2 Prepare the requested document according to the memorandum, notice or circular received. <i>(Ihanda ang hinihiling na dokumento batay sa nilalaman ng memorandum, p aunawa o sirkular)</i> | | 1 day | Tourism Staff |
| | 1.2 Submit to the requesting office. <i>(Isumite ang dokumento sa tanggapang humihingi nito)</i> | | 5 minutes | |
| TOTAL | | | 1 day and 10 minutes | |