

1. (A) **SERVICE NAME:** Accreditation Assistance – for Online

Description of the Service: The City Tourism Office assists tourism related establishment on how to secure accreditation on line from the DOT

Office or Divisions:	CITY TOURISM OFFICE			
Classification:	Simple			
Type of Transactions:	G2C Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Register to the visitor/client logbook	Provide all necessary instruction on how to file request for accreditation on line with DOT	none	20 minutes	Suzette Vargas – City Tourism Information and Assistance Center Karla Talana, Focal Person
TOTAL:			20 minutes	