

**( B) SERVICE NAME: Accreditation Assistance**

**Description of the Service:** The City Tourism Office assists tourism related establishments on how to be accredited with DOT

Office or Divisions:	CITY TOURISM OFFICE			
Classification:	Simple			
Type of Transactions:	G2C Government to Client			
Who may avail:	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		N/A		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Welcome Tourism staff visiting their establishments	Personally visits establishments for DOT Accreditation  Brief and provide all instructions on how to be accredited with DOT  Assist owners of establishments	none	20 minutes	Karla Talana Carla Suzette Vargas Kathlene Gabiran Lormie Joy Baymosa
<b>TOTAL:</b>			20 minutes	