

(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			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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
TOTAL:			20 minutes	