



**Internal/External**

**3. (A) SERVICENAME: 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

<b>Office or Division:</b>	CITY TOURISM OFFICE			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C Government to Client			
<b>Who may avail:</b>	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>
1. 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/Kathleen G.Castueras/Lormi Joy B. Tagao-City Tourism Information and Assistance Center
TOTAL			20 minutes	