



### 3. (B) SERVICENAME: ACCREDITATION ASSISTANCE

**Description of the Service:** The City Tourism Office assists tourism related establishments on how to be accredited with 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. Identify TE's for Assessment	Identify new Tourism Establishment for assessment for possible DOT Accreditation	None	3 minutes	Karla Talana Carla Suzette Vargas Kathlene G.Castueres Lormie Joy B. Tagao
2. Notify and schedule the Tourism	Notify the identified Tourism Establishment for the conduct of assessment	None	5 minutes	Karla Talana Carla Suzette Vargas Kathlene G.Castueres Lormie Joy B. Tagao
3. Actual visit and assessment of Tourism Establishment	Conduct actual visit and assessment of the identified	None	15 minutes	Karla Talana Carla Suzette Vargas



	Tourism Establishment			Kathlene G.Castueres Lormie Joy B. Tagao
4. Fill- out Checklist/ Assessment form	Fill- out desired checklist for the assessment	None	5 minutes	Karla Talana Carla Suzette Vargas Kathlene G.Castueres Lormie Joy B. Tagao
5. Recommendation for Accreditation to Department of Tourism	Endorse the Tourism establishment for possible Accreditation to Department of Tourism	None	2 minutes	Karla Talana Carla Suzette Vargas Kathlene G.Castueres Lormie Joy B. Tagao
TOTAL			30 minutes	