

EXTERNAL SERVICES

MUNICIPAL GOVERNMENT OF
DOÑA REMEDIOS TRINIDAD, BULACAN



1. Request For Tourist Guiding Training

Office or Division:	Municipal Tourism, Culture and Arts Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Tourist Guides / Site Guides			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Birth Certificate (1 photocopy) 2. Health Clearance (1 photocopy) 3. Yellow / Blue Booklet (1 original copy) 4. Voter's Certification (1 photocopy) 5. Barangay Clearance (1 original copy) 		Client Rural Health Unit (RHU) Mun. Planning and Dev't. Office (MPDO) COMELEC Office Respective Barangay		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the MTCAO Office and state the intent	1. Discussion of the basic requirement and qualifications	None	2 minutes	<i>Laborer / Tourism Officer</i> MTCAO Office
	1.2 Secure schedule with the barangay	None	1 minute	
2. Process/ accomplish requirements and submit to the Municipal Tourism Office	2.1 Check and validate requirements for filing	None	1 minute	
3. Proceed to the scheduled training area and finish the training sessions	3.1 Conduct of tourist guiding training and assessment	None	3 days	
TOTAL		NONE	3 DAYS AND 3 MINUTES	



2. Interview And Gathering Of Tourism Related Information

Office or Division:	Municipal Tourism, Culture and the Arts Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Walk-in / Personal Inquiry <ol style="list-style-type: none"> 1. Letter Request addressed to the Municipal Mayor, attention to the Municipal Tourism, Culture and Arts Officer (<i>1 original copy</i>) 2. Identification Card (<i>1 photocopy</i>) • Electronic Inquiry (E-mail) <ol style="list-style-type: none"> 1. Electronic Letter Request addressed to the Municipal Mayor, attention to the Municipal Mayor, attention to the Municipal Tourism, Culture and Arts Officer (<i>1 electronic original copy</i>) 		Affiliated learning Institution / Agency Client Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Letter request.	1.1 Review and validate the letter request.	None	2 minutes	<i>Laborer / Tourism Officer</i> MTCAO Office
	1.2 Schedule the request (Interview/s or document/s needed)	None	1 minute	
2. Transact on the scheduled date.	2.1 Assist and provide the requested transaction.	None	Varies depending on the request	
TOTAL		NONE	TOTAL TIME MAY VARY	



3. Assistance For DOT Accreditation

Office or Division:	Municipal Tourism, Culture and the Arts Office
Classification:	Simple
Type of Transaction:	G2C-Government to Citizen
Who may avail:	Tourist Spot Operators and Tourist Guides

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>Tourist Spot Operators:</p> <ol style="list-style-type: none"> 1. Business Permit (1 photocopy) 2. Certification of submission of Tourism Statistics Report (1 photocopy) 3. DOT Accomplished Application Form (1 original copy) 4. SEC Registration Certificate (1 photocopy) 5. DTI Business Name Registration (1 photocopy) 6. Fire Safety Inspection Certificate (1 photocopy) <p>Tourist Guides:</p> <ol style="list-style-type: none"> 1. Certificate of Completion on DOT Tourist Guiding Training (1 photocopy) 2. Barangay Clearance (1 original copy) 3. Health Certificate (1 photocopy) 4. Drug Test Result (Negative) (1 photocopy) 	<p>Business Permit and Licensing Office Mun. Tourism, Culture and Arts Office</p> <p>Mun. Tourism, Culture and Arts Office</p> <p>Securities and Exchange Commission Department of Trade and Industry</p> <p>Bureau of Fire Protection</p> <p>Department of Tourism</p> <p>Respective Barangay Rural Health Unit Drug Testing Laboratory (Government Accredited)</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the office and state the intent.	1.1 Discussion of the basic requirement.	None	1 minute	<i>Laborer / Tourism Officer</i> MTCAO Office
2. Provide and accomplish required documents.	2.1 Review, validate, and filing of the presented document.	None	1 minute	
	2.2 Schedule assistance to accreditation application.	None	1 minute	
3. Provide pertinent information necessary for the application.	3.1 Assist the client in application for DOT accreditation on scheduled date.	Varies on the type of transaction (to be paid to DOT)	2 hours	
TOTAL		NONE	2 HOURS AND 3 MINUTES	