



DOT Accreditation Support and Coordination

ABOUT THE SERVICE

To maintain the competitive edge of Naga as a premiere tourism destination over other destinations in the region, and to ensure that tourism enterprises attain high quality of standards and service, this office shall provide assistance and guidance in the compliance of establishments with DOT accreditation and regulations.

Department / Office:		ARTS, CULTURE, AND TOURISM OFFICE		
Classification:		Highly Technical		
Type of Transaction:		G2C - Government to Businesses		
Who may avail		Business Establishments		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<u>ACCOMODATION ESTABLISHMENTS</u>				
<ul style="list-style-type: none"> • Duly accomplished application form • DTI / SEC registration • Valid Mayor's Permit • Proof of Comprehensive General Liability Insurance 				
<u>TRAVEL AND TOUR SERVICES</u>				
<ul style="list-style-type: none"> • Duly accomplished application form • DTI / SEC registration • Valid Mayor's Permit • Proof of working capital 				
<u>FOOD AND BEVERAGE ESTABLISHMENTS</u>				
<ul style="list-style-type: none"> • Duly accomplished application form • DTI / SEC registration • Valid Mayor's Permit 				
<u>ALLIED SERVICES (SOUVENIR SHOPS, SPAS, ETC.)</u>				
<ul style="list-style-type: none"> • Duly accomplished application form • DTI / SEC registration • Valid Mayor's Permit • DOH license (for spas) 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of duly-accomplished application form and documentary requirements.	2. Receive request and conduct initial interview.	P	10 – 15 minutes	JOSEPH JEDEL T. ROMERO Tourism Opt. Assistant (COS) AIROLL V. MENESES Administrative Aide (Job Order)
	3. Assessment and evaluation of submitted requirements.		Within 3 days of submission	Concerned personnel
	4. Submission of application forms and		Within 2 days of assessment	JOSEPH JEDEL T. ROMERO Tourism Opt.



	documentary requirements to DOT regional office.			Assistant (COS)
	5. Assessment and inspection of establishment by DOT regional office personnel with assistance from ACTO.		Within 2 weeks of submission to DOT	Concerned personnel
	6. Awarding of DOT accreditation certificate to establishment.		Within 4 weeks of submission of complete requirements	JOSEPH JEDEL T. ROMERO Tourism Opt. Assistant (COS) AIROLL V. MENESES Administrative Aide (Job Order)
TOTAL		P	6 weeks, 5 days and 15 minutes	

ARTS, CULTURE AND TOURISM OFFICE

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For more information, please contact:

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