



## Training and Skills Development of Tourism Workers

### ABOUT THE SERVICE

To ensure the competitiveness of Naga as a premiere tourism destination and to regularly update the knowledge and skills of Naga's tourism workers and stakeholders, this office provides comprehensive information and education activities.

<b>Department / Office:</b>		<b>ARTS, CULTURE, AND TOURISM OFFICE</b>		
<b>Classification:</b>		Highly Technical		
<b>Type of Transaction:</b>		G2C - Government to Citizens		
<b>Who may avail</b>		Visitors and citizens		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b><u>SKILLS ENHANCEMENT TRAININGS</u></b>				
<ul style="list-style-type: none"> <li>Request letter duly approved or endorsed by the City Mayor detailing the proposed date, time, venue/location, and the profile and number of participants</li> <li>Duly-accomplished job order form</li> </ul>				
<b><u>FAMILIARIZATION SEMINARS AND TOURS</u></b>				
<ul style="list-style-type: none"> <li>Request letter duly approved or endorsed by the City Mayor detailing the proposed date, time, venue/location, and the profile and number of participants</li> <li>Duly-accomplished job order form</li> </ul>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of request letter and supporting documents.	2. Receive letter of request and conduct initial interview.	P	10 – 15 minutes	ROSAL A. CLIDORO Office Staff (Job Order)
	3. Assessment and evaluation of the alignment of the proposal with approved ACTO programs and budget.		1 day	JILL MARIONNE T. ARCHE Administrative Assistant II (Casual)
	4. Coordination with proponent and preparation of documents.  – Preparation and approval of activity design  – Logistical preparation and coordination		3 days  Within 2 days of project design approval	JILL MARIONNE T. ARCHE Administrative Assistant II (Casual)  AIROLL V. MENESES Administrative Aide (Job Order)  LUDIVINA V. ASENC Administrative



	- Procurement process		Within 5 days of project design approval	Aide III (Casual)
<b>TOTAL</b>		P	11 days and 15 minutes	

**ARTS, CULTURE AND TOURISM OFFICE**

Room 113 – Multi-Purpose Bldg., Naga City Hall Complex, Juan Q. Miranda Ave., Concepcion Pequeña, Naga City

For more information, please contact:

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