

Department of Tourism Accreditation Division

Frontline Service: Accreditation of Tourism Enterprises and Tourism Frontliners

Who May Apply for Accreditation?

1. Tourism Enterprises

A. Accommodations

- a. Hotel
- b. Resort
- c. Apartment Hotel
- d. Tourist Inn
- e. Pension House
- f. Motel
- g. Ecolodge
- h. Homestay

B. Travel and Tour Services

- a. Tourist Transport Operator
 - ◆ Tourist Air Transport
 - ◆ Tourist Water Transport
 - ◆ Tourist Land Transport
- b. MICE Facility
- c. MICE Organizer
- d. Ecotour Operator
- e. Travel and Tour Agency

C. Health and Wellness Services

- a. Medical Concierge
- b. Ambulatory Clinic
- c. Spa
- d. Tertiary hospital

D. Tourism Related Enterprises

- a. Department Store/Shopping Mall/Specialty Shop
- b. Agri-tourism farm/site
- c. Restaurant
- d. Museums
- e. Galleries
- f. Tourism Recreational Facility
- g. Rest Areas
- h. Tourism Training Center
- i. Dive Shop
- j. Ecotourism Facility
- k. Shooting Range
- l. Tourism Entertainment Complex
- m. Surfing Schools (*standards for accreditation under process*)

2. Tourism Frontliners

- a. Tour Guide
- b. Tourist Metered/Coupon Taxi Driver
- c. Tourism Trainer

Documentary Requirements for Accreditation

	New Application	Renewal
GENERAL REQUIREMENTS FOR ACCREDITATION (Required for all Types of Entities)	<ul style="list-style-type: none"> ❖ Valid Mayor's Permit and/or Municipal License from LGU ❖ SEC Registration Certificate of Articles of Incorporation/ Partnership/ By-Laws and amendments if any (for corporation or partnership), DTI Business Name Registration Certificate (for single proprietorship) ❖ Valid visa from Bureau of Immigration and employment permit from DOLE (for foreign nationals) ❖ Fire Safety Inspection Certificate (For stand alone structures) 	<ul style="list-style-type: none"> ❖ Valid Mayor's Permit and/or Municipal License from LGU ❖ Amendment of Articles of Incorporation and By-Laws, if applicable ❖ If business name expired, submit a renewed copy ❖ If visa or work permit expired, submit a renewed copy ❖ Fire Safety Inspection Certificate (For stand alone structures)
OTHER REQUIREMENTS (BY TYPE OF APPLICATION)		
	New Application	Renewal
I. Tourism Enterprises		
Accommodations	<ul style="list-style-type: none"> • Hotel/Resort/Apartment Hotel/ Tourist Inn/ Pension House/Motel/Ecolodge ❖ Valid Comprehensive General Liability Insurance to cover bodily injury and property losses of guests due to armed robbery or thru irresistible force <ul style="list-style-type: none"> ▪ Hotels, Apartment Hotels and Resorts: 5 star, 4 star and 3star –P100,000.00; 2 star and 1 star –P50,000.00; ▪ Tourist Inns, Apartment Hotels, Pension Houses, Motels –P10,000.00 ❖ Management contract, if applicable ❖ If located in a protected area, Memorandum of Agreement with the Protected Area Management Board or Protected Area Wildlife Bureau, whichever is applicable (For Ecolodge only) 	<ul style="list-style-type: none"> ❖ Valid Comprehensive General Liability Insurance to cover bodily injury and property losses of guests due to armed robbery or thru irresistible force <ul style="list-style-type: none"> Hotels, Apartment Hotels and Resorts: 5 star, 4 star and 3star –P100,000.00; 2 star and 1 star –P50,000.00; ▪ Tourist Inns, Apartment Hotels, Pension Houses, Motels –P10,000.00 ❖ If Management Contract expired, submit renewed copy

	<ul style="list-style-type: none"> • Homestay: <ul style="list-style-type: none"> ❖ Proof of Attendance to a Homestay Training conducted by DOT or any DOT recognized or accredited training center. 	
OTHER REQUIREMENTS (BY TYPE OF APPLICATION)		
	New Application	Renewal
Travel and Tour Services	<ul style="list-style-type: none"> • Air Transport <ul style="list-style-type: none"> ❖ Valid Certificate of Airworthiness from CAAP ❖ Valid franchise by CAB 	<ul style="list-style-type: none"> ❖ Valid Certificate of Airworthiness from CAAP ❖ If CAB franchise expired, submit renewed copy
	<ul style="list-style-type: none"> • Water Transport <ul style="list-style-type: none"> ❖ Valid Certificate of Public Convenience and/or Provisional Authority from MARINA ❖ Valid Certificate of Inspection by MARINA ❖ Valid Certificate of Compliance with MC 65/65A 	<ul style="list-style-type: none"> ❖ Valid Certificate of Public Convenience and/or Provisional Authority from MARINA ❖ Valid Certificate of Inspection by MARINA ❖ Valid Certificate of Compliance with MC 65/65A
	<ul style="list-style-type: none"> • Land Transport <ul style="list-style-type: none"> ❖ If Cooperative – Articles of Cooperation and its By-Laws ❖ NAIA Concession Agreement for Tourist Coupon/Metered Taxi Operator <ul style="list-style-type: none"> • For Vehicles <ul style="list-style-type: none"> ❖ LTFRB tourist transport service franchise ❖ LTO-issued Certificate of Registration and Official Receipt of Registration • For Drivers: <ul style="list-style-type: none"> ❖ Proof of Attendance to DOT conducted Seminar for Tourist Taxi Drivers ❖ Driver’s license 	<ul style="list-style-type: none"> ❖ If Cooperative – Amendments of Articles of Cooperation and By-Laws, if applicable ❖ If NAIA Concession Agreement expired, submit renewed copy ❖ LTFRB confirmation of units for the current year ❖ LTO-issued Official Receipt of Registration for the current year ❖ If Driver’s license expired, submit renewed copy
	<ul style="list-style-type: none"> • MICE Facility/MICE Organizer <i><u>(under revision)</u></i> <ul style="list-style-type: none"> ❖ Audited Financial Statements reflecting minimum working capital of P100,000.00 ❖ Proof of successfully organizing for the past two years at least five (5) national or international conventions 	<ul style="list-style-type: none"> ❖ Audited Financial Statements reflecting minimum working capital of P100,000.00

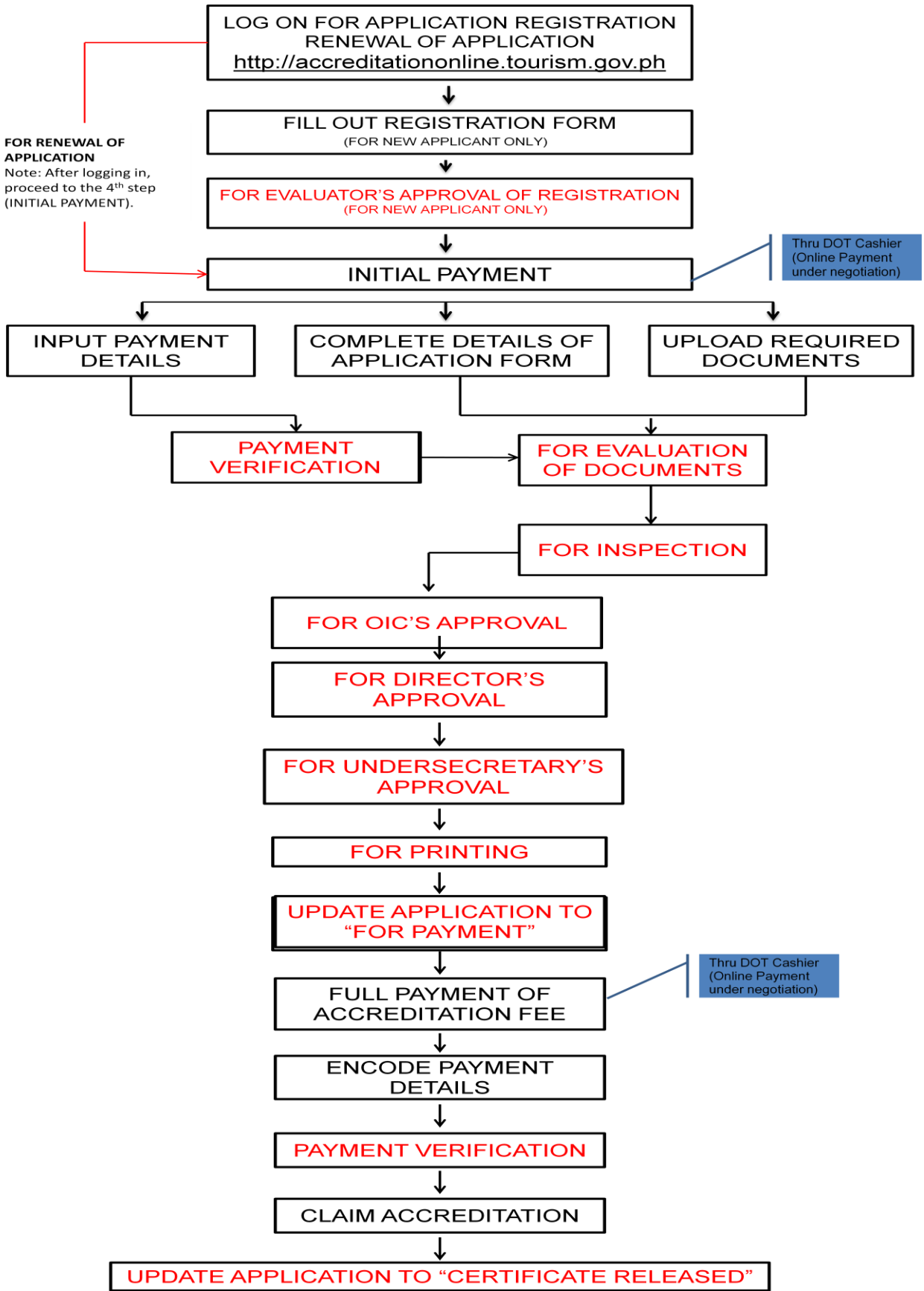
	<ul style="list-style-type: none"> • Ecotour Operator ❖ Certificate of attendance of the lead ecoguide to the training activity offered ❖ P50,000.00 Comprehensive General Liability Insurance for guests to cover bodily injury and property losses of guests due to armed robbery or thru irresistible force 	<ul style="list-style-type: none"> ❖ P50,000.00 Comprehensive General Liability Insurance for guests to cover bodily injury and property losses of guests due to armed robbery or thru irresistible force
OTHER REQUIREMENTS (BY TYPE OF APPLICATION)		
	New Application	Renewal
Travel and Tour Services	<ul style="list-style-type: none"> • Travel and Tour Agency <i><u>(under revision)</u></i> ❖ Proof of P500,000 working capital: <ul style="list-style-type: none"> • New Enterprise: Bank Certificate Deposit with Cheque writer (for single proprietorship); Paid-up/Partner's Capital and Treasurer's Affidavit in Articles of Inc./Partnership; Subscribed/Paid-up Capitalization (for corporation) • Existing Enterprise: Audited Financial Statements (Current Assets less Current Liabilities) ❖ Local tour packages with Itineraries ❖ For General Manager: Proof of 3 years managerial experience in tour operations and/or attendance to tour operator's course or travel agency management course ❖ Affidavit of GM acknowledging existence of branch office, if applicable 	<ul style="list-style-type: none"> ❖ Audited Financial Statements for the preceding year reflecting a minimum working capital requirement of P500,000.00 ❖ Any updated or new tour packages with Itineraries
Health and Wellness Services	<ul style="list-style-type: none"> • Medical Concierge ❖ Notarized list of affiliated dentists, medical doctors, and DOT accredited establishments 	<ul style="list-style-type: none"> ❖ Notarized list of any addition/ changes in the submitted list of affiliated dentists, medical doctors and DOT accredited establishments

	<ul style="list-style-type: none"> • Ambulatory Clinic <ul style="list-style-type: none"> ❖ Valid PRC license of medical and dental doctors ❖ Valid License to operate from the Bureau of Health Facilities and Services of the Department of Health 	<ul style="list-style-type: none"> ❖ Valid PRC license of medical and dental doctors ❖ Valid License to operate from the Bureau of Health Facilities and Services of the Department of Health
	<ul style="list-style-type: none"> • Spa <ul style="list-style-type: none"> ❖ Valid DOH License as duly registered massage therapist for massage supervisors 	<ul style="list-style-type: none"> ❖ If DOH License as duly registered massage therapist expired, submit renewed copy
	<ul style="list-style-type: none"> • Tertiary Hospital <ul style="list-style-type: none"> ❖ Valid License to operate from the Department of Health 	<ul style="list-style-type: none"> ❖ Valid License to operate from the Department of Health
OTHER REQUIREMENTS (BY TYPE OF APPLICATION)		
	New Application	Renewal
Tourism-Related Enterprises	<ul style="list-style-type: none"> • Department Store/Agri-Tourism Farm and Facility/Restaurant/ Specialty Shop/Museum/Gallery/ Tourism Recreational Facility <ul style="list-style-type: none"> ❖ General requirements for Accreditation 	<ul style="list-style-type: none"> ❖ General requirements for Accreditation
	<ul style="list-style-type: none"> • Tourism Training Center <ul style="list-style-type: none"> ❖ List of Training Programs/Modules approved by DOT 	<ul style="list-style-type: none"> ❖ Submit any new or modified module
	<ul style="list-style-type: none"> • Dive Shop <ul style="list-style-type: none"> ❖ Valid Certificate of accreditation from the Philippine Commission on Sports Scuba Diving 	<ul style="list-style-type: none"> ❖ Valid Certificate of accreditation from the Philippine Commission on Sports Scuba Diving
	<ul style="list-style-type: none"> • Ecotourism Facility <ul style="list-style-type: none"> ❖ If located in a protected area, Memorandum of Agreement with the Protected Area Management Board or Protected Area Wildlife Bureau, whichever is applicable 	

	<ul style="list-style-type: none"> • Shooting Range <ul style="list-style-type: none"> ❖ Valid license from Bureau of Firearms and Explosives Division of the Philippine National Police 	<ul style="list-style-type: none"> ❖ Valid license from Bureau of Firearms and Explosives Division of the Philippine National Police
	<ul style="list-style-type: none"> • Rest Area <ul style="list-style-type: none"> ❖ Valid Mayor's Permit and/or Municipal License only 	<ul style="list-style-type: none"> ❖ Valid Mayor's Permit and/or Municipal License only

OTHER REQUIREMENTS (BY TYPE OF APPLICATION)		
	New Application	Renewal
II. Tourism Frontliners		
Tourism Frontliners	<ul style="list-style-type: none"> • Tour Guides (Mountain Guide/Cave Guide/Ecoguide) <i>(standards under review)</i> <ul style="list-style-type: none"> ❖ Certificate of Attendance to Tour Guiding Seminar by DOT or any DOT accredited training center ❖ Valid Health Certificate ❖ Valid NBI Clearance 	<ul style="list-style-type: none"> ❖ Proof of attendance to a continuing education program or attendance to a tourism related seminar (at least 20 hours) ❖ Valid Health Certificate ❖ Valid NBI Clearance
	<ul style="list-style-type: none"> • Tourism Trainer <ul style="list-style-type: none"> ❖ Proof of experience and knowledge of the subject matter handled ❖ Copy of Training programs as approved by the DOT/TIBFI ❖ Valid Health Certificate ❖ Valid NBI Clearance 	<ul style="list-style-type: none"> ❖ Proof of conduct of Training for the past two years ❖ Copy of updated module- Modules should be updated every 3 years (if applicable) and approved by the DOT/TIBFI ❖ Valid Health Certificate ❖ Valid NBI Clearance

STEPS IN APPLYING FOR ONLINE ACCREDITATION



Legend:

A

-Applicant's Action

A

-Accreditation Officer's Action



Accreditation Fees:

Type of Tourism Enterprise	Classification	Accreditation Fee	Initial Payment	Final Payment
Hotels and Resorts <i>(accreditation valid for two (2) years)</i> <i>Subject to change (upon due consultation with stakeholders)</i>	5 Star	P5,400.00	P1,000.00	P4,400.00
	4 star	4,800.00	1,000.00	3,800.00
	3 star	4,000.00	1,000.00	3,000.00
	2 and 1 star	2,800.00	1,000.00	1,800.00
Apartment Hotels <i>(accreditation valid for two (2) years)</i> <i>Subject to change (upon due consultation with stakeholders)</i>	(5 star, 4 star, 3 star, 2 star and 1 star classification)	1,400.00	1,000.00	400.00
Tourist Inn		700.00	700.00	
Motel		300.00	300.00	
Pension House		300.00	300.00	
Tourist Air Transport (per aircraft)		1,400.00	1,000.00	400.00
Tourist Water Transport (per watercraft)		1,400.00	1,000.00	400.00
Tourist Land Transport Operator Minimum of 3 units	Bus	350.00/per unit	300.00	(Total number of units X accreditation fee) less initial payment
	Coaster/ Mini Bus	200.00/per unit	300.00	(Total number of units X accreditation fee) less initial payment
	Van	150.00/per unit	300.00	(Total number of units X accreditation fee) less initial payment
	Car	100.00/per unit	300.00	(Total number of units X accreditation fee) less initial payment
Travel and Tour Agency		1,400.00	1,000.00	400.00
Ecotour Operator		3,000.00	1,000.00	2,000.00
Ecolodge		3,000.00	1,000.00	2,000.00
Ecotour Facility		1,000.00	1,000.00	
PCO/MICE Facility/MICE Organizer		700.00	700.00	
Ambulatory Clinic		1,000.00	1,000.00	
Spa		1,000.00	1,000.00	
Tertiary Hospitals		2,000.00	1,000.00	1,000.00
Restaurant		300.00	300.00	
Tourism Related Entities		300.00	300.00	
Tour Guide		150.00	150.00	
Sticker				P50.00 (small) P100.00 (big)
ID Fee (Optional)				P30.00 each



Benefits and Incentives of Accreditation

- ❖ Endorsement to COMELEC for exemption from Liquor ban during Election-related events (for Accommodation Establishments and Restaurants Only)
- ❖ Endorsement to Embassies and Travel Trade Association/s for utilization of Establishment's Facilities and Services
- ❖ Priority to DOT Training Programs
- ❖ Issuance of DOT ID Card to Bonafide Employees
- ❖ Endorsement to International and Domestic Airports (if appropriate) for Issuance of Access Pass to Qualified Personnel (for Tour Operators and Accommodation Establishments Only)
- ❖ Qualification for Exemption from the Unified Vehicular Volume Reduction Program (UVVRP) of the Metro Manila Development Authority (MMDA) (for Tourist Land Transport Vehicles Only)
- ❖ Endorsement to LTFRB for Issuance of Tourist Transport Franchise (for Tourist Land Transport Vehicles Only)
- ❖ Technical/Security/Facilitation Support or Assistance