

**NAME OF OFFICE :**      **ACCREDITATION DIVISION (AD)**

Department of Tourism Building  
Room 206 T.M. Kalaw St  
Ermita, Manila

Frontline Service      :      Accreditation of Tourism  
Establishments / Frontliners and other Tourism Related Activities

**Who may apply for DOT Accreditation?**

**a. Accommodation Establishments**

- Hotel
- Resort
- Tourist Inn
- Apartel
- Condotel
- Serviced Residences
- Pension House
- Motel
- Homestay site

**b. Travel and Tour Services**

- Tour Operator

A resident Filipino citizen registered as a single or sole proprietorship

A partnership organized under the laws of the Philippines, at least 60% of its capital is owned by Filipino citizens

Corporations organized under the laws of the Philippines at least 60% of the subscribed common or voting shares of stock is owned by Filipino citizens and the composition of its Board of Directors is being at least 60% Filipinos.

Foreign individual/entity organized under Philippine laws with a minimum paid-in equity/capital of Two Hundred Thousand U.S. Dollars (US\$200,000) pursuant to the provisions of the Foreign Investments Act of 1991, otherwise known as R.A. 7042, as amended.

- Tourist Transport Operator
  - Land Transport
    - Tourist Car Transport Service
    - Tourist Bus Transport Service
    - Tourist Air Conditioned Jeepney Transport Service
  - Air Transport
  - Water Transport
    - Vessels
    - Motorized Boat/Banca Engaged in Tourist Services
- Professional Congress Organizer

#### c. Tourism Frontliners

- Tour Guide
- Mountain Guide
- Cave Guide
- Tourist Transport/Taxi/Jeepney Drivers
- Calesa Driver
- Trainor

#### d. Tourism Related Establishments

- Restaurant
- Shops/Department Store
- Sports & Recreational Center
- Target Shooting Range
- Training Center
- Training Program
- Rest areas in Gasoline Station
- Museum
- Gallery
- Foreign Exchange Dealer
- Agri-Tourism Farm/Site
- Medical Concierge

#### e. Health and Wellness Services

- Spa
- Ambulatory Clinic
- Tertiary Hospital

#### f. Ecotourism Products and Services

- Ecolodge
- Ecotour
- Ecoguide
- Ecotour Facility

## PROCEDURES IN APPLYING FOR A DOT ACCREDITATION

### ▪ Original Application

#### Steps

1. Applicant shall request for inspection of the establishment being applied for at the DOT Accreditation Division in Manila or the Regional Office concerned.
2. The DOT shall conduct inspection of the establishment.
3. The DOT shall inform the applicant in writing of the result of Inspection whether favorable or unfavorable.
4. If the result is favorable, applicant may now file and submit all supporting documents. If the result is unfavorable, applicant may request for re-inspection once deficiencies are corrected.
5. Applicant shall ensure that the application form is properly filled-up and the documents are complete and duly arranged based on the processing guide.
6. Application shall be processed and evaluated by the DOT.
7. Applicant shall be notified within three (3) working days if there are any deficiencies noted during final evaluation.
8. Upon full compliance with all requirements, a certificate of accreditation shall be Issued by the DOT duly signed by the Undersecretary of Tourism Services and Regional Offices if entity is located in Metro Manila or the Regional Director if it is located in the Region.
9. The applicant shall pay accreditation and other related fees when certificate is ready for release.
10. Applicant may request for IDs of its personnel upon payment of P30.00 ID fee for each employee.

### ▪ Tour operator applicant may proceed with the above procedure after the following steps:

1. Write a letter request for interview of its general manager (gm) and submit your qualification requirement.
2. Shall have passed the interview conducted by the DOT.

## ▪ Renewal of Application

1. Applicant shall file/submit application and all supporting documents.
2. Applicant shall ensure that the application form is properly filled-up and the documents are complete and duly arranged based on the processing guide.
3. The DOT shall conduct inspection of the establishment.
4. The DOT shall inform the applicant in writing of the result of inspection whether favorable or unfavorable.
5. If the result is favorable, the DOT shall process and evaluate the application. If the result is unfavorable, applicant may request for re inspection once deficiencies are corrected.
6. Applicant shall be notified within three (3) working days if there are any deficiencies noted during final evaluation.
7. Upon full compliance with all requirements, a certificate of accreditation shall be issued by the DOT duly signed by the Undersecretary of Tourism Services and Regional offices if entity is located in Metro Manila or the Regional Director if it is located in the Region.
8. The applicant shall pay accreditation and other related fees when certificate is ready for release.
9. Applicant may request for IDs of its personnel upon payment of P30.00 ID fee for each employee.

## Non-Fiscal Incentives to DOT Accredited Establishments

- Automatic qualification for regular membership to Philippine Convention and Visitors Corporation (PCVC) and inclusion in its marketing and promotional programs.
- Issuance of DOT ID cards to bonafide employees
- Technical/security/facilitation support or assistance
- Endorsement to embassies and travel trade associations for utilization of establishment's facilities and services.

## Additional Incentives to DOT Accredited Accommodation Establishments

- Endorsement to Ninoy Aquino International Airport (NAIA) and other international airports for issuance of access passes to qualified personnel
- Endorsement to Commission on Elections (COMELEC) for exemption from liquor ban during election and election related events.
- Endorsement to the Department of Agriculture (DA) for importation meat and meat products.

### Additional Incentives to DOT Accredited Restaurants

- Endorsement to COMELEC for exemption from liquor ban during election and election related events.
- Endorsement to DA for importation of meat and meat products.

### Additional Incentives to DOT Accredited Tour Operators

- Endorsement to NAIA and other international airports for issuance of access passes to qualified personnel.
- Endorsement of Letter of Guarantee to facilitate the issuance of visa of foreign tour group or foreign individual traveler.

### Additional Incentives to DOT Accredited Tourist Transport Operator

- Automatic qualification for exemption from Metro Manila Development Authority's (MMDA) Unified Vehicular Volume Reduction Program (UVVRP) except in Makati and Pasay.
- Endorsement to Land Transportation Franchising and Regulatory Board (LTFRB) for issuance of Certificate of Public Convenience (CPC) to tourist transport units.

### **GENERAL REQUIREMENTS FOR ACCREDITATION**

- Application Form duly accomplished and notarized
- Mayor's Permit/Municipal License
- Business Name Certificate, if Single Proprietorship, Articles of Incorporation/ Partnership & By-Laws for Corporation/Partnership and Business Name Certificate if applicable
- List of officials and employees with designation and nationalities
- Valid visa and labor permit for foreign nationals
- Resolution of the Board of Directors of the Corporation, association or other entities authorizing the filing of the application and designating the person authorized to sign and act for and in its behalf and transact business with the Department. If single proprietorship/partnership, a letter of authority from the owner/partners.

## ADDITIONAL REQUIREMENTS FOR ACCREDITATION

### **A. Accommodation Establishments**

#### Additional Requirements for Accreditation of Hotel, Resort, Tourist Inn, Apartel, Condotel, Serviced Residences, Pension House and Motel

- Management Contract, if applicable
- Comprehensive General Liability Insurance
- Valid Fire Safety Inspection Certificate

#### Additional Requirement for Accreditation of Homestay Site

- Completion of DOT's training workshop on Homestay program of family member

### **B. Travel and Tour Services**

#### Additional Requirements for Accreditation of Tour Operators

- Audited Financial Statements and Income Tax Return for the preceding year
- Proof of P500,000 working capital
- General Manager shall pass the interview conducted by the DOT and shall have at least 2 years managerial experience in tour operations or a graduate of BS Tourism or has successfully completed a travel / tour operator's management course.
- Bio-Data of two permanent staff who shall have at least 1 year experience in tour operations
- Notarized contract of lease of office space or a sworn statement by the lessor that the agency is a lessee thereof including branches, if any. (Not applicable if renewal unless there is a change in address)
- Deed of Assignment of Shares, if applicable.
- Office space requirements
  - located in a commercial area
  - easily identifiable
  - exclusively for the tour operations business
- **For tour operators with branches** – affidavit executed by the general manager of the main office acknowledging the existence of the branch office, assuming full responsibility of its operations and certifying that it is not managed nor operated by other persons/entities other than duly accredited employees and officers of the main office.

#### Additional Requirements for Accreditation of Tourist Transport Operators

- **Land Transport**

- Land Transportation & Franchising Regulatory Board (LTFRB) Franchise to operate tourist transport service
- LTO Official Receipt and Certificate of Registration (OR/CR)
- Insurance Policies (Third Party Liability & Passenger Personal Accident)
- Proof of ownership or lease over an area as maintenance depot and garage for all units.
- For Tourist Metered / Coupon Taxi Operators
  - Valid Transport Concession Contract with Manila International Airport Authority
  - Management Agreement (for cooperatives)

- **Water Transport**

- Certificate of Public Convenience and/or Provisional Authority from Maritime Industry Authority (MARINA)
- Certificate of Inspection by MARINA valid for one year
- Certificate of compliance with MARINA's MC 65/65A

- **Motorized Boats/Banca**

- Copy of MARINA certificate of inspection
- Valid Certificate of Public Convenience (CPC) Provincial Authority (PA) Special Permit (SP) with attached rider if applicable
- Valid copy of the Compulsory Passenger Insurance with appropriate coverage for each passenger

- **Air Transport**

- Franchise to Operate from Civil Aeronautics Board (CAB)
- Certificate of Airworthiness of aircraft from Air Transportation Office (ATO)

### **Additional Requirements for Accreditation of Professional Congress Organizers**

- Proof that the applicant has successfully organized & managed, promoted and/or arranged in the past two (2) years at least five (5) national and/or international conventions (Proof shall consist of written testimonials from Presidents & Chairmen of the events claimed to have been handled).
- Office space requirements:
  - located in a commercial district
  - easily identifiable

## **Additional Requirements for Accreditation of Tour Guides/Mountain/Cave Guides**

- Attended/passed the seminar conducted by the DOT
- Certificate of Good Health from a licensed physician
- National Bureau of Investigation (NBI) Clearance
- Latest Income Tax Return (ITR), if applicable
  
- **For Mountain Guides**
  - A certificate issued by the Mountain Guide Association of the Phil's., Inc. (MGAPI) or any other recognized mountaineering organization by the DOT that the applicant has the necessary skills, equipment & experience in guiding.
  
- **For Cave Guides**
  - A certification issued by Phil. Cave Guides Association, Inc. (PCGAI) or any other duly recognized caving organization by the DOT that the applicant has the necessary caving skills, equipment and experience in guiding.
  
- **For Taxi Drivers**
  - Attendance to DOT seminars for Tourism Frontliners
  - Professional Drivers License
  - NBI Clearance
  
- **For Calesa Drivers**
  - Attendance to DOT seminars for Tourism Frontliners
  - Police Clearance / NBI Clearance
  - Certificate of Good Health
  
- **For Trainers**
  - Proof of successful completion Training the Trainers Program of the Department of Tourism and the Tourism Industry Board Foundation, Inc. In lieu hereof, show proof that she/he has thorough experience and knowledge of the subject matter she/he is handling as well as effective communication skills and teaching style.

## **D. Tourism Related Establishments**

### **Additional Requirements for Accreditation of Restaurant**

- Valid Fire Safety Inspection Certificate

### **Additional Requirements for Accreditation of Target Shooting Range**

- Valid Certificate of Recognition and Accreditation from the Firearms and Explosive Division of the Philippine National Police

### Additional Requirements for Accreditation of Training Center (for renewal only)

- List of all training programs conducted during the previous year including the number of employees and graduates
- List of successful graduates per training program including skills acquired and respective places of employment.

### Additional Requirements for Accreditation of Training Program

- Approval of programs by the Tourism Industry Board Foundation, Inc.

### Additional Requirements for Accreditation of Museum

- Proof of membership with the National Committee of Museums.

### Additional Requirements for Accreditation of Galleries

- Proof of membership with the National Committee on Culture and the Arts-Committee on Independent Art Galleries

### Additional Requirements for Accreditation of Foreign Exchange Dealers

- Office space must be located at the ground floor of a building in a commercial area with pleasant & decent atmosphere; easily identifiable with signage and shall be exclusively used for foreign exchange business.
- Police and NBI Clearance of the proprietor and manager

### Additional Requirements for Accreditation of Medical Concierge

- Notarized contract with affiliated medical/dental doctors
- Medical tour packages

## **E. Health and Wellness**

### Additional Requirements for Accreditation of Spa

- Shall have at least one (1) DOH registered massage therapist supervising a maximum of 20 massage attendants.
- Valid Health Certificate and valid DOH license as massage therapist for supervisors.

### Additional Requirements for Accreditation of Ambulatory Clinic

- Valid license and/or accreditation issued by the Bureau of Health Facilities and Services (BHFS) of Health
- For medical/dental doctors, valid license from the Professional Regulations commission
- Valid Fire Safety Inspection Certificate

**Additional Requirements for Accreditation of Tertiary Hospital for Medical Tourism**

- Valid license duly issued by the Department of Health (DOH)
- Valid Fire Safety Inspection Certificate

**F. Ecotourism Products and Services**

**Additional Requirements for Accreditation of Ecotour**

- If located in a protected area, copy of Memorandum of Agreement with the Protected Area Management Board or Protected Area Wildlife Bureau, whichever is applicable.
- Certificate of attendance of the lead Ecoguide on the training for the activity offered
- Comprehensive General Liability Insurance for Guests to cover bodily injury and property losses including those resulting from armed robbery or thru irresistible force with coverage amounting to P 50,000.00

**Additional Requirements for Accreditation of Ecolodge**

- If located in a protected area, copy of Memorandum of Agreement with the protected area Management Board or Protected Area Wildlife Bureau, whichever is applicable.
- Comprehensive General Liability Insurance for Guests to cover bodily and property losses including those resulting from armed robbery or thru irresistible force with coverage amounting to not less than P 50,000.00

**TYPE OF ESTABLISHMENT**

**ACCREDITATION FEES**

**Accommodation**

Hotel

De Luxe

P 2,700.00

	First Class	2,400.00
	Standard	2,000.00
	Economy	1,400.00
Resort	Class "AAA"	2,700.00
	Class "AA"	1,400.00
	Class "A"	700.00
	SIR	700.00
Tourist Inn		700.00
Apartel		500.00
Pension House		300.00
Motel		300.00

### Travel and Tour Services

Tour Operator	1,400.00
Tour Guide/Mt. Guide/ Cave Guide	150.00
Professional Congress Organizer	700.00

### Tourist Transport Operator

Bus	350.00
Coaster	200.00
Van	150.00
Car	100.00
Air Transport	1,400.00
Water vessel	1,400.00

### Tourism Related Establishments

Restaurant	300.00
Shops/Department Store	
Sports & Recreational Center	
Target Shooting Range	
Training Center	
Training Program	
Rest areas in Gasoline Station	
Museum	
Gallery	
Foreign Exchange Dealer	
Agri-Tourism Farm/Site	
Medical Concierge	

### Health and Wellness Services

Spa	300.00
Ambulatory Clinic	1,000.00
Tertiary Hospital	2,000.00

### Ecotourism Products and Services

Ecolodge	3,000.00
Ecotour	3,000.00
Ecoguide	1,500.00
Ecotour Facility	2,000.00