

RECEIVED
MAY 22, 2020BY TIME: 10:15pm
DOC NO. AG-2020-03000**ADMINISTRATIVE ORDER NO. 2020-002****GUIDELINES ON THE OPERATIONS OF HOTELS AND OTHER ACCOMMODATION ESTABLISHMENTS UNDER A COMMUNITY QUARANTINE**

WHEREAS, under Republic Act (RA) No. 11469 or the *Bayanihan To Heal as One Act*, the President is authorized to direct the operation of establishments to carry out the declared national policy of mitigating the transmission of COVID-19;

WHEREAS, under the Memorandum of the Executive Secretary dated 28 March 2020, the Department of Tourism (DOT) is directed to issue guidelines for the exercise of the President's mandate under the *Bayanihan To Heal as One Act*;

WHEREAS, pursuant to RA 9593 or the *Tourism Act of 2009*, the DOT is mandated to promulgate rules and regulations governing the operation and activities of all tourism enterprises;

WHEREAS, on 18 March 2020, the DOT issued Administrative Order (AO) No. 2020-001 providing for the Implementing Rules and Regulations (IRR) on the limited operations of accommodation establishments during the period of Enhanced Community Quarantine (ECQ);

WHEREAS, on 25 March 2020, the DOT issued AO No. 2020-001-B to expand the IRR coverage to stranded passengers and to provide for conditions for room occupancy during the ECQ;

WHEREAS, on 11 May 2020 and 13 May 2020, the Inter-Agency Task Force (IATF) for the Management of Emerging Infectious Diseases issued Resolution No. 35 and Resolution No. 35-A, respectively, declaring certain areas in the Philippines to be no longer under an ECQ, but a Modified Enhanced Community Quarantine (MECQ) or a General Community Quarantine (GCQ);

WHEREAS, on 15 May 2020, the IATF approved the *Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines* ("IATF Omnibus Guidelines");

WHEREAS, pursuant to the DOT's mandate, and in view of the need to provide general guidance on the operations of accommodation establishments under the different categories of Community Quarantine, these Guidelines are hereby issued as follows:

I. GENERAL PROVISIONS

Section 1. Short Title. – This Order shall be known as the "*Community Quarantine Guidelines for Hotel Operations*."

Section 2. Definition of Terms. – For purposes of these Guidelines, the term:

- (a) "Accommodation Establishments" shall refer to establishments operating primarily for accommodation purposes including, but not limited to, hotels, resorts, apartment hotels, tourist inns, motels, pension houses, private homes used for homestay, ecolodges, serviced apartments, condotels, and bed and breakfast facilities.
- (b) "Community Quarantine" refers to the restriction of movement within, into, or out of the area of quarantine of individuals, large groups of people, or communities designed to reduce the likelihood of transmission of COVID-19 among persons in and to persons outside the affected area.

- (c) “Distressed OFW” shall refer to an OFW eligible to avail of accommodation assistance from the Overseas Workers Welfare Administration (OWWA) pursuant to relevant OWWA guidelines and issuances.
- (d) “DOT Accreditation” shall refer to a certification issued by the DOT to an Accommodation Establishment that officially recognizes it as having complied with the minimum standards for the operation of tourism facilities and services.
- (e) “DOT Certificate of Authority to Operate” refers to a certification issued by the DOT that an Accommodation Establishment in an area placed under a Community Quarantine may commence operations subject to these Guidelines.
- (f) “Enhanced Community Quarantine” or ECQ refers to the implementation of temporary measures imposing stringent limitations on movement and transportation of people, strict regulation of operating industries, provision of food and essential services, and heightened presence of uniformed personnel to enforce community quarantine protocols.
- (g) “Foreign Guests” and “Foreigners” shall refer to persons holding passports issued in a foreign country.
- (h) “General Community Quarantine” or GCQ refers to the implementation of temporary measures limiting movement and transportation, regulation of operating industries, and presence of uniformed personnel to enforce community quarantine protocols.
- (i) “Health Workers” shall refer to all persons who are engaged in health and health-related work, and all persons employed in hospitals, sanitariums, health infirmaries, health centers, clinics, other health-related establishments (Republic Act No. 7305), and quarantine facilities.
- (j) “In House Staff” shall refer to personnel of Accommodation Establishments who are provided house use or free room stays within the premises for the purpose of rendering services to guests.
- (k) “Long Staying Guests” shall refer to guests who have existing long-term leases.
- (l) “Minimum Public Health Standards” refers to guidelines set by the Department of Health (DOH), as well as sector-relevant guidelines to aid all sectors in all settings to implement non-pharmaceutical interventions (NPI), which refer to public health measures that do not involve vaccines, medications, or other pharmaceutical interventions, which individuals and communities can carry out in order to reduce transmission rates, contact rates, and the duration of infectiousness of individuals in the population to mitigate COVID-19.
- (m) “Modified Enhanced Community Quarantine” or MECQ refers to the transition phase between ECQ and GCQ, when these temporary measures are relaxed: stringent limiting movement and transportation of people, strict regulation of operating industries, provision of food and essential services, and heightened presence of uniformed personnel to enforce community quarantine protocols become less necessary.
- (n) “Modified General Community Quarantine” or MGCQ refers to the transition phase between GCQ and New Normal, when these temporary measures are relaxed: limiting movement and transportation, the regulation of operating industries, and the presence of uniformed personnel to enforce community quarantine become less necessary.
- (o) “New Normal” refers to the emerging behaviors, situations, and minimum public health standards that will be institutionalized in common or routine practices and remain even after the pandemic while the disease is not totally eradicated through means such as widespread immunization. These include actions that will become second nature to the

general public as well as policies such as bans on large gatherings that will continue to remain in force.

- (p) “Non-Accredited Establishments” shall refer to Accommodation Establishments that have not applied for, or have failed to secure DOT accreditation as required under RA No. 9593 or the *Tourism Act of 2009*.
- (q) “Operational Capacity” refers to such a maximum number of employees or workers who can be permitted or required to physically report to work on-site in a particular office or establishment.
- (r) “Overseas Filipino Worker” or “OFW” shall refer to a person who is to be engaged, is engaged, or has been engaged in a remunerated activity in a State or country of which the worker is not a citizen (RA No. 10801).
- (s) “Skeleton Workforce” refers to the operational capacity which utilizes the smallest number of people needed for a business or organization to maintain its basic function.
- (t) “Stranded Passengers” shall refer to passengers whose domestic or foreign flights or rides have been cancelled and are prevented from leaving a city or place where they do not permanently reside, or have difficulty availing of transportation to their home city or province, due to the implementation of a community quarantine.

Section 3. Coverage. – This Order shall apply to all Accommodation Establishments in the Philippines in areas covered by a Community Quarantine.

II. PREREQUISITES FOR OPERATION

Section 4. DOT Certificate of Authority to Operate. –All Accommodation Establishments that intend to commence commercial operations in Community Quarantine Zones, whether for the accommodation of guests or operation of in-house food facilities for take-out or delivery services, shall secure a DOT Certificate of Authority to Operate prior to any operations.

Section 5. Procedure for Application for DOT Certificate of Authority to Operate. – The Commercial Establishment shall submit to the DOT Regional Office with jurisdiction over their area the following:

- (a) Letter of Intent to Operate (**ANNEX A**), indicating whether operations shall be for accommodation, food services, or both; and
- (b) If the Accommodation Establishment is Non-DOT Accredited, a duly accomplished Application for DOT Accreditation (**ANNEX B**) with complete supporting documents.

All applications and supporting documents shall be submitted to the e-mail addresses of the Regional Offices listed in **ANNEX C**.

Section 6. Operations without DOT Certificate of Authority to Operate. - Commencement of operations without a DOT Certificate of Authority to Operate may subject the Accommodation Establishment to the relevant penalties under applicable laws, rules, and regulations.

III. GUIDELINES FOR ACCOMMODATION ESTABLISHMENTS IN AREAS UNDER ENHANCED COMMUNITY QUARANTINE (ECQ)

Section 7. Permitted guests under ECQ. –Accommodation Establishments in areas declared to be under ECQ are allowed to accommodate only the following:

- (a) Guests who had existing bookings or reservations under any Accommodation Establishment within Luzon as of 17 March 2020, and outside Luzon as of 01 May 2020;
- (b) Foreign Guests who are transiting through, or are otherwise temporarily staying in the Philippines for a short period and will leave the country;
- (c) Long Staying Guests;
- (d) Distressed OFWs;
- (e) Repatriated OFWs in compliance with approved quarantine protocols;
- (f) Non-OFWs who may be required to undergo mandatory facility-based quarantine;
- (g) Stranded Passengers;
- (h) Employees of agencies and instrumentalities of the Government, including Government –Owned and –Controlled Corporations (GOCCs) and Local Government Units (LGUs), especially health and emergency frontline, border control, and other critical services workers; and
- (i) Health care workers and other employees from establishments that are allowed to operate during the ECQ pursuant to the IATF Omnibus Guidelines; provided, that their place of work is located within the same ECQ zone.

Section 8. New Bookings under ECQ. – Except for Long Staying Guests, new bookings of guests falling under Section 7 shall be allowed.

Section 9. Prohibited Bookings under ECQ. – No Accommodation Establishment in an ECQ zone shall provide accommodation for persons undertaking leisure travel.

Section 10. Limited Operations under ECQ. –Accommodation Establishments in ECQ zones shall operate only to provide basic accommodation services to guests and food preparation services for take-out and delivery to the public. For this purpose:

- (a) Room service shall not be allowed;
- (b) Daily housekeeping shall not be implemented. Cleaning and sanitation of rooms shall be conducted only as may be necessary;
- (c) Only a Skeleton Workforce which shall be composed of In House Staff shall be retained; and
- (d) Ancillary establishments within the premises, such as restaurants, cafés, bars, gyms, spas, and the like, shall not be allowed to operate or to provide room service; provided, that Accommodation Establishments may prepare (i) packed meals for distribution to guests who opt for the same; and (ii) food orders for take-out and delivery only.

Section 11. Conditions for Room Occupancy under ECQ. – Accommodation Establishments in ECQ zones shall ensure that the following conditions for room occupancy, as required by the DOH, are met:

- (a) OFWs and Health Workers shall be accommodated in single occupancy rooms. For avoidance of doubt, single occupancy shall mean only one person shall be accommodated in each room.

- (b) Other guests may be accommodated in double occupancy rooms, provided the following are observed:
 - 1. Distance between the beds should be at least two (2) meters;
 - 2. A divider should be placed between the beds;
 - 3. A bathroom schedule must be observed. Only one person shall be permitted to use the bathroom at any given time;
 - 4. Guests shall disinfect the bathroom after every use using the provided sanitation kit;
 - 5. There shall be no sharing of food or any personal or non-personal belongings;
 - 6. All trash, food and non-food, shall be separated.
- (c) Each room shall be provided with a sanitation kit which guests shall use to regularly disinfect commonly accessed surfaces and items such as door knobs, light switches, the bathroom sink, etc.
- (d) When in the Accommodation Establishment, guests shall be confined to their rooms. Mingling with occupants of other rooms shall not be allowed.
- (e) Guests shall use the same bed and the same room they are billeted in throughout the entire period of their stay.

Accommodation Establishments shall likewise comply with other issuances and guidelines on Minimum Public Health Standards.

IV. GUIDELINES FOR ACCOMMODATION ESTABLISHMENTS IN AREAS UNDER MODIFIED ENHANCED COMMUNITY QUARANTINE (MECQ)

Section 12. Permitted guests under MECQ. –Accommodation Establishments in areas declared to be under MECQ are allowed to accommodate only the following:

- (a) Guests who had existing bookings or reservations under any Accommodation Establishment within Luzon as of 17 March 2020, and outside Luzon as of 01 May 2020;
- (b) Foreign Guests who are transiting through, or are otherwise temporarily staying in the Philippines for a short period and will leave the country;
- (c) Long Staying Guests;
- (d) Distressed OFWs;
- (e) Repatriated OFWs in compliance with approved quarantine protocols;
- (f) Non-OFWs who may be required to undergo mandatory facility-based quarantine;
- (g) Stranded Passengers;
- (h) Employees of agencies and instrumentalities of the Government, including GOCCs and LGUs, especially health and emergency frontline, border control, and other critical services workers; and

- (i) Health care workers and other employees from establishments that are allowed to operate during the MECQ pursuant to the IATF Omnibus Guidelines; provided, that their place of work is located within the same MECQ zone.

Section 13. New Bookings under MECQ. – Except for Long Staying Guests, new bookings of guests falling under Section 12 shall be allowed.

Section 14. Prohibited Bookings under MECQ. – No Accommodation Establishment in an MECQ zone shall provide accommodation for persons undertaking leisure travel.

Section 15. Limited Operations under MECQ. –Accommodation Establishments in MECQ zones shall operate only to provide basic accommodation services to guests and food preparation services for take-out and delivery to the public. For this purpose, Section 10 of these Guidelines shall apply.

Section 16. Conditions for Room Occupancy under MECQ. – Accommodation Establishments in MECQ zones shall ensure that the conditions for room occupancy under Section 11 of these Guidelines are met.

V. GUIDELINES FOR ACCOMMODATION ESTABLISHMENTS IN AREAS UNDER GENERAL COMMUNITY QUARANTINE (GCQ)

Section 17. Permitted guests under GCQ. –Accommodation Establishments in areas declared to be under GCQ are allowed to accommodate only the following:

- (a) Guests who had existing bookings or reservations under any Accommodation Establishment within Luzon as of 17 March 2020, and outside Luzon as of 01 May 2020;
- (b) Foreign Guests who are transiting through, or are otherwise temporarily staying in the Philippines for a short period and will leave the country;
- (c) Long Staying Guests;
- (d) Distressed OFWs;
- (e) Repatriated OFWs in compliance with approved quarantine protocols;
- (f) Non-OFWs who may be required to undergo mandatory facility-based quarantine;
- (g) Stranded Passengers;
- (h) Employees of agencies and instrumentalities of the Government, including GOCCs and LGUs, especially health and emergency frontline, border control, and other critical services workers; and
- (i) Health care workers and other employees from establishments that are allowed to operate during the GCQ pursuant to the IATF Omnibus Guidelines; provided, that their place of work is located in a GCQ zone, which may or may not be in the same area.

Section 18. New Bookings under GCQ. – Except for Long Staying Guests, new bookings of guests falling under Section 17 shall be allowed.

Section 19. Prohibited Bookings under GCQ. – No Accommodation Establishment in a GCQ zone shall provide accommodation for persons undertaking leisure travel.

Section 20. Limited Operations under GCQ. –Accommodation Establishments in GCQ zones shall operate only to provide basic accommodation services to guests and food

preparation services for take-out and delivery to the public. For this purpose, Section 10 of these Guidelines shall apply; provided, that the skeleton workforce may or may not comprise of In House Staff; provided, further, that the Accommodation Establishment shall provide shuttle services to ferry non-In House Staff.

Section 21. Conditions for Room Occupancy under GCQ. – Accommodation Establishments in GCQ zones shall ensure that the conditions for room occupancy under Section 11 of these Guidelines are met.

VI. GUIDELINES FOR ACCOMMODATION ESTABLISHMENTS IN AREAS UNDER MODIFIED GENERAL COMMUNITY QUARANTINE (MGCQ)

Section 22. Limited Operations under MGCQ. – Accommodation Establishments may undertake normal operations under MGCQ and may accommodate bookings of all guests, whether for work or leisure; provided, that operations shall be at 50% Operational Capacity only.

Section 23. Operations of Ancillary Establishments under MGCQ. – Ancillary establishments within the premises, such as restaurants, cafés, bars, gyms, spas, and the like, shall be allowed to operate at 50% Operational Capacity only.

Section 24. Workforce Requirements. – Accommodation Establishments under MGCQ zones shall retain a Skeleton Workforce which may or may not comprise of In House Staff.

Section 25. Observance of Minimum Public Health Standards. – In its operations, Accommodation Establishments under MGCQ shall ensure compliance with issuances and guidelines on Minimum Public Health Standards.

VII. REPORTING REQUIREMENTS

Section 26. Reporting Requirement for Accommodation Establishments with Checked-In Guests. Immediately upon the commencement of operations, and every Friday thereafter, all Accommodation Establishments authorized to operate in Community Quarantine zones shall report to DOT the following:

- (a) Number of staff comprising its Skeleton Workforce for the duration of the Community Quarantine;
- (b) Number, nationality, classification, and length of stay of guests permitted under these Guidelines;
- (c) The companies or business enterprises whose employees are booked with the Accommodation Establishment, if applicable; and
- (d) Such other information as may be required by the DOT; provided, that in the reporting of all information, compliance with the Republic Act No. 10173 or the *Data Privacy Act* shall be ensured.

Section 27. Reporting Requirement for Accommodation Establishments that Accept Food Orders for Take-out and Delivery. – Immediately upon the commencement of operations, all Accommodation Establishments that accept food orders for take-out and delivery shall report to DOT the following:

- (a) Commencement date of take-out and delivery services;
- (b) Procedure for the acceptance of orders, food preparations, and take-out or delivery services;

- (c) Platform used for delivery of food orders, if applicable;
- (d) Safety protocols in the kitchen and in interaction with customers;
- (e) Number, positions, and assignment of employees comprising the manpower dedicated to food preparation operations;
- (f) Number and classification of checked-in guests, if applicable; and
- (g) Such other information as may be required by the DOT; provided, that in the reporting of all information, compliance with the Republic Act No. 10173 or the *Data Privacy Act* shall be ensured.

Section 28. Where to Submit Reports. – Reports shall be submitted to the DOT Regional Offices with jurisdiction over the area where the Accommodation Establishments is located, through the e-mail addresses in **ANNEX C**.

VIII. OTHER GUIDELINES

Section 29. Supplementary Application of DOT Memorandum Circular No. 2020-002. – As regards health and safety protocols in Accommodation Establishments, the pertinent provisions of DOT Memorandum Circular No. 2020-002 shall apply by analogy or in supplementary character, and insofar as they are not inconsistent with any provision herein.

Section 30. Lowest Possible Rates. –All Accommodation Establishments are strongly encouraged to provide the lowest possible rates to guests, especially to OFWs and employees of establishments that are allowed to operate during the ECQ, MECQ, and GCQ. Those reported to be engaging in opportunistic pricing may be subject to the relevant penalties under applicable laws, rules, and regulations.

Section 31. Effectivity. – This Order shall take effect immediately and shall remain effective until a Community Quarantine is no longer in effect, or until otherwise superseded, amended, or repealed accordingly.

Section 32. Repealing Clause. – This Order repeals or modifies Administrative Order No. 2020-001, 2020-001-B, and all other DOT issuances inconsistent herewith.

For guidance and strict compliance.

22 May 2020


BERNADETTE ROMULO-PUYAT
Secretary



ANNEX A
Template Letter of Intent to Operate

[company letterhead]

[Date]

[NAME OF REGIONAL DIRECTOR]

Regional Director

[DOT -Region __]

Re: Request for Certification of Authority to Operate

Sir/Madame:

Pursuant to Department of Tourism (DOT) Administrative Order No. 2020-002 or the *Guidelines on Operation of Hotels and Other Accommodation Establishments Under a Community Quarantine*, we hereby submit this letter of our intent to commence business operations in our accommodation establishment, **[NAME OF ACCOMMODATION ESTABLISHMENT]**, located at **[ADDRESS]**, for purposes of *[NOTE: please indicate whichever applies: providing paid accommodation for guests and/or rendering food services for take-out or delivery]* during the Community Quarantine.

As a condition of the issuance of a Certification of Authority to Operate, we undertake to comply with all applicable regulations issued by the DOT and other agencies governing the operations of accommodation establishments during the community quarantine.

We understand that as a Primary Tourism Enterprise, our establishment is required under Republic Act No. 9593 to obtain DOT Accreditation as to the quality of our facilities and standard of services. In this regard, *[NOTE: Please select whichever applies: we confirm that our establishment has been duly issued a DOT Accreditation / we have already submitted an application for DOT accreditation on ___ / we attach herein an accomplished application form for DOT accreditation]*.

Thank you.

Sincerely yours,

[Name of Authorized Representative]

[Position]



REPUBLIC OF THE PHILIPPINES
Office of Tourism Standards and Regulation
APPLICATION FORM
Mabuhay Accommodation

TO BE FILLED OUT BY DOT AUTHORIZED PERSONNEL ONLY

APPLICATION NUMBER

Application for:

- Basic Registration New Application
 Regular Accreditation Renewal
 Premium Accreditation

PROCESSED BY:

Please print legibly all information required. Do not abbreviate the information supplied. Place "/" marks in appropriate boxes and indicate "N/A" if not applicable.

ACCOUNT IDENTIFIER DETAILS

OFFICIAL EMAIL ADDRESS: _____

TIN: _____

NOTE: _____

Make sure that the email address you provided is ACTIVE and VALID. For ESTABLISHMENTS, ensure that this is a corporate email address or an email address that will be permanently associated to your company. Please refrain from using your personal email address as notifications and official communications will be forwarded to your registered email.

ESTABLISHMENT DETAILS

ESTABLISHMENT NAME: _____

BUSINESS ADDRESS: _____

BUSINESS WEBSITE: _____

CONTACT NUMBERS: _____

EMAIL ADDRESS: _____

DATE ESTABLISHED: _____

MANAGEMENT DETAILS

OWNERSHIP INFORMATION:

OWNERS' NAME: _____

ADDRESS: _____

NATIONALITY (if applicable): _____

MANAGING COMPANY INFORMATION (if applicable):

COMPANY NAME: _____

ADDRESS: _____

TYPE OF ORGANIZATION	PERMITS	Permit No.	Valid Until
<input type="checkbox"/> Single Proprietorship	<input type="checkbox"/> Mayor's/Business Permit		
<input type="checkbox"/> Partnership	<input type="checkbox"/> DTI Permit		
<input type="checkbox"/> Corporation			

Cooperative

SEC/CDA Registration

Permit No.

Valid Until

GENERAL MANAGER

GENERAL MANAGER'S NAME: _____

CONTACT NO. _____

EMAIL ADDRESS: _____

NATIONALITY: _____

CAPITALIZATION

	STOCKHOLDER'S NAME	POSITION	NATIONALITY	AMOUNT SUBSCRIBED	AMOUNT PAID UP
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

SPECIFIC DETAILS

Total Number of Rooms

	Type of Room (e.g. Deluxe, Standard, etc.)	Number
1	PWD Room	
2		
3		
4		

Total No of Conference Rooms

	Name of Funtion Room	Capacity
1		
2		
3		
4		

AUTHORIZED REPRESENTATIVE (to transact business with DOT)

REPRESENTATIVE'S FULL NAME:

DESIGNATION:

CONTACT NUMBERS:

EMAIL ADDRESS:

As the **General Manager/Chief Executive Officer/Owner** of the above-named establishment, I certify that I have not been convicted of any criminal offense involving moral turpitude and that all the official and employees of the establishment listed in the attached sheet are of good moral character and without criminal record.

I certify further that all the foregoing data and douments supporting this application are true and correct.

DATE:

Signature over printed name

Position

SUBSCRIBED AND SWORN to before me on this _____ day of _____,
after exhibiting Residence Certificate No. _____ issued at _____ on
_____.

Doc No. _____

Page No. _____

Book No. _____

Series of _____

DOCUMENTARY REQUIREMENTS

Submitted Documents

- Valid Mayor's Permit/Business License
- DTI Business Name Certificate (for Sole Proprietor) or SEC Registration Certificate and Articles of Incorporation and its By-Laws (for Partnerships & Corporations) or Articles of Cooperation and Its By-Laws (for Cooperatives)
- Comprehensive General Liability Insurance Policy (*for Regular Accreditation, minimum coverage of P200,000.00 and Premium Accreditation, minimum of coverage of P300,000.00*)
- Certification for Key Employees (e.g. Housekeeping, Front Office, Food & Beverage, etc.)
- Quality Recognition and/or Awards from Reputable Institutions
- Other documents

Evaluator's Remarks

REMARKS

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FOR DOT USE ONLY

APPLICATION NO.	DATE & TIME RECEIVED	RECEIVED BY	ENCODED BY	REMARKS

Applicants Acknowledgement/Receiving Copy

APPLICATION DETAILS

NAME OF ESTABLISHMENT: _____

APPLICATION ID: _____ DATE & TIME RECEIVED: _____



DOCUMENTARY REQUIREMENTS

Submitted Documents

- Valid Mayor's Permit/Business License
- DTI Business Name Certificate (for Sole Proprietor) or SEC Registration Certificate and Articles of Incorporation and its By-Laws (for Partnerships & Corporations) or Articles of Cooperation and Its By-Laws (for Cooperatives)
- Comprehensive General Liability Insurance Policy (*for Regular Accreditation, minimum coverage of P200,000.00 and Premium Accreditation, minimum of coverage of P300,000.00*)
- Certification for Key Employees (e.g. Housekeeping, Front Office, Food & Beverage, etc.)
- Quality Recognition and/or Awards from Reputable Institutions
- Other documents

Evaluator's Remarks

REMARKS

RECEIVED & EVALUATED BY:

Name & Signature of Accreditation Officer

Designation & Unit Assignment

Application No.

Name of Establishment: _____

Employee Count

Department	MANAGERIAL				RANK AND FILE				SUB TOTAL
	LOCAL		EXPAT		LOCAL		EXPAT		
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	
Maintenance and Engineering									0
Food and Beverage									0
Housekeeping									0
Front Office									0
Sales and Marketing									0
Administrative Department									0
Drivers									0
Others									0
TOTAL	0	0	0	0	0	0	0	0	0

Employee List

	LAST NAME	FIRST NAME	M.I.	DESIGNATION	NATIONALITY	ISSUE ID?
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

(Continue on separate sheet if necessary)

Service Vehicle

VEHICLE TYPE	BRAND/MAKE	YEAR MODEL	PLATE NO.	ENGINE NO. & CHASIS NO.	NO. OF SEATS

1						
2						

- nothing follows -



Department of Tourism Directory				
Region	Regional Heads	Designation	Numbers	Email
NCR	Dir. Woodrow C. Maquiling, Jr.	Regional Director	0919 004 1799	dotncr@tourism.gov.ph
CAR	Ms. Jovita A. Ganongan	Officer-in-Charge	0999 997 6313	dotcar@tourism.gov.ph
Region 1	Dir. Joseph Francisco R. Ortega	Regional Director	0998 555 1990	dot1@tourism.gov.ph
Region 2	Dir. Virgilio M. Maguigad	Regional Director	0919 851 9401	dot2@tourism.gov.ph
Region 3	Dir. Carolina D. Uy	Regional Director	0906 248 8338	dot3@tourism.gov.ph
Region 4-A	Ms. Marites T. Castro	Officer-in-Charge	0918 907 9320	dot4a@tourism.gov.ph
Region 4-B	Dir. Christopher V. Morales	Regional Director	0917 825 3542 0927 447 6688	dot4b@tourism.gov.ph
Region 5	Ms. Fe R. Buela	Officer-in-Charge	0917 514 2853	dot5@tourism.gov.ph
Region 6	Dir. Helen J. Catalbas	Regional Director	0917 622 7979	dot6@tourism.gov.ph
Region 7	Dir. Shahlimar H. Tamano	Regional Director	0917 800 9773	dot7@tourism.gov.ph
Region 8	Dir. Karina Rosa S. Tiopes	Regional Director	0918 897 6225	dot8@tourism.gov.ph
Region 9	Asec Myra Paz V. Abubakar	Assistant Secretary Regional Director	0917 710 4777	dot9@tourism.gov.ph
Region 10	Dir. Marie Elaine S. Unchuan	Regional Director	0918 800 2001 0917 792 0001	dot10@tourism.gov.ph
Region 11	Dir. Tanya Virginia P. Rabat-Tan	Regional Director	0920 900 5518	dot11@tourism.gov.ph
Region 12	Mr. Armin Hautea	Officer-in-Charge	0906 409 9674	dot12@tourism.gov.ph
Region 13	Ms. Mary Jean A. Camarin	Officer-in-Charge	0908 866 4711	dot13@tourism.gov.ph