



DOT MEMORANDUM CIRCULAR NO. 2011-13
Series of 2011

**ON LINE ACCREDITATION SYSTEM ENHANCEMENT
ACCREDITATION FEES AND DOCUMENTARY REQUIREMENTS**

In the exigency of facilitating the accreditation process of the Department, the enhanced on-line accreditation system will go live on 5th January 2012. Hence, tourism stakeholders will now be able to view the enhanced system featuring a new screen layout with various easy-to-navigate fields for users.

Along with this enhancement, the DOT has also streamlined the documentary requirements for accreditation of various tourism enterprises.

There shall be no increase in accreditation fees. However, a non-refundable initial accreditation fee, which forms part of the total accreditation fee shall be required upon submission of the on-line application. The following fee schedule shall be observed:

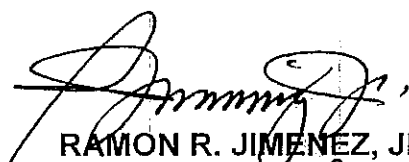
Type of Tourism Enterprise	Classification	Accreditation Fee	Initial Payment (Accreditation)	Full Payment
Hotel	De Luxe	P2,700.00	P1,000.00	P1,700.00
	First Class	P2,400.00	P1,000.00	P1,400.00
	Standard	P2,000.00	P1,000.00	P1,000.00
	Economy	P1,400.00	P1,000.00	P400.00
Resorts	AAA	P2,700.00	P700.00	P2,000.00
	AA	P1,400.00	P700.00	P700.00
	A	P700.00	P700.00	None
	SIR	P700.00	P700.00	None
Tourist Inn		P700.00	P700.00	None
Apartel		P700.00	P700.00	None
Motel		P300.00	P300.00	None
Pension House		P300.00	P300.00	None
Tourism Related Establishments		P300.00	P300.00	None
Restaurant		P300.00	P300.00	None
PCO		P700.00	P700.00	None
Tertiary Hospitals		P2,000.00	P1,000.00	P1,000.00
Spa		P1,000.00	P1,000.00	None
Ambulatory Clinic		P1,000.00	P1,000.00	None
Water Transport (per watercraft)		P1,400.00	P1,000.00	P400.00
Tour Operator		P1,400.00	P1,000.00	P400.00
Tour Guide		P150.00	P150.00	None
Tourist Land Transport Operator Minimum of Three (3) units	Bus	P350.00/unit	P600.00	Total number of accredited units X accreditation fee less initial payment
	Coaster /mini bus	P200.00/unit	P600.00	Total number of accredited units X accreditation fee less initial payment
	Van	P150.00/unit	P600.00	Total number of

				accredited units X accreditation fee less initial payment
	Car	P100.00/unit	P600.00	Total number of accredited units X accreditation fee less initial payment
Ecotour Operator		P3,000.00	P1,000.00	P2,000.00
Ecolodge		P3,000.00	P1,000.00	P2,000.00
Ecotour Facility		P1,000.00	P1,000.00	none

The sticker fee of P100.00 and ID Fee of P30.00/piece shall be correspondingly added as full payment of accreditation fee.

This Circular shall take effect immediately and shall remain valid unless subsequently superseded, revised, or revoked.

15 December 2011.


RAMON R. JIMENEZ, JR.
 Secretary

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Primary Tourism Enterprises

Type of Service	Documentary Requirements	
	New	Renewal
Accommodation		
Hotel, Apartel, Ec lodge, Motel, Pension House, Resort	1. Valid Mayor's permit and/or Municipal license	1. Valid Mayor's permit and/or Municipal license
	2. If corporations/partnership, SEC Registration Certificate and Articles of Incorporation and its By-laws	Note: Amendment to Articles of Incorporation and its by laws (if applicable)
	3. If Single Proprietorship, valid DTI Business Name Certificate.	Note: If business name expired, submit a renewed copy
	4. For foreign nationals, valid visa from Bureau of Immigration and work permit from the Department of Labor and Employment	Note: If visa or work permit expired, submit a renewed copy
	5. Valid Comprehensive General Liability Insurance Policy to include the provision to cover bodily injury and property losses of guests due to armed robbery or thru irresistible force	2. Valid Comprehensive General Liability Insurance Policy to include the provision to cover bodily injury of guests and property losses due to armed robbery or thru irresistible force
	6. Valid Fire Safety Inspection Certificate	3. Valid Fire Safety Inspection Certificate
	8. Management Contract, if applicable	Note: If management Contract expired, submit a renewed copy
	9. If located in a protected area, copy of the Memorandum of Agreement with the Protected Area Management Board or protected Area Wildlife Bureau, whichever is applicable (For ec lodge only)	
Homestay	Proof of Attendance to DOT Conducted Training for Homestay or training from any DOT recognized or accredited training center	
Travel and Tour Services		
Tourist Air Transport Operator	1. Valid Mayor's permit and/or Municipal license	1. Valid Mayor's permit and/or Municipal license
	2. If corporations/partnership, SEC Registration Certificate and Articles of Incorporation and its By-laws	Note: Amendment to Articles of Incorporation and its by laws (if applicable)
	3. If Single Proprietorship, valid DTI Business Name Certificate.	Note: If business name expired, submit a renewed copy
	4. For foreign nationals, valid visa from Bureau of Immigration and work permit from the Department of Labor and Employment	Note: If visa or work permit expired, submit a renewed copy
	5. Valid franchise to operate the aircraft issued by the Civil Aeronautics Board (CAB)	Note: If franchise expired submit a renewed copy
	6. Valid Certificate of airworthiness from the Civil Aviation Authority of the Philippines (CAAP)	2. Valid Certificate of airworthiness from the Civil Aviation Authority of the Philippines (CAAP)
Tourist Land Transport	1. Valid Mayor's permit and/or Municipal license	1. Valid Mayor's permit and/or Municipal license
	2. If corporations/partnership, SEC Registration and Articles of Incorporation	Note: Amendment to Articles of Incorporation and its by laws (if applicable)
	3. If Single Proprietorship, valid DTI Business Name Certificate.	Note: If business name expired, submit a renewed copy
	4. For Cooperatives – Articles of Cooperation and its by-laws	Note: Amendment to the Articles of Cooperation and its by laws (if applicable)
	5. Picture of garage with lined up units	
	6. NAIA Concession Agreement for NAIA transport operators	Note: If NAIA concession agreement expired, submit a renewed copy
For Vehicles	1. Valid tourist transport franchise issued by the LTFRB	1. LTFRB confirmation of units for the current year
	2. Certificate of Registration of vehicles	
	3. Official Receipt of Registration with the Land Transportation office for the current year	2. Official Receipt of Registration with the Land Transportation Office for the current year
For Drivers	1. Proof of Attendance to the DOT conducted Training Seminar for Drivers	

For Drivers	2. Valid driver's License	Note: If Valid driver's License expired, submit a renewed copy
Type of Service	Documentary Requirements	
	New	Renewal
Primary Tourism Enterprises		
Travel and Tour Services		
Tourist Water Transport	1. Valid Mayor's permit and/or Municipal license	1. Valid Mayor's permit and/or Municipal license
	2. If corporations/partnership, SEC Registration Certificate and Articles of Incorporation and its By-laws	Note: Amendment to Articles of Incorporation and its by laws (if applicable)
	3. If Single Proprietorship, valid DTI Business Name Certificate.	Note: If business name expired, submit a renewed copy
	4. Certificate of Public Convenience issued by MARINA	2. Certificate of Public Convenience and/or Provisional Authority and/or Certificate of CPC under Process issued by MARINA
	5. Valid Certificate of inspection from MARINA	3. Valid Certificate of inspection from MARINA
	6. Certificate of Compliance with MARINA MC65/65A	4. Certificate of Compliance with MARINA MC65/65A
Meetings, Incentive, Conventions and Exhibit Facilities	1. Valid Mayor's permit and/or Municipal license	1. Valid Mayor's permit and/or Municipal license
	2. If corporations/partnership, SEC Registration Certificate and Articles of Incorporation and its By-laws	Note: Amendment to Articles of Incorporation and its by laws (if applicable)
	3. If Single Proprietorship, valid DTI Business Name Certificate.	Note: If business name expired, submit a renewed copy
Meetings, Incentives, Conventions and Exhibit Organizers	1. Valid Mayor's permit and/or Municipal license	1. Valid Mayor's permit and/or Municipal license
	2. If corporations/partnership, SEC Registration Certificate and Articles of Incorporation and its By-laws	Note: Amendment to Articles of Incorporation and its by laws (if applicable)
	3. If Single Proprietorship, valid DTI Business Name Certificate.	Note: If business name expired, submit a renewed copy
	4. Proof of successfully organizing for the past two years at least five(5) national or international conventions (may be written testimonials from Presidents or Chairman of events handled)	
	5. Audited Financial statements reflecting a working capital of P100,00.00	2. Audited Financial statements reflecting a working capital of P100,00.00
Ecotour Operator	1. Valid Mayor's permit and/or Municipal license	1. Valid Mayor's permit and/or Municipal license
	2. If corporations/partnership, SEC Registration Certificate and Articles of Incorporation and its By-laws	Note: Amendment to Articles of Incorporation and its by laws (if applicable)
	3. If Single Proprietorship, valid DTI Business Name Certificate.	Note: If business name expired, submit a renewed copy
	4. Certificate of attendance of the lead ecoguide to the training for the activity offered	
	5. P50,000.00 Comprehensive General Liability Insurance for guests to cover bodily injury of guests and property losses including those resulting from armed robbery or thru irresistible force	2. P50,000.00 Comprehensive General Liability Insurance for guests to cover bodily injury of guests and property losses including those resulting from armed robbery or thru irresistible force
Travel and Tour Agencies	1. Valid Mayor's permit and/or Municipal license	1. Valid Mayor's permit and/or Municipal license
	2. If corporations/partnership, SEC Registration Certificate and Articles of Incorporation and its By-laws	Note: Amendment to Articles of Incorporation and its by laws (if applicable)
	3. If Single Proprietorship, valid DTI Business Name Certificate.	Note: If business name expired, submit a renewed copy
	4. Proof of working capital of P500,000.00: For existing enterprises - If corporation/partnership, P500,000.00 Paid-up/partners capital in Articles of Incorporation/Partnership; If single proprietorship, original copy of bank certification with cheque writer	2. Audited Financial Statements and Income Tax Return for the preceeding year reflecting a minimum working capital requirement of P500,000.00
	5. For foreign nationals, valid visa from Bureau of Immigration and work permit from the Department of Labor and Employment	Note: If visa or work permit expired, submit a renewed copy
	6. Tour Packages with Itineraries	Note: Any updated or new tour packages with itineraries

Travel and Tour Agencies	7. For tour operators with branches, affidavit executed by the general manager of the main office acknowledging the existence of said branch/es	
	8. For general manager, proof of three (3) years managerial experience in travel and tour agency operations or proof of passing a travel and tour operator management course conducted by a DOT accredited training center	

Primary Tourism Enterprises

Type of Service	Documentary Requirements	
	New	Renewal
Sports and Recreational Facilities		
Tourism Related Enterprises	1. Valid Mayor's permit and/or Municipal license	1. Valid Mayor's permit and/or Municipal license
	2. If corporations/partnership, SEC Registration Certificate and Articles of Incorporation and its By-laws	Note: Amendment to Articles of Incorporation and its by laws (if applicable)
	3. If Single Proprietorship, valid DTI Business Name Certificate.	Note: If business name expired, submit a renewed copy
Dive Shop	1. Valid Mayor's permit and/or Municipal license for the current year	1. Valid Mayor's permit and/or Municipal license for the current year
	2. If corporations/partnership, SEC Registration Certificate and Articles of Incorporation and its By-laws	Note: Amendment to Articles of Incorporation and its by laws (if applicable)
	3. If Single Proprietorship, valid DTI Business Name Certificate.	Note: If business name expired, submit a renewed copy
	4. Valid Certificate of accreditation from the Philippine Commission on Sports Scuba Diving	2. Valid Certificate of accreditation from the Philippine Commission on Sports Scuba
Amusement Park	1. Valid Mayor's permit and/or Municipal license	1. Valid Mayor's permit and/or Municipal license
	2. If corporations/partnership, SEC Registration Certificate and Articles of Incorporation and its By-laws	Note: Amendment to Articles of Incorporation and its by laws (if applicable)
	3. If Single Proprietorship, valid DTI Business Name Certificate.	Note: If business name expired, submit a renewed copy
	4. Valid Fire Saftey Inspection Certificate	2. Valid Fire Saftey Inspection Certificate
Adventure and Ecotourism Facility	1. Valid Mayor's permit and/or Municipal license	1. Valid Mayor's permit and/or Municipal license
	2. If corporations/partnership, SEC Registration Certificate and Articles of Incorporation and its By-laws	Note: Amendment to Articles of Incorporation and its by laws (if applicable)
	3. If Single Proprietorship, valid DTI Business Name Certificate.	Note: If business name expired, submit a renewed copy
	4. If located in a protected area, copy of the Memorandum of Agreement with the Protected Area Management Board or protected Area Wildlife Bureau, whichever is applicable	

Secondary Tourism Enterprises

Type of Service	Documentary Requirements	
	New	Renewal
Health and Wellness Facilities		
Ambulatory Clinic	1. Valid Mayor's permit and/or Municipal license	1. Valid Mayor's permit and/or Municipal license
	2. If corporations/partnership, SEC Registration Certificate and Articles of Incorporation and its By-laws	Note: Amendment to Articles of Incorporation and its by laws (if applicable)
	3. If Single Proprietorship, valid DTI Business Name Certificate.	Note: If business name expired, submit a renewed copy
	4. Valid Professional Regulations Commission License of medical and dental doctors	2. Valid Professional Regulations Commission License of medical and dental doctors
	5. Valid License to Operate issued by the Bureau of Health Facilities and Services of the Department of Health	3. Valid License to Operate issued by the Bureau of Health Facilities and Services of the Department of Health
	6. Valid Fire Saftey Inspection Certificate	4. Valid Fire Saftey Inspection Certificate

Medical Concierge	1. Valid Mayor's permit and/or Municipal license	1. Valid Mayor's permit and/or Municipal license
	2. If corporations/partnership, SEC Registration Certificate and Articles of Incorporation and its By-laws	Note: Amendment to Articles of Incorporation and its by laws (if applicable)
	3. If Single Proprietorship, valid DTI Business Name Certificate.	Note: If business name expired, submit a renewed copy
	4. Valid Fire Safety Inspection Certificate, if applicable	2. Valid Fire Safety Inspection Certificate, if applicable
	5. Notarized list of affiliated dentists, medical doctors, DOT accredited establishments such as tertiary hospitals, ambulatory clinics, hotels and other accommodations, spa establishments, travel/tour agencies and other tourism related establishments	Note: Notarized list of any addition or changes in the submitted list of affiliated dentists, medical doctors, DOT accredited establishments such as tertiary hospitals, ambulatory clinics, hotels and other accommodations, spa establishments, travel/tour agencies and other tourism related establishments
Spa	1. Valid Mayor's permit and/or Municipal license	1. Valid Mayor's permit and/or Municipal license
	2. If corporations/partnership, SEC Registration Certificate and Articles of Incorporation and its By-laws	Note: Amendment to Articles of Incorporation and its by laws (if applicable)
	3. If Single Proprietorship, valid DTI Business Name Certificate.	Note: If business name expired, submit a renewed copy
	4. For foreign nationals, valid visa from Bureau of Immigration and work permit from the Department of Labor and Employment	Note: If visa and work permit expired, submit a renewed copy
	5. Valid Fire Safety Inspection Certificate, if applicable	2. Valid Fire Safety Inspection Certificate, if applicable
	6. Valid DOH License as as duly registered massage therapist or appropriate Philippine Regulations Commission License (For massage supervisor only)	Note: if DOH License as as duly registered massage therapist or appropriate Philippine Regulations Commission License of massage supervisor expired, submit a renewed copy
Tertiary Hospital	1. Valid Mayor's permit and/or Municipal license	1. Valid Mayor's permit and/or Municipal license
	2. If corporations/partnership, SEC Registration Certificate and Articles of Incorporation and its By-laws	Note: Amendment to Articles of Incorporation and its by laws (if applicable)
	3. If Single Proprietorship, valid DTI Business Name Certificate.	Note: If business name expired, submit a renewed copy
	4. Valid Fire Safety Inspection Certificate	2. Valid Fire Safety Inspection Certificate
	5. Valid License to Operate issued by the Bureau of Health Facilities and Services of the Department of Health	3. Valid License to Operate issued by the Bureau of Health Facilities and Services of the Department of Health
Tourism Related Entities		
Department Stores/Shopping Mall	1. Valid Mayor's permit and/or Municipal license	1. Valid Mayor's permit and/or Municipal license
	2. If corporations/partnership, SEC Registration Certificate and Articles of Incorporation and its By-laws	Note: Amendment to Articles of Incorporation and its by laws (if applicable)
	3. If Single Proprietorship, valid DTI Business Name Certificate.	Note: If business name expired, submit a renewed copy
	4. Valid Fire Safety Inspection Certificate	2. Valid Fire Safety Inspection Certificate
Agri Tourism Farms and Facilities	1. Valid Mayor's permit and/or Municipal license	1. Valid Mayor's permit and/or Municipal license
	2. If corporations/partnership, SEC Registration Certificate and Articles of Incorporation and its By-laws	Note: Amendment to Articles of Incorporation and its by laws (if applicable)
	3. If Single Proprietorship, valid DTI Business Name Certificate.	Note: If business name expired, submit a renewed copy
Restaurants	1. Valid Mayor's permit and/or Municipal license	1. Valid Mayor's permit and/or Municipal license
	2. If corporations/partnership, SEC Registration Certificate and Articles of Incorporation and its By-laws	Note: Amendment to Articles of Incorporation and its by laws (if applicable)
	3. If Single Proprietorship, valid DTI Business Name Certificate.	Note: If business name expired, submit a renewed copy
	4. For foreign nationals, valid visa from Bureau of Immigration and work permit from the Department of Labor and Employment	Note: If visa and work permit expired, submit a renewed copy
	5. Valid Fire Safety Inspection Certificate	2. Valid Fire Safety Inspection Certificate

Secondary Tourism Enterprises

Type of Service	Documentary Requirements	
	New	Renewal
Tourism Related Entities		
Specialty Shop	1. Valid Mayor's permit and/or Municipal license	1. Valid Mayor's permit and/or Municipal license
	2. If corporations/partnership, SEC Registration Certificate and Articles of Incorporation and its By-laws	Note: Amendment to Articles of Incorporation and its by laws (if applicable)
	3. If Single Proprietorship, valid DTI Business Name Certificate.	Note: If business name expired, submit a renewed copy
Rest areas	1. Valid Mayor's permit and/or Municipal license	1. Valid Mayor's permit and/or Municipal license
Tourism Training Center	1. Valid Mayor's permit and/or Municipal license	1. Valid Mayor's permit and/or Municipal license
	2. If corporations/partnership, SEC Registration Certificate and Articles of Incorporation and its By-laws	Note: Amendment to Articles of Incorporation and its by laws (if applicable)
	3. If Single Proprietorship, valid DTI Business Name Certificate.	Note: If business name expired, submit a renewed copy
	4. List of Training program or module as approved by DOT	Note: Submit any new or revised module
	5. Valid Fire Safety Inspection Certificate	2. Valid Fire Safety Inspection Certificate
Sports and Recreational Facilities		
Museums	1. Valid Mayor's permit and/or Municipal license	1. Valid Mayor's permit and/or Municipal license
	2. If corporations/partnership, SEC Registration Certificate and Articles of Incorporation and its By-laws	Note: Amendment to Articles of Incorporation and its by laws (if applicable)
	3. If Single Proprietorship, valid DTI Business Name Certificate.	Note: If business name expired, submit a renewed copy
Galleries	1. Valid Mayor's permit and/or Municipal license	1. Valid Mayor's permit and/or Municipal license
	2. If corporations/partnership, SEC Registration Certificate and Articles of Incorporation and its By-laws	Note: Amendment to Articles of Incorporation and its by laws (if applicable)
	3. If Single Proprietorship, valid DTI Business Name Certificate.	Note: If business name expired, submit a renewed copy
Shooting Range	1. Valid Mayor's permit and/or Municipal license	1. Valid Mayor's permit and/or Municipal license
	2. If corporations/partnership, SEC Registration Certificate and Articles of Incorporation and its By-laws	Note: Amendment to Articles of Incorporation and its by laws (if applicable)
	3. If Single Proprietorship, valid DTI Business Name Certificate.	Note: If business name expired, submit a renewed copy
	4. Valid Fire Safety Inspection Certificate	2. Valid Fire Safety Inspection Certificate
	5. Valid License from the Bureau of Firearms and Explosives Division of the Philippine National Police	3. Valid License from the Bureau of Firearms and Explosives Division of the Philippine National Police
Tourism Frontliners		
Tour Guide	1. Valid Mayor's permit and/or Municipal license	1. Valid Mayor's permit and/or Municipal license
	2. Certificate of Attendance to the Tour Guiding Seminar Conducted by DOT or DOT accredited training center	2. Proof of attendance to a continuing education program or attendance to a tourism related seminar (at least 20 hours)
	3. Valid health certificate	3. Valid health certificate
	4. Valid NBI clearance	4. Valid NBI clearance
Tourism Trainer	1. Proof of experience and knowledge of the subject matter handled	Proof of Conduct of Training held for the past two (2) years
	2. Copy of Training Program/s as approved by the DOT	Note: Copy of updated module- Modules should be updated every 3 years(if applicable) and approved by the DOT
	3. Valid health certificate	3. Valid health certificate
	4. Valid NBI clearance	4. Valid NBI clearance

NOTE: Aside from the documents as above-mentioned listed, the DOT may from time to time ask for other requirements as deemed necessary.