



REPUBLIC OF THE PHILIPPINES
Office of Tourism Standards and Regulation
APPLICATION FORM
Tourism Training Center

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

TO BE FILLED OUT BY DOT AUTHORIZED PERSONNEL ONLY

APPLICATION NUMBER

Application for

- ☐ New Application
- ☐ Renewal

PROCESSED BY

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

NAME OF TRAINING CENTER:

BUSINESS ADDRESS:

BUSINESS WEBSITE:

CONTACT NUMBERS:

EMAIL ADDRESS:

DATE ESTABLISHED:

MANAGEMENT DETAILS

OWNERSHIP INFORMATION :

OWNERS'/CORPORATION NAME:

ADDRESS:

NATIONALITY (if applicable):

MANAGING COMPANY INFORMATION (if applicable):

COMPANY NAME:

ADDRESS:

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

GENERAL MANAGER

GENARAL 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

☐ ESL (English as Second Language) ☐ Tourism Technical Skills

List of Trainings Courses		No. of Hours	Approved by DOT/ TESDA/ TIBFI? (Yes/No)
1			
2			
3			
4			
5			

(Continue on separate sheet if necessary)

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 officials 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 documents 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	
<div>Submitted Documents</div> <div><input type="checkbox"/> Valid Mayor's Permit/Business License</div> <div><input type="checkbox"/> 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)</div> <div><input type="checkbox"/> List of Training Programs/Modules approved by DOT/ TESDA/ TIBFI</div> <div><input type="checkbox"/> For <i>ESL</i>: Bureau of Immigration Certification on Acceptance of Foreign Students</div> <div><input type="checkbox"/> Other Documents</div>	<div>Evaluator's Remarks</div> <div></div> <div></div> <div></div> <div></div> <div></div>
REMARKS	


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	
<div>Submitted Documents</div> <div><input type="checkbox"/> Valid Mayor's Permit/Business License</div> <div><input type="checkbox"/> 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)</div> <div><input type="checkbox"/> List of Training Programs/Modules approved by DOT/ TESDA/ TIBFI</div> <div><input type="checkbox"/> For <i>ESL</i>: Bureau of Immigration Certification on Acceptance of Foreign Students</div> <div><input type="checkbox"/> Other Documents</div>	<div>Evaluator's Remarks</div> <div></div> <div></div> <div></div> <div></div> <div></div>
REMARKS	

RECEIVED & EVALUATED BY:

Name & Signature of Accreditation Officer

Designation & Unit Assignment

Application No.

Name of Training Center: _____

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)