



DOT MEMORANDUM CIRCULAR NO. 2012-07
Series of 2012

**GUIDELINE FOR SECURING THE
DEPARTMENT OF TOURISM'S (DOT's) ENDORSEMENT
FOR ISSUANCE OF ACCESS PASS PRIVILEGE AT THE
NINYOY AQUINO INTERNATIONAL AIRPORT (NAIA)**


In the exigency of providing smooth movement and expeditious service to airport passengers, the following guidelines shall be followed on the issuance of DOT endorsement for access privilege at the NAIA.

- Only duly designated airport representatives of accommodation establishments or tour and travel agency (inbound) with valid DOT accreditation shall be qualified for issuance of endorsement.
- Number of airport representatives allowed for endorsement:
 - For Hotels and other accommodation enterprises
 - Only one (1) for every one hundred rooms but not to exceed five (5) representatives
 - For travel and tour agencies
 - One (1) permanent representative with one (1) alternate
- To be qualified, the designated airport representative/s shall submit to the DOT the following:
 1. Valid NBI clearance
 2. Certification by the General Manager of the hotel/accommodation enterprise or travel and tour agency that the airport representative is a bonafide employee of the enterprise and earning with a regular salary and not on commission basis.
 3. For foreign employees, valid visa from the Bureau of Immigration and labor permit from the Department of Labor and Employment
- DOT endorsements shall be valid until the expiry date of accreditation of the enterprise unless otherwise specified in the endorsement.
- DOT accredited enterprises shall immediately inform the DOT of any airport representatives who ceased to be connected with its company.
- All applications for DOT endorsements for issuance of access privilege shall be applied on-line at <http://accreditationonline.tourism.gov.ph>.

Any violation of or non-compliance with any of the above stated guidelines, promulgated orders and Rules and Regulations of the Department and the Manila International Airport Authority shall cause the cancellation of the DOT endorsement and/or accreditation of the tourism enterprise.

This Circular shall take effect immediately and shall remain valid unless subsequently superseded.

December 11, 2012.


RAMON R. JIMENEZ JR.
Secretary

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