



Department of Tourism
Records Section
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DOT MEMORANDUM CIRCULAR NO. 2006-09
Series of 2006



**ADOPTION OF SAFETY AND SECURITY MEASURES IN HOTELS, RESORTS
AND OTHER SIMILAR ACCOMMODATION ESTABLISHMENTS**

In line with the Department's thrust of ensuring the safe, convenient and enjoyable stay and travel of both local and foreign tourists as mandated by Executive Order 120, all Department of Tourism accredited hotels, resorts and other accommodation establishments are hereby enjoined to adopt and implement the following guidelines on safety and security measures:

1. Guests', visitors and joiners shall be registered. The guest booking/information sheets shall be properly accomplished and verified through valid official documents, like passport, company ID, driver's license, Social Security System, etc.;
2. Efficient recording of information on vehicles (make/model, color, plate number and name for taxi cabs) ferrying tourists/guests to and from the hotel shall be provided;
3. Efficient ID system for all personnel shall be established;
4. Proper selection of manpower and security personnel shall be conducted;
5. Crisis Management Team whose members have continuous training on hotel security and emergency response, both on man-made and natural disasters shall be organized. The response shall also include evacuation and first aid;
6. Security spotters shall be provided to monitor the movement and other activities of guests/visitors, hotel staff and loiterers. Perimeter roving guards shall also be detailed and establish a record scheme to monitor his task;
7. All public areas of the establishment shall be provided with an electronic surveillance system, fully equipped with modern and high resolution imaging CCTV gadgets manned by a security officer;

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8. Electronic access control device shall be provided in the elevator for high-rise hotels and other similar accommodation establishments;
9. Hotel Managers and/or Security Officers shall undergo annual training program on security and emergency procedures in coordination with the Association of Hotel Security Officers of the Philippines, Inc. (AHSOP) or any concerned government agency; and
10. Linkages with local PNP Commands, hospitals and other concerned agencies shall be institutionalized to respond to emergency situations.

The above-mentioned establishments shall submit within sixty (60) days from the effectivity of this Circular a written report of compliance, after which the Department shall conduct on the spot inspection of the same.

Failure to comply with this Memorandum Circular shall be a valid ground to review the accreditation of the establishment by the Department of Tourism.

For strict compliance.

Manila, 23 August 2006.



JOSEPH H. DURANO
Secretary