

# TOURISM TRAINING CENTER

DOCUMENTARY REQUIREMENTS	
NEW APPLICATION	RENEWAL
Valid Mayor's Permit and/or Business License from the Local Government Unit <b>(REQUIRED: YES)</b>	Valid Mayor's Permit and/or Business License from the Local Government Unit <b>(REQUIRED: YES)</b>
If Single Proprietorship, valid DTI Business Name Certificate  If Corporation/Partnership, SEC Registration Certificate and Articles of Incorporation and its By-Laws  If Cooperative, Articles of Cooperation and its By-Laws  (Upload only the following pages: 1 <sup>st</sup> page with seal, page with primary purpose, list of incorporators, and capitalization.)  <b>(REQUIRED: YES)</b>	Renewed DTI Business Name Certificate, if expired  Amendment to Articles of Incorporation, if applicable  Amendment to Articles of Cooperation, if applicable  (Upload only the following pages: 1 <sup>st</sup> page with seal, page with primary purpose, list of incorporators, and capitalization.)  <b>(REQUIRED: NO)</b>
Notarized List of Names of all Officials and employees (with office designation and Nationality) <b>(REQUIRED: YES)</b>	
List of Training Programs/Modules approved by DOT/TESDA/TIBFI <b>(REQUIRED: YES)</b>	Any new or modified module approved by DOT/TESDA/TIBFI <b>(REQUIRED: NO)</b>
For ESL: - Bureau of Immigration Certification on acceptance of foreign students <b>(REQUIRED: YES)</b>	
Other documents as deemed necessary by DOT (e.g. In case of employed foreign nationals, valid working permit from DOLE and valid visa from Bureau of Immigration and Deportation, etc.) <b>(REQUIRED: NO)</b>	Other documents as deemed necessary by DOT (e.g. In case of employed foreign nationals, valid working permit from DOLE and valid visa from Bureau of Immigration and Deportation, etc.) <b>(REQUIRED: NO)</b>