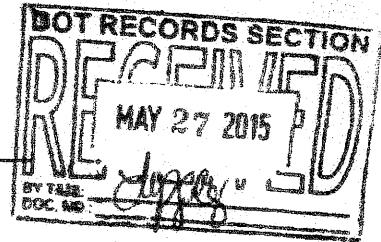




DOT MEMORANDUM CIRCULAR NO. 2015-05
Series of 2015



**STREAMLINED DOCUMENTARY REQUIREMENTS
FOR ACCREDITATION OF TOURISM ENTERPRISES AND FRONTLINERS**

In order to promote efficiency in facilitating the accreditation of tourism enterprises and frontliners, the Department has simplified the submission of documentary requirements which will be uploaded through the Online Accreditation System (<http://accreditationonline@tourism.gov.ph>).

The following matrix of requirements for each type of tourism enterprises and frontliners shall be observed in support of the accreditation applications:

GENERAL REQUIREMENTS	DOCUMENTARY REQUIREMENTS	
	NEW APPLICATION	RENEWAL
	Valid Mayor's Permit and/or Business License from the Local Government Unit	Valid Mayor's Permit and/or Business License from the Local Government Unit
	If Single Proprietorship, valid DTI Business Name Certificate	Renewed DTI Business Name Certificate, if expired
	If Corporation/Partnership, SEC Registration Certificate and Articles of Incorporation and its By-Laws	Amendment to Articles of Incorporation, if applicable
	If Cooperative, Articles of Cooperation and its By-Laws	Amendment to Articles of Cooperation, if applicable
	Notarized List of Names of all Officials and employees (with office designation and Nationality)	
	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.)	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.)

SPECIFIC REQUIREMENTS (BY TYPE OF APPLICATION)		
ACCOMMODATION		
	NEW APPLICATION	RENEWAL
Hotel/Resort/ Apartment Hotel/ Pension House/ Motel/Tourist Inn	Valid Comprehensive General Liability Insurance Policy (Minimum amount of coverage – P 500,000.00)	Valid Comprehensive General Liability Insurance Policy (Minimum amount of coverage – P 500,000.00)
Homestay	Proof of attendance to a Homestay Training conducted by DOT or any DOT recognized or accredited training center.	

TRAVEL AND TOURS SERVICES

	NEW APPLICATION	RENEWAL
Travel and Tour Agency	Proof of working capital of P500,000.00. - For Corporation/Partnership, P500,000.00 Paid-up/partners capital; - For single proprietorship, original copy of bank certification with cheque writer.	Audited Financial Statements reflecting a minimum of P500,000.00 working capital.
	For General Manager, documents to prove a minimum of three (3) years managerial experience in travel and tour agency operations or proof of passing the Travel and Tour Agency Management Course or its equivalent	
	Affidavit executed by the General Manager declaring/acknowledging the existence of their branch office/s	
Tourist Land Transport Operator	Valid LTRFB Tourist Transport Service Franchise of the Vehicles	Valid LTRFB Tourist Transport Service Franchise or Approved Extension of Validity (if expired or for newly applied vehicles)
	LTO Certificate of Registration of Vehicles	LTO Certificate of Registration of Vehicles (required for newly applied vehicles only)
	LTRFB Confirmation of Units of the current year	LTRFB Confirmation of Units of the current year
	Valid NAIA Concession Agreement for Tourist Coupon/Metered Taxi Operator	Valid NAIA Concession Agreement, if expired or for newly applied vehicles
		Expired DOT stickers issued to tourist vehicles (to be surrendered prior to release of accreditation certificate)
	Proof of attendance to DOT conducted Seminar for Tourist Drivers	Proof of attendance to DOT conducted Seminar for Tourist Drivers (for newly applied drivers)
Tourist Air Transport Operator	Valid Certificate of Airworthiness from Civil Aviation Authorization of the Philippines (CAAP)	Valid Certificate of Airworthiness from CAAP (if expired or for newly applied aircraft)
	Valid Franchise to operate the aircraft issued by Civil Aeronautics Board (CAB)	Valid franchise by CAB (if expired or for newly applied aircraft)
Tourist Water Transport Operator	Valid Certificate of Public Convenience issued by Maritime Industry Authority (MARINA)	Valid CPC and/or Provisional Authority from MARINA (if expired or for newly applied aircraft)
	Valid Certificate of Inspection by MARINA	Valid Certificate of Inspection by MARINA (if expired)
	Valid Certificate of Compliance with MC 65/65A of MARINA	Valid Certificate of Compliance with MC 65/65A of MARINA (if expired)

MICE Facility/Venue	General Requirements only	General Requirements only
PCO/MICE Organizer	Proof of successfully organizing at least five (5) national or international conventions for the past two (2) years or written testimonials from the event organizer	
	Audited Financial Statements reflecting a minimum working capital of One Hundred Thousand Pesos (P100,000.00).	Audited Financial Statements reflecting a minimum working capital of One Hundred Thousand Pesos (P100,000.00).

HEALTH AND WELLNESS SERVICES

	NEW APPLICATION	RENEWAL
Ambulatory Clinic	Valid License to Operate from the Health Facility Services Regulatory Bureau (HFSRB) of the Department of Health (DOH) or its equivalent	Valid License to operate from the HFSRB of the DOH or its equivalent (if expired)
Tertiary Hospital	Valid License to Operate from the Health Facility Services Regulatory Bureau (HFSRB) of the Department of Health (DOH) or its equivalent	Valid License to operate from the HFSRB of the DOH or its equivalent (if expired)
Spa	Valid DOH License as duly registered massage therapist for massage supervisors	Valid DOH License as duly registered massage therapist for massage supervisors
Medical Concierge	Notarized List of Affiliated dentists, medical doctors, DOT accredited establishments such as tertiary hospitals, accommodations, travel and tour agencies and tourism related establishments	

TOURISM RELATED ENTERPRISES


	NEW APPLICATION	RENEWAL
Department Store Shopping Mall Restaurant Tourism Recreational Facility	General requirements only	General requirements only
Agri-Tourism Farm Specialty Shop Rest Areas in Gas Stations	General requirements only	General requirements only
Tourism Training Center	List of Training Programs/Modules approved by DOT/TESDA/TIBFI	Any new or modified module approved by DOT/TESDA/TIBFI
	For ESL: - Bureau of Immigration Certification on acceptance of foreign students	

Dive Shop	Valid Certificate of Accreditation from the Philippine Commission on Sports Scuba Diving (PCSSD)	Valid Certificate of Accreditation from the Philippine Commission on Sports Scuba Diving (PCSSD)
Shooting Range	Valid License from the Bureau of Firearms and Explosives Division of the Philippine National Police (PNP)	Valid License from the Bureau of Firearms and Explosives Division of the PNP
<u>TOURISM FRONT LINERS</u>		
	NEW APPLICATION	RENEWAL
Tour Guides	Valid Occupational/Working Permit	Valid Occupational/Working Permit
	Certificate of Training to the Tour Guiding Seminar conducted by DOT or DOT accredited training center	Proof of attendance to a continuing education program or attendance to a tourism related seminar (at least 20 hours)
	Valid Health Certificate	Valid Health Certificate
	Valid NBI Clearance, except for Senior Citizen	Valid NBI Clearance, except for Senior Citizen
Tourism Trainor	Valid Occupational/Working Permit	Valid Occupational/Working Permit
	Training Modules approved by DOT/TESDA/TIBFI	Any new or modified module approved by DOT/TESDA/TIBFI

All previous Memorandum Circulars inconsistent with the foregoing are hereby modified, amended or repealed accordingly.

This Memorandum Circular shall take effect immediately after publication in a newspaper of general circulation or in the Official Gazette. Let three (3) copies hereof be filed with the Office of National Administrative Register (ONAR), UP Law Center pursuant to Presidential Memorandum Circular No. 11, dated 09 October 1992.

19 May 2015.


RAMON R. JIMENEZ JR.
 Secretary