



Republic of the Philippines
Province of Zamboanga del Sur
MUNICIPALITY OF BAYOG
7011

OFFICE OF THE SANGGUNIANG BAYAN

MUNICIPAL ORDINANCE NO. 13-208-17
AN ORDINANCE ADOPTING THE MUNICIPALITY OF BAYOG TOURISM
CODE WHICH PROVIDES FOR THE MANAGEMENT, PROMOTION
AND ADVANCEMENT OF THE BAYOG TOURISM INDUSTRY.

WHEREAS, it is widely acknowledged that tourism can serve as the primary engine of growth for the local economy, and become the focal point of related projects and initiatives;

WHEREAS, Bayog possesses an enormous tourism potential which, if it is tapped and developed, could generate revenue for local businesses, create jobs, and improve basic services to the community;

WHEREAS, the adoption of a tourism code, a blueprint of progress and development for the tourism in the municipality, paves the way for the realization of our community's aspiration to become the Mecca for tourists of every stripe who travel to our municipality from every corner of the world, and from every part of the Philippines;

NOW THEREFORE, on motion of Hon. Junel P. Bacbac with the unanimous accord of the Sangguniang Bayan present;

RESOLVED, AS IT IS HEREBY RESOLVED, by the 13th Sangguniang Bayan of Bayog, Zamboangadel Sur on its 38th Regular session assembled to enact the following Ordinance:

PART 1
ARTICLE ONE
GENERAL PROVISIONS

SECTION 1. TITLE -This Ordinance shall be known as the " BAYOG TOURISM CODE".

SECTION 2. SCOPE.This Ordinance shall outline the over-all tourism operations and management in Bayog including parks and tourists areas. It includes the creation and development of a team to handle the tourism activities, projects and events, as well as the promotional program of Bayog. This Ordinance shall likewise provide for the accreditation and regulation of the operation of tourism oriented establishments.

SECTION 3. DEFINITION OF TERMS. –

(a) **ACCREDITATION.**- A certification issued by either the Department of Tourism or the municipal Tourism and Promotions Office recognizing that the establishment has complied with the minimum requirements set in its operation.

(b) **APARTMENT-HOTEL (APARTEL).** - any building or edifice containing several independent and furnished or semi-furnished apartments, regularly leased to tourist and travelers for a period of not less than one day.

(c) **ASSOCIATION.** -an organization of person/entities having the subject of tourism as common interest.

(d) **BAR (KTV/Videoke), COCKTAIL LOUNGE/NIGHT OR DAY CLUBS, SUPER CLUBS.** - Bars are establishments where intoxicating and fermented liquors or malt are sold in addition to cooked food. It may also feature videoke entertainment or live bands. Night or Day Club includes any place frequented at night-time or day-time, as the case may be, where patrons are served food and drinks and are allowed to dance with their partners or with professional dance instructors.

Super Club includes any establishment where food and drinks are served to its patrons, with musicians or jukeboxes/record players installed within its premises, and where patrons may dance with their companions.

(e) **BPLO.** - Business Permit and Licensing Office.

- (f) **MUNICIPALITY** - The Municipal Government of Bayog.
- (g) **CODE** - The Local Government Code of 1991 (Republic Act No. 7160).
- (h) **DAY SPA**. A spa offering a variety of professional administered spa services to clients on a day use basis.
- (i) **DESTINATION SPA**. - a spa which has for its sole purpose to provide clients with lifestyle improvement and health enhancement through professionally administered spa services such as physical fitness, education, programming and on-site accommodations where spa cuisine or healthy food is offered.
- (j) **DOH** -Department of Health.
- (k) **DOT** - Department of Tourism.
- (l) **DEPARTMENT STORE**.- a store which sells or carries several lines of merchandises in separate sections including one devoted to *native/Filipiniana* items.
- (m) **FOREIGNER** - any person who is not a Filipino citizen who came to explore and visit the Municipality.
- (n) **FRONT LINERS** - refer to employees who have direct contact to customers.
- (o) **GYM**. - refers to fitness centers.
- (p) **HOTEL** . - any building, edifice or premises which offers venue for receptions, functions, seminars/conventions/forums, accommodations or lodging of travelers or tourist for a fee.
- (q) **INBOUND TOUR** - a tour in the Municipality or any place within the Province.
- (r) **INLAND RESORT** – resort located within the town proper.
- (s) **LICENSE** - the privilege or authority granted by the Barangay Permit & Licensing Office (BPLO) to own, operate, manage and maintain a tourist establishment.
- (t) **MOTORISTS HOTEL (MOTEL)** - any structure with several units, primarily located along the highway with individual or common parking space at which motorists may obtain lodging and, in some instances, meals.
- (u) **MUSEUM** - refers to establishments showcasing historical artifacts.
- (v) **NATIONAL HOMESTAY PROGRAM** - a program of the Department of Tourism which provides travelers with comfortable accommodations with Filipino families in areas near tourist attractions.
- (w) **BTC** - Bayog Tourism Council.
- (x) **OUTBOUND TOUR** - a tour to, or any other place, outside the Philippines.
- (y) **PENSION HOUSE** -a private or family-oriented tourist boarding house or tourist lodging house, employing non-professional domestic helpers, regularly catering to tourist and/or travelers. Containing several independent lettable rooms, providing common facilities such as toilets, bathrooms/showers, living and dining rooms and/or kitchen and where a combination of board and lodging may be provided.
- (z) **PROFESSIONAL EVENT ORGANIZER** - any person engaged in the arrangement of any event for commercial purposes.
- (aa) **PTA** - Philippine Tourism Authority.

- (bb) REGISTRATION** - the listing of tourism-oriented and tourism-related establishments, including those offering training and promotion programs, after such establishments and facilities shall have been certified by the Municipal Government of Bayog, through the Municipal Information and Tourism Promotion Office (MITPO) as having conformed to the minimum standards/requirements in accordance with this Ordinance.
- (cc) RESORT** – any place or places with a pleasant environment and atmosphere conducive to a comfortable, healthful relaxation, offering food, sleeping accommodations and recreational facilities to the public for a fee.
- (dd) RESORT/HOTEL SPA** - a spa owned by and located within a resort or hotel providing professionally administered spa services, fitness and wellness components.
- (ee) RESTAURANT** - any establishment offering to the public regular and specialized items and souvenir products.
- (ff) SHOP** - any small retail establishment specializing in *Filipiniana* or other specialized items and souvenir products.
- (gg) SPA** - refers to establishments which offers complete relaxation to its clients for beauty and wellness.
- (hh) SPECIAL INTEREST RESORT** - refers to resorts providing the facilities and equipment for the conduct of special interest activities, wildlife observation and bird watching, backpacking, camping, trail riding (either motorized or horseback), target shooting and hunting, and theme parks.
- (ii) SPORTS AND RECREATIONAL FACILITIES** - establishments/resorts providing sports and recreational facilities such as, swimming pools, bowling lanes, tennis courts, squash courts, golf course, riding range, shooting range, archery range, aquatic/water sports arrangements, fishing, water skiing and similar facilities forming part of the resort.
- (jj) TENANT** - any tourist or traveler who is registered as paying occupant of any apartment-hotel.
- (kk) THEATERS** - refers to establishments used as venue for the performing arts.
- (ll) TOUR GUIDE** - an individual who is licensed by the BPLO and accredited by the MITPO to guide tourists, both foreign and domestic, for a fee, commission or any other form of lawful remuneration.
- (mm) TOURISM-ORIENTED ESTABLISHMENT** - any establishment which is registered and licensed by the appropriate offices of the Government which caters directly to tourists, whether domestic or foreign.
- (nn) TOURISM-RELATED ESTABLISHMENTS** - any establishments or enterprise which may or may not be registered with the MITPO but which caters incidentally to both foreign and local travelers and tourists.
- (oo) TRAINING CENTER** - any establishment which offers one or more training programs for tourism manpower development and which is equipped with training facilities, equipment and instructional staff.
- (pp) TRAINING PROGRAM** - a module designed for tourism manpower development.
- (qq) TRAINER** - any individual who conducts training programs as specified in the preceding paragraph.
- (rr) TOURIST INN** - a lodging establishment catering to local and foreign tourists not meeting the minimum requirements of an economy hotel
- (ss) TOURIST LAND TRANSPORT UNIT** -any vehicle, carriage or conveyance moving on wheels or tunnels used on public roads and highways and catering to tourists.
- (tt) TOURIST TRANSPORT OPERATOR** - a person or entity which may either be a single proprietorship, partnership or corporation, regularly engaged in providing for a fee or lawful consideration, tourist transport services as hereinafter defined, either on charter or regular run.

(uu) TOURIST WATER AND AIR TRANSPORT OPERATOR - any water craft or air conveyance catering to tourists.

(vv) TRAVEL AGENCY -an entity which may either be a single proprietorship, partnership or corporation regularly engaged in the business of extending to individual or groups, such services pertaining to documentation of travel papers, ticketing, sales and/or accommodation, handling and/or conduct of tours within or outside the Philippines whether or not for a fee, commission or any form of compensation.

**ARTICLE TWO
SUPERVISION AND CONTROL**

SECTION 4. SUPERVISION AND CONTROL.

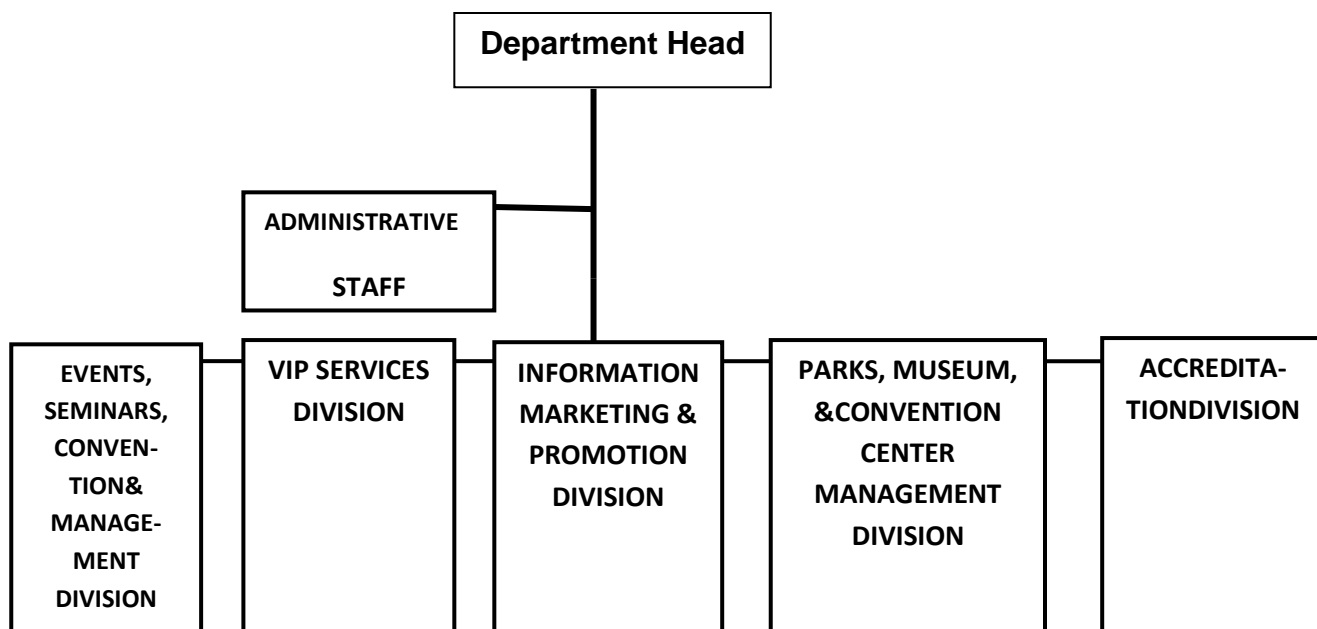
(a) THE OFFICE OF THE MUNICIPAL MAYOR - The Municipal Mayor as the local chief executive shall be the officer in charge of all tourism programs of the Municipality of Bayog. He shall designate the chairperson/s of scheduled tourism and promotional programs which are observed and celebrated regularly in the Municipality.

(b) THE HEAD OF THE MUNICIPAL INFORMATION AND TOURISM PROMOTIONS OFFICE - The Head of the Municipal Information and Tourism Promotions Office (MITPO) shall perform all functions and responsibilities related to tourism and promotions, and coordinate with different offices regarding the implementation of projects and programs of the Municipality.

(c) THE COMMITTEE ON TOURISM OF THE SANGGUNIANG BAYAN -The Committee on Tourism shall be responsible for enacting legislative measures concerning the promotion of tourism in the Municipality of Bayog and shall likewise assist in the execution of the said program.

**ARTICLE THREE
ORGANIZATIONAL SET UP**

SECTION 5. CREATION OF MUNICIPAL INFORMATION AND TOURISM PROMOTIONS OFFICE. To fully implement the Tourism Programs of this Municipality, there shall be a separate department to be created to handle the administrative and technical responsibilities of each Municipal Tourism Project. The Information and Tourism Promotions Office shall likewise devise the annual Tourism Plans and Programs and shall recommend legislative measures to the Sangguniang Bayan for the Tourism and promotions of the Municipality.



SECTION 6. FUNCTIONS OF THE MUNICIPAL INFORMATION AND TOURISM

PROMOTIONS OFFICE.

- (a) Organize events and activities that will promote the local culture and tourism attractions of the Municipality.
- (b) Supervise the operations and maintenance of municipality-owned and managed tourist destination areas like parks, convention centers, museum, resorts and picnic areas to ensure the cleanliness and beauty of each facility.
- (c) Conduct Tour Packages that will result in the influx of tourists, both foreign and domestic.
- (d) Design and implement the promotional and marketing structure of Bayog.
- (e) Organize and conduct culture and tourism seminars, summits and trainings.
- (f) Conduct inspection and accreditation of Tourism Establishments.
- (g) Organize fund raising projects and events and accept donations, sponsorships and solicitations, through the municipal Mayor, for city tourism programs and parks beautification.
- (h) Conduct surveys, research and other data gathering activities to support each tourism program.
- (i) Represent the Municipal in any tourism or promotional activities within the locality, in the region, national and international levels.
- (j) Perform and execute any tourism or promotional related activities and programs.

SECTION 7. CREATION, COMPOSITION AND TERM OF OFFICE OF THE MUNICIPAL TOURISM COUNCIL -The Municipal Information & Tourism Council (MITC) is hereby created to compose as follows:

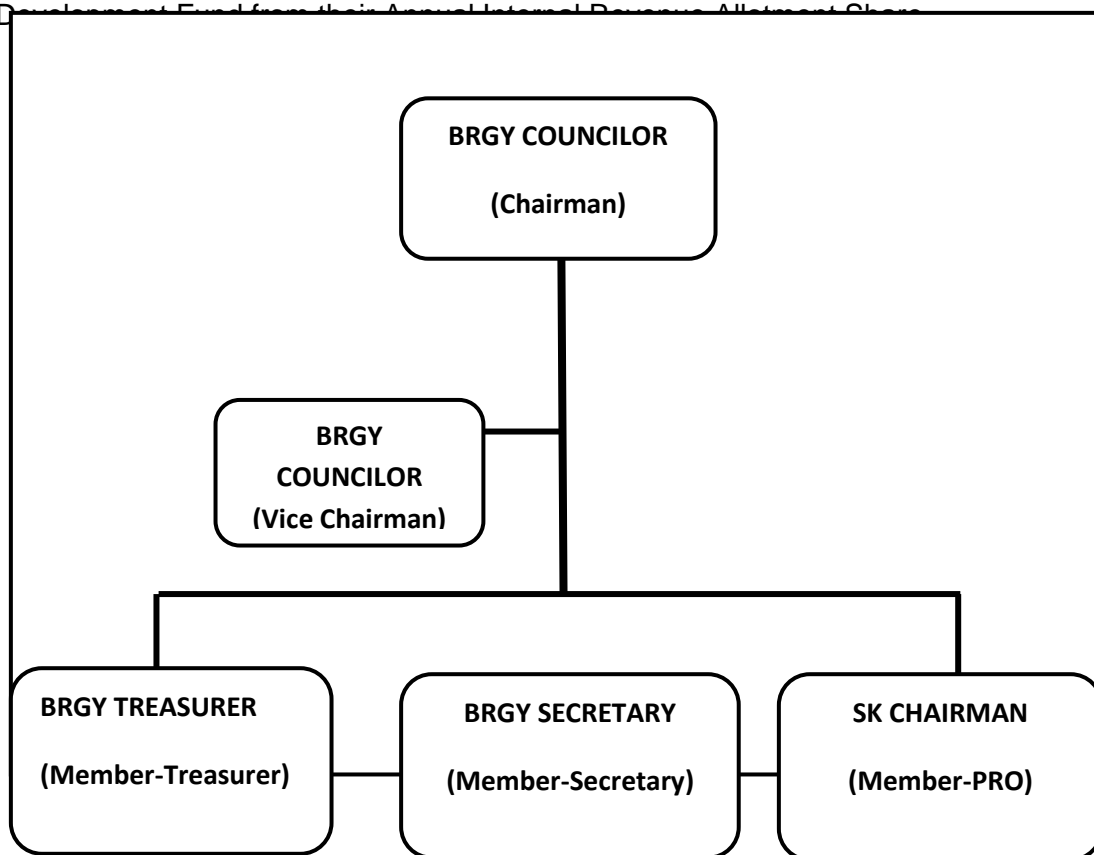
- Chairman** - **Municipal Mayor**
- Vice Chairman** - **Municipal Vice Mayor**
- Members:**
 - **SB Member (Chairman, Committee on Tourism)**
 - **SB Member (Chairman, Committee on Environment)**
 - **SB Member (Chairman, Committee on Transportation)**
 - **President, Ligangmga Barangay**
 - **Municipal Information and Tourism Promotion Officer**
 - **Municipal Environment and Natural Resources Officer**
 - **Municipal Health Officer**
 - **Municipal Engineer**
 - **Municipal Planning Development Coordinator**
 - **Municipal Licensing Officer**
 - **Municipal Local Government Operations Officer**
 - **Chief of Police, Bayog Municipal Police Station**
 - **Punong Barangay, Kahayagan**
 - **Punong Barangay, Balumbonan**
 - **Punong Barangay, Lamare**
 - **Punong Barangay, Datagan**
 - **Punong Barangay, Sigacad**
 - **Punong Barangay, Poblacion**
 - **Bayog Schools District Supervisor**
 - **Principal, Bayog National High School**
 - **Representative from JHCSC-Bayog ESU**
 - **Representative from Transportation Sector**
 - **Representative, Indigenous People/Cultural Communities**
 - **Representative, Non-Government Organization**
 - **Representative from Tour Guides Association**
 - **Representative from Travel Agencies Association**
 - **Chairman, Bayog Chamber of Commerce**
 - **Representative from Home Stay Association**

DUTIES AND RESPONSIBILITIES - The Tourism council shall have the following duties and responsibilities:

1. Ratify all Certificates of Registration issued to tourism establishments.
2. Exercise appellate jurisdiction on decisions or actions of the municipality Municipal Information and Tourism Promotion Office non matters involving the issuance, renewal, revocation or denial of Certificates of Registration and/or License of a Tourism Establishment, and other cases arising from the implementation of this ordinance shall resolve the same, within fifteen (15) days from termination of the hearing.
3. When public interest requires and upon recommendation of the Municipal Information and Tourism Promotion Office, authorizes special inspection of tourism establishments.
4. Formulate and recommends, policies and programs aimed at promoting the tourism industry in Bayog such as, Tourism Development Plan. (TDP)
5. Perform other duties and responsibilities as maybe required by law or this ordinance

SECTION 8. CREATION OF THE BARANGAY COMMITTEE ON TOURISM -

To provide a backbone to all municipal tourism programs and projects, there shall be created a Committee on Tourism in every Barangay in the Municipality of Bayog. Each Barangay shall be encouraged to allocate at least five (5) percent of the 20% Development Fund from their Annual Internal Revenue Allotment Share.



SECTION 9. FUNCTIONS OF THE BARANGAY COMMITTEE ON TOURISM –

- (a) Formulate plans and programs for tourism and beautification in the Barangay level.
- (b) Identify tourist destination areas in the Barangay.
- (c) Manage Barangay Tourist destination areas such as the following, but not limited to covered courts, museum, parks and playground.
- (d) Prepare Barangay facts and figures and marketing materials
- (e) Design and execute appropriate marketing and promotion plans
- (f) Strive for the creation of a product of their Barangay.
- (g) Organize fund raising projects and events and accept donations, sponsorships and solicitations, through a Barangay Resolution for Barangay Tourism programs and parks beautification.
- (h) Coordinate and participate in all Municipal Tourism activities and projects.

ARTICLE FOUR
TOURISM EVENTS, PARKS, RESORTS, CONVENTION AND CULTURE
OF EXCELLENCE AND TOURIST POLICE

SECTION 10. TOURISM EVENTS - The Municipality shall organize various activities that will aim at promoting Bayog and at the same time providing direct and indirect income to its constituents. The Municipal Information and Tourism Promotions Office shall spearhead and promote the established and recognized annual/regular tourism programs and special events in the Municipality of Bayog which includes, but shall not be limited to the following:

- (a) ARAW NG BAYOG – Every 8th day of May every year
- (b) POBLACION PATRON FIESTA CELEBRATION – (19TH day of March)

SECTION 11. MUNICIPAL PARKS, RESORT AND CONVENTION - The Municipality shall continuously upgrade and beautify all its parks and playground. The MITPO shall oversee the following Municipal Tourist destination areas, while the Barangay Tourism Committees shall manage their respective areas:

- (a) GLUPA GULEAN ECOPARK – Kahayagan, Bayog, Zamboangadel Sur
- (b) BALUMBONAN SUBMERGED RIVER – Balumbonan, Bayog, Zamboangadel Sur
- (c) CHILDREN'S PARK – Poblacion, Bayog, Zamboangadel Sur
- (d) CAWA – CAWA SPRING – Lamare, Bayog, Zamboangadel Sur
- (e) BUCO FALLS – Kahayagan, Bayog, Zamboangadel Sur
- (f) LUPISAN FALLS – Datagan, Bayog, Zamboangadel Sur
- (g) SIGACAD HOT SPRING -Sigacad, Bayog, Zamboanga del Sur
- (h) Barangay covered courts, museums, parks and playground
- (i) LAMARE TWIN FALLS -Lamare, Bayog, Zamboanga del Sur
- (j) ESCALANTE CAVE -Lamare, Bayog, Zamboanga del Sur
- (k) BAYOG GUANO CAVE -Poblacion, Bayog, Zamboanga del Sur

SECTION 12. CULTURE OF EXCELLENCE - All Bayoganon shall be encouraged to attend a Seminar, emphasizing the importance of Filipino Values, Attitude, Culture, and Service Excellence in relation to Tourism. The history of Bayog, legend, important events and personalities as well as BAYOG Values shall provided for in the module.

- (a) All employees of the Municipal Government shall be required to attend a Culture of Excellence Seminar/Workshop on a regular basis.
- (b) Tourism oriented and related establishments in the Municipality shall be encouraged to require their front liners to undergo the Culture of Excellence Seminar.
- (c) All Tricycle, Jeepney and Bus Drivers shall be required to attend the Culture of Excellence Seminar which shall be integrated with the Annual Driver's Seminar.
- (d) All media organizations shall air/publish public service announcements on the promotion of Filipino Values and Culture in the Tourism context.
- (e) All Academic Institution like Day Care Centers, Primary, Secondary and Tertiary Educational Institutions shall be provided with modules on Culture of Excellence as part of the curriculum of the students which may either be integrated in their Religion or Values Education Subjects, in coordination with the Department of Education in the Municipality of Bayog.

Note:

The Local Chief Executive shall issue an Executive Order to assign a Committee to devise the Lectures, Seminar or Workshop Materials, Modules and Examination for assessment purposes.

SECTION 13. TOURIST POLICE - The Local Chief Executive shall designate Tourist Police to assist in maintaining peace and order, law enforcement and tourist security. They will be assigned in Tourist Information Centers, main streets, and other tourist destination areas.

**PART II
ARTICLE FIVE
ACCREDITATION**

SECTION 14. ACCREDITATION BASIS - All tourism establishments/activities in Bayog shall be classified, accredited and registered in accordance with the Rules and Regulations promulgated by the Department of Tourism.

SECTION 15. ACCREDITATION OF TOURISM-ORIENTED/RELATED ESTABLISHMENTS AND TOUR GUIDES - No person, natural or juridical, shall keep, manage, or operate any building, edifice or premise, or a completely independent part thereof, for the purpose of engaging in the tourism business without having first secured a license permit from the BPLO to operate the same, and a certificate of accreditation of the establishment from the TPD.

SECTION 16. WHO ARE AUTHORIZED TO SIGN THE APPLICATION FOR ACCREDITATION. In the filing of application for accreditation, the following shall be authorized to sign said application;

- (a) In the case of sole proprietorship, the owner thereof or his duly authorized representative.
- (b) In the case of partnership, one of the partners designated on a sworn certification by all partners to sign the application.
- (c) In the case of corporation, the person named in the board resolution as authorized to sign the application or person so designated in its by-laws.

Note: All applicants who wish to apply for the Accreditation Certificate/Seal of Excellence should submit copy of their Mayor's Permit to the Tourism and Promotions Department.

**ARTICLE SIX
INCENTIVES FOR THE MUNICIPAL ACCREDITED TOURISM ESTABLISHMENTS**

SECTION 17. INCENTIVES FOR ACCREDITED TOURISM ESTABLISHMENTS. Tourism-oriented and Tourism-related establishments which are duly registered and licensed by the Municipal Government shall be entitled to the following incentives:

- (a) Assistance to the processing of DOT Accreditation
- (b) "One-Stop-Shop" processing of registration and license which should be completed within a period of five (5) days.
- (c) Free promotion in all publications/brochures/tourism flyers/leaflets/collateral materials.
- (d) Inclusion in Lakbay-Aral Tours/Tour packages
- (e) Incentives provided under the Municipality of Bayog Investment Code.

**ARTICLE SEVEN
ACCREDITATION REQUIREMENTS**

SECTION 18. ACCREDITATION OF TOUR GUIDES.

(a) Tour Guides - Only Filipino citizens may qualify as tour guides; He/She should have established at least one year of residency in the Municipality of Bayog. Tour Guides must undergo training and must be accredited by the MITPO. Accreditation is renewable annually.

(b) Qualifications for Tour Guides:

- (1) Bonafide resident of the Municipality of Bayog
- (2) Fluent in speaking Filipino, English and other foreign languages;
- (3) Physically and mentally fit;
- (4) Computer literate/preferably knowledgeable in foreign language; and
- (5) Preferably tourism graduate.

(c) Requirements:

- (1) Proof that the applicant has passed a seminar for tour guides duly conducted by any of the following: the Department of Tourism, Municipal Government or other government agencies duly authorized by the Department of Tourism to conduct seminars; Provided, however, that this requirement may be waived by the Municipal Government with the concurrence of the Department of Tourism where the applicant possesses special academic or professional qualification relevant to tourism.
- (2) Certificate of good health issued by any duly accredited government physician.
- (3) Clearance from the National Bureau of Investigation.
- (4) In the case of alien application, proof of employment with duly licensed agency, permit to work or registration certificate from the Department of Labor and Employment, and proof of reciprocity which shall consist of a certificate by the proper official of the home state of the applicant to the effect that the law of such state allows or permits reciprocal rights to Filipino citizens to engage in tour guiding which must be properly authenticated.

SECTION 19. ACCREDITATION OF A PROFESSIONAL EVENT ORGANIZER. - For purposes of accreditation the following shall be the minimum requirements for the Professional Event Organizer:

- (a) **Requirement** -Proof that the applicant has secured business permit from the office of the BPLO.
- (b) **Office Requirement** - It shall be located in a business district and must be easily identifiable.

**ARTICLE EIGHT
STANDARD REQUIREMENTS FOR THE OPERATION/MAINTENANCE
OF TOURISM ESTABLISHMENT, ETC.**

SECTION 20. CLASSES OF RESORTS - For purposes of accreditation, resorts shall be classified as follows:

Class "AAA"
Class "AA"
Class "A"
Special Interest Resort

SECTION 21. REQUIREMENTS FOR "AAA" CLASS RESORT - The following are the minimum requirements for the operation and maintenance of an "AAA" Class Resort:

- (a) **Location and Environment** - The resort shall be located in a suitable area, free of noise and atmospheric and marine pollution.
- (b) **Parking** -An adequate parking space with parking security shall be provided free to guests.
- (c) **Facilities and Room Accommodation** -The resort shall have its rooms, facilities and amenities equivalent to those of a First Class Hotel.
- (d) **Public Washrooms** -There shall be a first class and adequate public toilet and bathroom for male and female, provided with sufficient hot and cold running water, toilet paper, soap, hand towel and/or hand drier.
- (e) **Sports and Recreational Facilities** -The resort shall have at least four (4) recreational facilities.
- (f) **Conference Convention Facilities** -Conference convention facilities with attached toilets shall be provided.
- (g) **Employees Facilities** - Uniforms of employees shall be provided by the management of the resort. The front line employees should wear uniforms and IDs. Adequate and well-maintained locker rooms and bathrooms for male and female employees, including cafeteria, shall be provided.

SECTION 22. MINIMUM REQUIREMENTS FOR "AA" CLASS RESORT - The following are the minimum requirements for the operation and maintenance of "AA" Class Resort:

- (a) **Parking** - An adequate parking space with parking security shall be provided free to guests.
- (b) **Facilities and Accommodations** -The resort shall have its rooms, facilities and amenities equivalent to those of a Standard Sized Hotel.

- (c) **Public Washrooms** - There shall be a clean and adequate public toilet and bathrooms for male and female, provided with sufficient running water, toilet paper, soap, and towel and/or drier.
- (d) **Sports and Recreational Facilities** -The resort shall offer at least three (3) sports and recreational facilities.
- (e) **Conference/Convention Facilities** - Conference/convention facilities shall be provided.
- (f) **Employees Facilities** - Uniforms of employees shall be provided by the management of the resort. The front line employees should wear uniforms and IDs. Adequate and well-maintained locker rooms and bathrooms for male and female employees shall be provided.

SECTION 23. MINIMUM REQUIREMENTS FOR "A" CLASS RESORT -The following are the minimum requirements for the operation and maintenance of "A" Class Resort:

- (a) **Parking** - An adequate parking space with parking security shall be provided free to guests.
- (b) **Facilities and Room Accommodations** -The resort shall have its rooms, facilities and amenities equivalent to those of a Standard Sized Hotel.
- (c) **Public Washrooms** - There shall be a clean and adequate public toilet and bathroom for male and female, provided with sufficient running water, toilet paper and soap.
- (d) **Sports and Recreational Facilities** - The resort shall offer at least two (2) sports and recreational facilities.
- (e) **Food and Beverage Outlets** -The resort shall have one (1) food and beverage outlet.

SECTION 24. MINIMUM REQUIREMENTS FOR A SPECIAL INTEREST RESORT - For purposes of registration and licensing, the following are the basic requirements for the establishment, operation, and maintenance of a special interest resort:

- (a) **Location** - The camp and ground sites shall be well-drained and should not be subject to flooding. It shall be distant from any source of nuisance and shall not endanger sources of any water supply and other natural resources.
- (b) **Lounge and Reception Counter** - There shall be a reception counter and a reasonably furnished lounge commensurate with the size of the resort.
- (c) **Room Accommodation** -There shall be at least five (5) bedrooms for permanent site operations. The bedroom shall be reasonably spacious and is provided with comfortable bed(s), as well as sufficient and fresh supply of clean linen and mirror. For movable operation, a minimum of sixteen (16) guests plus the staff shall be accommodated in tents, lean-tos and the like. Where permanent tents are used, flooring shall be at least four (4) inches above the ground. Tents shall be provided with adequate bedding suitable for tropical use. Theme parks may be exempted from these requirements.
- (d) **Toilets and Bathroom** -There shall be separate clean toilet and bathroom facilities for male and female guests which shall be provided with sufficient supply of running water and situated in appropriate and accessible areas. The same shall be provided at the camp site for mobile groups. In the absence of chemical toilets, temporary sanitary latrines shall be provided based on acceptable Philippine standards.
- (e) **Lighting, Furnishing and Ventilation** -Lighting arrangements and furnishing in all rooms shall be either good or standard, and in areas where there is no electric power, each room shall be provided with non-hazardous portable light. Adequate means of ventilation shall be provided.
- (f) **Staff and Service** - An adequate number of trained, experienced, courteous, and efficient staff shall be employed. They shall wear clean uniforms at all times. The front-line staff shall have a good speaking knowledge of English.

SECTION 25. MAINTENANCE AND HOUSEKEEPING -Maintenance of all sections of the resort shall be of acceptable standard, and shall be on continuing basis, taking into consideration the quality of materials used as well as its upkeep. Housekeeping shall be of such a standard ensuring well-kept, clean and pollution-free premises. A pest's control program shall be regularly maintained in all areas of the resort. Regular and hygienic garbage disposal system shall be maintained. Sanitation measures shall be adopted in accordance with the standards prescribed under Presidential Decree No. 856, the Sanitation Code of the Philippines.

SECTION 26. LIFEGUARD AND SECURITY - All resorts shall provide the services of a sufficient number of well-trained lifeguards duly accredited by either the Philippine National Red Cross, the Water Life Saving Association of the Philippines or any recognized organization training or prompting safety objectives and adequate security whenever there are guests.

SECTION 27. MEDICAL SERVICES - All resorts shall provide the services of a physician, either on-call or on full-time basis, depending on its volume of operation and accessibility to hospital or medical centers. In addition, resorts shall employ adequate first-aiders who have completed a course in first aid duly certified by the National Red Cross or any other organization accredited by the same. Adequate first aid medicines and necessary life-saving equipment shall be provided within the premises.

SECTION 28. FIRE-FIGHTING FACILITIES -Fire-fighting facilities shall be provided in accordance with the Fire Code of the Philippines.

SECTION 29.SIGNBOARDS -Appropriate signboards shall be conspicuously displayed outside the establishment showing clearly the name and qualification of the resort as determined by the Tourism and Promotions Department.

SECTION 30. PRECAUTIONARY MEASURE.

- (a) Night swimming at the pools shall be allowed only if there are adequate lifeguards on duty and when the pool premises are sufficiently lighted.
- (b) Management shall post sufficient and visible signs in strategic areas in the swimming pools, to warn guests/customers of the presence of artificial or natural hazards, danger area or occurrence thereof.
- (c) Resort keepers, managers or disorderly conduct of any kind, or allow any activity using prohibited drugs in the resort and immediate premises.

**ARTICLE NINE
HOTELS**

SECTION 31. CLASSIFICATION OF HOTELS - For purposes of accreditation, hotels are hereby classified into the following categories, namely:

- (a) De Luxe Class;
- (b) First Class;
- (c) Standard Class; and
- (d) Economy Class

SECTION 32. REQUIREMENTS FOR A DE LUXE CLASS HOTEL - The following are the minimum requirements for the establishment, operation and maintenance of a De Luxe Class Hotel;

(a) Location - The locality and environs including approaches shall be suitable for a luxury hotel of international standard. The façade, architectural features and general construction of the building shall have the distinctive qualities of a luxury hotel.

(b) Bedroom Facilities and Furnishings -

Size - All single and double rooms shall have a floor area of not less than twenty five (25) square meters, inclusive of bathrooms.

Suite - There shall be one (1) suite per thirty (30) guests rooms.

Bathrooms -All rooms shall have bathrooms which shall be equipped with fittings of the highest quality befitting a luxury hotel with twenty-four (24) hour service of hot and cold running water. Bathrooms shall be provided with bathtubs and showers. Floors and walls shall be covered with impervious material of elegant design and high quality workmanship.

Telephones - There shall be a telephone in each guest room and an extension line in each guest room.

Radio/Television - There shall be a radio, a television and relayed or piped-in music in each guest room.

Cold Drinking Water - There shall be cold drinking water and glasses in each bedroom.

Refrigerator/Mini Bar -There shall be a small refrigerator and a well-stocked bar in each guest room.

Furnishings and Lighting - All guest rooms shall have adequate furniture of the highest standard and elegant design; floors shall have superior quality wall-to-wall carpeting; walls shall be well furnished with well-tailored draperies of rich materials. Lighting arrangements and fixtures in the rooms and bathrooms shall be so designed as to ensure aesthetic as well as functional excellence.

Information Materials -Room tariffs shall be prominently displayed in each bedroom including notices for services offered by the hotel, fire exit guidelines, house rules for guests, including food and beverage outlets and hours of operation.

(c) Front Office/Reception -There shall be a reception, information counter and guest relations office providing a twenty-four (24) hour service and attended by highly qualified, trained and experienced staff.

Lounge -There shall be a well-appointed lounge with seating facilities, the size of which is commensurate with the size of the hotel.

Porter Service - There shall be a twenty-four (24) hour porter service.

Foreign Exchange Counter - There shall be a duly licensed and authorized foreign exchange counter.

Mailing Facilities - Mailing Facilities including sale of stamps, envelopes or internet access for e-mail, shall be available in the premises.

Long Distance/Overseas Call -Long Distance and overseas telephone calls shall be made available in the establishment.

Telex Facilities - There shall be telex-transceiver facilities in the establishment.

Reception Amenities - There shall be a left luggage room and safety deposit boxes in the establishment.

(d) Housekeeping -shall be of the highest possible standard.

Linen -There shall be plentiful supply of all linen, blanket, and towels, etc. which shall be of the highest quality and shall be sportlessly clean. These shall be changed everyday.

Laundry/Dry Cleaning - Laundry and dry cleaning services shall be available in the establishment.

Carpeting - All public and private rooms shall have superior quality carpeting which shall be well-kept at all times.

(e) Food and Beverage -

Dining Room -There shall be a coffee shop and at least one specialty dining room which are well-equipped, well-furnished and well-maintained, serving high quality cuisine and providing entertainment.

Bar - Wherever permissible by law, there shall be an elegant and well-stocked bar with an atmosphere of comfort and luxury.

Kitchen -The kitchen, pantry and cold storage shall be professionally designed to ensure efficiency of operation and shall be well-equipped, well maintained, clean and hygienic. The kitchen shall have an adequate floor area with non-slip flooring and tiled walls and adequate light and ventilation.

Crockery - The crockery shall be elegant design and superior quality. There shall be ample supply of it. No piece of crockery in-use shall be chipped, cracked or grazed. The silverware shall be kept well-plated and polished at all times.

(f) Recreational Facilities -

Swimming Pool - There shall be a well-designed and properly equipped swimming pool.

Tennis/Golf/Squash/Gym Facilities - There shall be at least one recreational facility to tie-up with one within the vicinity of the hotel.

(g) Entertainment- Live entertainment shall be provided.

(h) **Engineering and Maintenance -**

Maintenance - Maintenance of all sections of the hotel (i.e., building furniture, fixture, etc.) shall be of superior standard.

Airconditioning - There shall be centralized air-conditioning for the entire building (except in areas which are at a minimum of 3,000 feet above sea level)

Ventilation - There shall be technologically advanced, efficient and adequate ventilation in all areas of the hotel.

Lighting - There shall be adequate lighting in all public and private rooms.

Emergency Power - There shall be a high-powered generator capable of providing sufficient lighting for all guest rooms, hallways, public areas/rooms, operating elevators, food refrigeration and water services.

Fire Prevention Facilities - The fire prevention facilities shall conform with the requirements of the Fire Code of the Philippines.

(i) **General Facilities -**

Outdoor Area - The hotel premises shall have a common outdoor area for guests (example: a roof garden or a spacious common terrace).

Parking/Valet - There shall be an adequate parking space and valet service.

Function/Conference Facilities - There shall be one or more of each of the following: conference rooms, banquet halls (with a capacity of not less than 200 people seated) and private dining rooms.

Shops - There shall be a barber shop, recognized travel agency/tour counter, beauty parlor and sundries shop.

Security - Adequate security on a 24-hour basis shall be provided in all entrances and exits of the hotel premises.

Medical Service - A medical clinic to service guests and employees shall have a registered nurse on a 24-hour basis and a doctor on-call.

(j) **Service and Staff** - Professionally qualified, highly trained, experienced, efficient and courteous staff shall be employed. The staff shall be in smart and clean uniforms.

(k) **Special Facilities** - Business Center, limousine service and airport transfers shall be provided.

(k) **Insurance Coverage** - There shall be an adequate insurance against accident for all guests.

SECTION 33. REQUIREMENTS FOR A FIRST CLASS HOTEL - The following are the minimum requirements for the establishment, operation and maintenance of a first class hotel:

(a) **Location** - The location and environs including approaches shall be suitable for a first class hotel of international standard. The façade, architectural features and general construction of the building shall have the distinctive qualities of a first class hotel.

(b) **Bedroom Facilities and Furnishing -**

Size - All single and double rooms shall have a floor area of not less than twenty-five (25) square meters, inclusive of bathrooms.

Suite - There shall be one (1) suite per forty (40) guest rooms.

Bathrooms - All rooms shall have bathrooms which shall be equipped with fittings of the highest quality befitting a first class hotel with a 24-hour service of hot and cold-running water. Bathrooms shall be provided with showers and/or bathtubs. Floors and walls shall be covered with impervious material of aesthetic design and high quality workmanship.

Telephone - There shall be a telephone in each guests room.

(h) **General Facilities**

Parking/Valet - There shall be an adequate parking space and valet service.

Function/Conference Facilities - There shall be a special rooms for conference/banquet purposes.

Shops -There shall be a recognized travel agency/tour counter, barber shop, beauty parlor and sundries shop.

Security - Adequate security on a 24-hour basis shall be provided on all entrances and exits of the hotel premises.

Medical Service - A medical clinic to service guests and employees with a registered nurse on a 24-hours basis and a doctor on-call-shall be provided.

(i) **Service and Staff** - Highly qualified, trained, experienced, efficient and courteous staff shall be hired. The staff shall be in smart and clean uniforms.

(k) **Special Facilities** - Facilities for airport transfers shall be provided.

(l) **Insurance Coverage** -There shall be an adequate insurance against accident for all guests.

SECTION 34. REQUIREMENTS FOR A STANDARD CLASS HOTEL - The following are the minimum requirements for the establishment, operation and maintenance of a standard class hotel:

(a) **Location**.- The locality and environs including approaches shall be suitable for a very good hotel. The architectural features and general construction of the building shall be of very good standard.

(b) **Bedroomfacilities and furnishings**.-

Size- All single and double rooms shall have a floor area of not less than 18 square meters inclusive of bathroom.

Bathrooms – All rooms shall have bathrooms which shall be equipped with showers and fittings of good standard with cold running water on a 24-hour basis and hot running water at selected hours.

Telephone – there shall be a telephone in each guest room.

Cold Drinking Water – there shall be cold drinking water and glasses in each bedroom.

Room Service – Room service shall be provided at selected hours.

Furnishings and lighting – all guest rooms shall have furniture of very good standard and design; floors shall have good quality carpet; walls shall be well furnished and drapes shall be well-tailored and of good material. Lighting arrangement and fixtures in the rooms and bathrooms shall be well-designed ensuring complete satisfaction functionally.

Information materials – Room tariffs shall be prominently displayed in each bedroom plus notices for services offered by the hotel including food and beverage outlets and hours of operation, fire exit guidelines, and house rules for guests.

(c) **Front office/ Reception**.- There shall be a reception/ information counter providing a 24-hours service and attended by qualified and experienced staff.

Lounge- There shall be a well-appointed lounge the size of which shall be commensurate with the size of the hotel.

Porter service- Porter service shall be provided upon request.

Foreign Exchange Counter- There shall be a duly licensed and authorized foreign exchange counter.

Mailing Facilities – mailing facilities including sale of stamps, envelopes and internet service for e-mail shall be available in the premises.

Long Distance/ Overseas Calls- Long distance/ overseas calls shall be made available upon request.

Reception Amenities- There shall be left-luggage rooms and safety deposit boxes.

Telex Facilities- Telex facilities shall be optional.

(d) **Housekeeping**-shall be a good standard.

Linen- there shall be adequate supply of linen, blanket, towels, etc. of good quality, which shall be kept clean. These shall be changed daily.

Laundry- Laundry and dry cleaning services shall be available by arrangement.

Carpeting- There shall be carpets in all bedrooms and the floors of public rooms shall be properly covered unless the flooring is of very high standard.

(e) **Food and Beverage**.-

Dining Room – There shall be at least one (1) dining room facility which is well equipped and well-maintained and serving good quality cuisine and providing entertainment.

Bar – Wherever permissible by law, there shall be a bar.

Kitchen – The kitchen, pantry and cold storage shall be professionally designed to ensure efficiency of operation and shall be well-equipped, well-maintained, clean and hygienic. The kitchen shall have an adequate area with flooring and tiled walls and adequate light and ventilation.

Crockery – Shall be of good quality. No piece of crockery in-use shall be chipped cracked or grazed. The silverware shall be kept well-placed and polished at all times.

(f) **Engineering and maintenance**. –

Maintenance – Maintenance of hotel in all sections (i.e. building, furniture, fixtures, etc.) shall be of good standard.

Ventilation – There shall be efficient and adequate ventilation in all rooms.

Lighting – There shall be adequate lighting in all public and private rooms.

Emergency power – There shall be a high-powered generator capable of providing sufficient lighting for all guest rooms, hallways, public areas operating elevators, food refrigeration and water services.

Fire Prevention Facilities – The fire prevention facilities shall conform with the requirements at the Fire Code of the Philippines.

(g) **General Facilities**. –

Parking – There shall be adequate parking space.

Shops – There shall be sundry shop.

Security – Adequate security on a 24-hour basis shall be provided on all entrances and exits of the hotel premises.

Medical services – There shall be a registered nurse on a 24-hour duty and a doctor on call.

(h) **Service and staff**. – Only qualified, trained, experienced, efficient and courteous staff shall be employed. The staff shall be in clean uniform.

(i) **Special Facilities**. - Facilities for airport transfer shall be provided.

(j) **Insurance Coverage**.-There shall be an adequate insurance against accident for all guests.

SECTION 35. REQUIREMENTS FOR AN ALL CLASS ECONOMY HOTEL.-

the following are the minimum requirements for the establishment, operation and maintenance of an economy class hotel:

(a) **Location**.-The locality and environs including approaches shall be such as are suitable for a good hotel. The building shall be well-constructed and in the case of new building, they shall be designed by a competent architect.

(b) **Bedroom facilities and Furnishings**.-

Size – All single and double rooms shall have a floor area of not less than 18 square meters inclusive of bathroom.

Bathroom – All rooms shall have bathrooms which shall be equipped with showers and basic fittings of modern sanitation with cold running water on a 24-hour basis and hot running water selected hours.

Telephone – There shall be a call in each guest room.

Room Service – Shall be provided at selected hours.

Furnishing and Lighting – All guest rooms shall have the basic furniture of good design; floors shall be well-finished. Lighting arrangements and fixtures in all rooms and bathrooms shall be of good standard.

Information materials – Room tariffs shall be prominently displayed in each bedroom plus prominent notices for services offered by the hotel including food and beverage outlets and hours of operation, fire exit guidelines and house rules for guests.

(c) Front Office/ Reception.- There shall be a reception and information counter providing a 24-hour service equipped with telephone.

Lounge – There shall be reasonably furnished lounge commensurate with the size of the hotel.

Porter services – Shall be made available upon request.

Mailing facilities – There shall be mailing facilities.

Long distance/ Overseas calls – Shall be made available upon request.

Reception amenities – There shall be left-luggage and safe deposit boxes.

Telex Facilities – Shall be optional.

(d) Housekeeping.- Premises shall be kept clean and tidy.

Linen – Clean, good quality linen/blankets/towels etc. shall be supplied and changed daily.

Laundry and Dry Cleaning Services – Shall be available by arrangement.

(e) Food Beverage.-

Dining Room – There shall be at least one (1) equipped and maintained dining room/ restaurant serving good, clean and wholesome food.

Kitchen – There shall be a clean, hygienic and well- equipped and maintained kitchen and pantry. The kitchen shall have an adequate floor area with non-slip flooring and tiled walls and adequate light and ventilation.

Crockery – Shall be a good quality.

Engineering and Maintenance.-

Maintenance – Maintenance of the hotel in all sections shall be of good standard.

Ventilation – There shall be a spare generator for ventilation in all rooms.

Lighting – There shall be adequate lighting in all public and private rooms.

Emergency Power – There shall be a spare generator available to provide light and power in emergency cases.

Fire Prevention – Shall conform with the requirements of the fire Code of the Philippines.

(f) General facilities.-

Shops – There shall be a sundry shop counter.

Security – Adequate security on a 24-hour basis shall be provided on all entrances and exits on the hotel.

Medical Services – The service of a doctor shall be available when needed.

(g) **Services Staff.**-The staff shall be well-trained, experienced, courteous and efficient.

(h) **Special Facilities** – Airport transfers shall be provided upon request.

(i) **Insurance Coverage** – There shall be an adequate insurance against accidents for all guests.

ARTICLE TEN APARTELS

SECTION 36. REQUIREMENTS FOR APARTELS. – For purposes of accreditation, the following are the basic requirements for the establishment, operation and maintenance of an apartel:

(a) **Number of units.** –theapartel shall have at least a minimum of 25 lettable apartments.

(b) **Apartment.** – Each apartment of the apartel shall be provided with living and dining areas, kitchen and bedroom with attached toilet and bath.

(c) **Living Area.** – The living area shall be provided with essential and reasonably comfortable furniture.

(d) **Kitchen.** – The kitchen shall be spacious, clean, hygienic and adequately equipped with cooking utensils. It shall also be provided with facilities for storage and refrigeration of foods, for disposal of garbage and for cleaning of dishes and cooking utensils.

(e) **Dining Area** -Shall be spacious and provided with dining table and chairs, including all essential dining facilities such as, but not limited to plates, spoons and forks, drinking glasses, etc.

(f) **Toilet and Bathroom** - Shall always be clean and have adequate sanitation and running water

(g) **Bedroom** - shall be spacious and provided with comfortable bed. These shall also be provided closet and a mirror.

(h) **Linen** - The apartel shall have sufficient number of good and clean linen.

(i) **Ventilation** - The apartment shall be sufficiently ventilated.

(j) **Lighting** - Lighting arrangements and fixtures in all rooms shall be adequate.

(k) **Telephone** - There shall be a telephone or a call bell button.

(l) **Elevator** -An elevator shall be provided for a building of more than three (3) storeys whenever possible.

(m) **Staff and Services** - Shall be trained, experienced, courteous and efficient. They shall be provided with smart and clean uniforms.

(n) **Medical Facilities** - A first aid clinic stocked with appropriate medicines and drugs to service employees and guests shall be provided. Apartels with more than 100 apartments shall hire the services of a physician.

(o) **Fire-Fighting Facilities** - Shall be in accordance with the Fire Code of the Philippines.

(p) **Lounge and Reception Center** - There shall be a reasonably furnished lounge commensurate with the size of the apartel. The reception counter shall be attended by trained and experienced staff and shall also be provided with telephone.

(q) **Security** - Adequate security on a 24-hours basis on all entrances and exits of the apartel premises.

SECTION 37. HOUSE RULES AND REGULATIONS - The apartel shall prescribe reasonable house rules and regulations to govern the use of apartment and other facilities of the apartel.

TOURISTS INNS

SECTION 38. REQUIREMENTS FOR TOURIST INNS - For purposes of accreditation, the following are the basic requirements for the establishment, operation and maintenance of a tourist inn:

- (a) **Location** - The tourist inn, except those already existing and licensed by the DOT, shall be located along the principal roads and highways or transportation routes and open to business on a 24-hour basis.
- (b) **Bedroom Facilities and Furnishings** -All bedroom shall have attached toilet and bath equipped with 24-hour service of running water. They shall have adequate natural as well as artificial light and ventilation and shall be furnished with comfortable beds and quality furniture (mirror, writing table, chair, closet dresser per room). Wall shall be painted, wall papered or architecturally designed, clean and pleasing to the eyes. Windows shall be furnished with clean and appropriate draperies. Floors shall be of good flooring materials. All single bedrooms shall have a floor area of not less than nine (9) square meters and all twin rooms or double rooms shall a floor area of not less than 16 square meters. There shall be vacuum jugs or thermoplast with drinking water with glasses in each bedroom. There shall be adequate supply of good clean linen, blankets and towels that shall be changed regularly in each occupied room.
- (c) **Facilities** - There shall be adequate parking space proportionate to the number of lettable rooms and other public facilities of the inn. There shall be a reception and information counter attended by a qualified, trained and experienced staff. There shall be a lobby and well-appointed lounge. There shall be adequate telephone facilities. Services for long distance overseas telephone calls shall be made available to guests. There shall be provisions for radio and/or television for the use of guests upon request. There shall be well-equipped, well-furnished and maintained dining room restaurant for its guests as well as the public in general. A kitchen, pantry and cold storage shall be designed and organized to ensure efficiency of operation and shall be well-maintained, clean and hygienic. Washing of cooking utensils, crockery, cutlery, glass wares, etc. shall be sanitarily done. Adequate security shall be provided to all guests and their belongings. Inns with more than 50 lettable rooms shall have emergency power facilities to light the common areas and emergency exits in case of power failure. Adequate firefighting facilities shall be available as required by the Fire Code of the Philippines.

ARTICLE TWELVE MOTELS

SECTION 39. REQUIREMENTS FOR MOTELS - For purposes of accreditation, the following are the minimum requirements for the establishment, operation, and maintenance of motels:

- (a) **Location** -The motel, except those already existing, shall be located along or close to the highways or major transportation routes. It shall have at least ten (10) units.
- (b) **Garage** - The motel shall have an individual garage or a common parking space for the vehicle of its guest.
- (c) **Bedroom** -Each unit shall be provided with a fully air-conditioned bedroom, or at least, an electric fan, and shall be furnished with comfortable bet/s, clean pillows, linen and bed sheets.
- (d) **Toilet and Bathroom** - The unit shall be provided with attached toilet and bathroom with cold and hot water, clean towels, tissue paper and soap.
- (e) **Telephone** -There shall be a telephone or call-bell in each unit.
- (f) **Staff and Service** - The motel staff shall be trained, experienced, courteous and efficient. They shall wear clean uniforms while on duty.
- (g) **Medical Services** -medical services on an emergency basis shall bew made available.
- (h) **Fire-Fighting Facilities** - Adequate fire-fighting facilities shall be provided for each separate unit/building, in accordance with the Fire Code of the Philippines.

- (i) **Lighting** - Lighting arrangement and fixtures in all units shall be adequate.
- (j) **Housekeeping** - Efficient housekeeping shall be maintained.
- (k) **Maintenance** -Efficient maintenance of the motel in all its sections (i.e. building, ground, furniture, fixtures public rooms, air-conditioning, etc.) shall be provided on a continuing basis.
- (l) **Other Facilities** -The motel may, at its option, serve food and drinks exclusively to its guests, and install such other special facilities necessary for their business.
- (m) **Signboard** - All motels shall keep and display in a conspicuous place outside the establishment a signboard showing clearly the name of the motel.

SECTION 40. MINORS TO BE ACCOMPANIED BY PARENT OR GUARDIAN - No motel shall accept for lodging or accommodation any person below 18 years of age unless accompanied by a parent or guardian.

SECTION 41. DEPARTURE OF GUESTS - On the departure of guests, the motel clerk shall record in the Registry Book the date and hour of their departure.

SECTION 42. ROOM MATES -In addition to daily rates, motels may likewise impose wash – up rates. No guests who desires to be accommodated on a daily rate basis shall be refused. The rental rates shall be posted prominently at the reception counter and/or at the door of each room.

ARTICLE THIRTEEN HOMESTAY SITES

SECTION 43. MINIMUM REQUIREMENTS - For purposes of accreditation, the following are the minimum requirements for the operation and maintenance of homestay sites in accordance with the Department’s National Homestay Program:

(a) HOMESTAY SITES

- (1) There is prevailing peace and order situation in the area.
- (2) There are existing natural and man-made attractions in the community.
- (3) Site is easily accessible to tourists and with existing transportation services, good road condition and other basic community infrastructures.
- (4) The host community is willing to join the National Homestay Program.
- (5) There is a dearth of commercial accommodation facilities in the area to service tourists.

(b) HOME FACILITIES

- (1) Structures are of durable building materials and are in good, presentable condition.
- (2) The surroundings are pleasant and helpful.
- (3) There shall be at least one (1) adequately furnished guestroom to accommodate paying visitors.

(4) The following shall be available:

- Extra bed/s
- Adequate lighting system
- Running water or if not available, adequate supply of water
- Clean and well maintained toilet and bathroom facilities
- Meals at reasonable rates
- Electric fan or other means of ventilation

(c) TRAINING

Family members shall have completed the Department's training workshop on Homestay Program.

**ARTICLE FOURTEEN
PENSION HOUSE**

SECTION 44. PENSION HOUSES REQUIREMENTS - For purpose of accreditation, the following are the basic requirements for the establishment, operation and maintenance of pension houses:

- (a) Number of Rooms** - A pension shall have at least five (5) lettable rooms.
- (b) Bedrooms** -The bedrooms shall be provided with sufficient number of comfortable beds commensurate with the size of the rooms. Each room shall have adequate natural as well as artificial light and ventilation. It shall be provided with at least a writing table, closet, and a water jug with glasses proportionate to the number of beds in the room. Rooms shall be clean and presentable and reasonably furnished to depict the true atmosphere of a Filipino home.
- (c) Common Toilet and Bathroom** - The establishment shall provide a toilet and bathroom to be used in common by the guests. There shall be at least one (1) bathroom/shower for every five occupants in all lettable rooms.
- (d) Linen** -There shall be adequate supply of a clean linen and towels. Soap and tissue paper shall be provided at all times.
- (e) Living Room** - There shall be a reasonably furnished lounge or living room area commensurate to the size of the pension where guests may receive visitors, watch television or read.
- (f) Dining room** - The pension shall have a dining room which shall be available for use of its guests.

**ARTICLE FIFTEEN
TRAVEL AGENCIES**

SECTION 45. TRAVEL AGENCIES OFFICE REQUIREMENTS -The travel agency shall comply with the following office requirements:

- (a) It shall be located in a commercial district and not in a residential area.
- (b) It shall be used exclusively for the travel agency business
- (c) It shall be easily identifiable.

Note: The travel agency should present an annual in-bound and out-bound tour program for submission to the TPD and its implementation schedule for the whole year.

ARTICLE SIXTEEN TOURIST AND LAND TRANSPORTATION

SECTION 46. TOURIST AND LAND TRANSPORTATION VEHICLES REQUIREMENTS - For purposes of accreditation, the following are the basic requirements for the operation and maintenance of a tourist transport (including taxis):

- (a) **Registered Carrying Capacity** - A tourist transport operator shall only be allowed to apply for Accreditation for the number of units covered by its franchise.
- (b) **Road Worthiness** - To be registrable, every tourist transport must be found road worthy by the TPD in coordination with the LTO, and shall not, in the case of bus or coaster, be more than ten years reckoned from the year of manufacture; nor more than five years for a tourist car/taxis.
- (c) **Left-Hand Drive** - Every tourist transport shall be properly equipped with adequate air conditioning units.
- (d) **Ventilation** - Every tourist transport shall be properly equipped with the adequate air conditioning units.
- (e) **Fire-Fighting Facilities** - A tourist transport shall be provided or installed with at least one portable fire extinguisher for the protection of its passengers.
- (f) **Imprint of Company's Name and Logo** - The company's name and logo shall be imprinted at the rear and sides, respectively, of the tourists transport.
- (g) **Public Address System** - For tourist buses and coasters a public address system must be installed.
- (h) **First Aid Kit** - Every tourist transport shall be provided with a first aid kit and an adequate supply of emergency medicines.
- (i) **Seats** - Every transport shall be provided with clean and comfortable seats.
- (j) **Storage Space** - A tourist transport shall have enough leg room and storage space.
- (k) **Garage** - Every tourist transport operator shall provide an adequate garage and repair shop for the maintenance of its equipment as well as a parking space sufficient to accommodate all its registered units.

ARTICLE SEVENTEEN RESTAURANT

SECTION 47. RESTAURANT REQUIREMENTS -For purposes of accreditation, the following are the minimum requirements that must be complied with for restaurants:

- (a) **Location** - The locality and environs including approaches shall be pleasant and provided with proper ingress for customers.
- (b) **Parking** - It should be adequate, secured and provided free to customers.
- (c) **Reception** - A reception shall be available to usher in guests. A waiting lounge with a telephone shall also be provided.
- (d) **Dining Room** - Shall be adequate in size with sufficient and well-maintained furniture. Cleaning materials shall be kept clean at all times.

Atmosphere - The restaurant shall have a pleasant atmosphere

Cuisine - There shall be a cuisines of good quality and presentation which may be of special interest to tourists available during normal meal hours and served with distinction. Raw food used shall meet minimum government and interenation standards of grading quality.

Menu Book - Shall be presentable, clean and easy to read with the menu items listed in logical sequence. All items shall be made available at all times on a best effort oasis.

Linen - All tables shall have clean tablecloth, napkins of good quality, not faded nor with frayed edges and should be changed after every service.

Crockery - No piece of crockery, cutlery and tableware in use shall be chipped, cracked or grazed. The silverware shall be kept polished and clean at all times.

- (e) **Service and Staff** - Adequate number of well-trained, well-groomed, experienced, efficient and courteous staff shall be employed.
- (f) **Bar** - The bar shall be well-stocked at all times.
- (g) **Comfort Rooms** - Shall be of good quality fixtures and fittings and provided with running water. The floor and walls shall be covered with impervious materials of good quality workmanship and shall be kept clean and sanitary at all times. Tissue paper, soap, paper towels and/or hand drier shall be provided.
- (h) **Kitchen** -The kitchen pantry and cold storage shall be in good operating condition at all times and shall be well-equipped and hygienic. Equipment necessary to maintain a high standard of sanitation and hygiene shall be installed and used.
- (i) **Lighting** - Adequate lighting arrangement and fixtures shall be installed in the dining rooms, public rooms, comfort rooms, corridors and other public areas.
- (j) **Maintenance** - All sections of the restaurant shall be maintained properly at all times. A periodic vermin control program shall be maintained for all establishments.
- (k) **Fire-Fighting Facilities** - Adequate fire fighting facilities shall be provided in accordance with the Fire Code of the Philippines.
- (l) **Ventilation** -The restaurants should have proper ventilation. An exhaust fan may be necessary to maintain the pleasant air inside the establishment.

ARTICLE EIGHTEEN BAR, COCKTAIL, LOUNGE, NIGHT CLUBS

SECTION 48. BAR, COCKTAIL LOUNGE/NIGHT CLUBS REQUIREMENTS. For purposes of Accreditation, the following are the minimum basic requirements that shall be complied with by bars, cocktail lounges and night clubs:

- (a) **Location** - Subject to the provisions of existing laws and ordinances, locality and environment including approaches should be pleasant with an atmosphere of comfort. The façade and architectural features of the building shall be appropriately designed.
- (b) **Reception Counter** - There shall be a reception counter with a telephone attended by highly qualified, trained and experienced staff. A receptionist shall be available to usher in customers.
- (c) **Engineering and Maintenance –**

Lighting - Technologically advanced, efficient and adequate lighting arrangement and fixtures shall be installed in all areas of the establishment.

Ventilation - The premises shall be well-ventilated.

Emergency Power - There should be high-powered generator capable of providing sufficient lighting in all areas of the establishments, including food refrigeration and water services.

Maintenance - Shall be of acceptable standard and shall be on a continuing basis, taking into consideration the quality of materials used as well as its upkeep. Regular and hygienic garbage disposal system shall be maintained. Sanitation measures shall be adopted in accordance with the Sanitation Code of the Philippines.

Fire-Fighting Facilities - Shall be provided in accordance with the Fire Code of the Philippines.

Signboard - Shall be conspicuously displayed outside the establishments showing clearly the name of the bar, cocktail lounge and night club subject to the issuance of necessary permits and payment of fees. A periodic vermin program shall be maintained.

- (d) **Food and Beverage** - Dining Room should be well-equipped, well-furnished and well-maintained, serving a good quality cuisine with good presentation which may be of special interest to tourists. It should be available during normal meal hours and served with distinction. Raw food used shall meet minimum government and international standards of grading and quality. Flooring materials shall be kept clean at all times. Bars should be well-stocked at all times with an atmosphere of comfort.
- (e) **Kitchen/Pantry/Cold Storage** - Should be professionally designed to ensure efficiency of operation and should be well-equipped, well-maintained clean and hygienic. Should have an adequate floor area with non-slip flooring and tiled walls and adequate light and ventilation.
- (f) **Crockery** - Should be best designed, made with good quality and should have adequate supply. No piece of crockery in use should be chipped, cracked or grazed. The silverware should be kept well-plated and polished at all times.
- (g) **Menu/Beverage Book** - Shall be presentable, clean and easy to read with items listed in logical sequence and should be made available at all times on a best effort basis.
- (h) **Linen** - All tables shall have clean table cloths and napkins of good quality. They should not be faded nor with frayed edges and stains and should be changed after every service.
- (i) **Comfort room** - Shall be of good quality fixtures and fittings and provided with running water. The floor and walls shall be covered with impervious materials of good quality workmanship and shall be kept clean and sanitary at all times. Tissue paper, soap, paper towels and/or hand drier shall be provided.
- (j) **Parking Space** - Adequate parking space with security shall be provided free to guests and customers.
- (k) **Entertainment** - Live entertainment should be provided but strictly no lewd, obscene or bold shows as prescribed by law.
- (l) **Staff and Service** - Adequate number of trained, experienced, courteous and efficient staff shall be employed. They shall wear smart and clean uniforms at all times.

Security -adequate security shall be provided on all entrances and exits of the establishments.

- (m) **Employee Facilities** - Adequate and well-maintained locker rooms and bathrooms for male and female employees shall be provided.

SECTION 49. PRECAUTIONARY MEASURES - Management shall post sufficient and visible signs in strategic areas of the cocktail lounge/night clubs/bars to warn and/or inform the guests and customers of the rules and regulations, fire exit guidelines including hours of operation to observe while inside the premises.

SECTION 50. PROHIBITED ACTS AND PRACTICES - Littering in cocktail lounges, night clubs and bars shall be strictly prohibited. Cocktail lounge, nightclubs and bar owners shall keep their premises clean and shall adopt their own anti-littering measures. Cocktail lounge, night club, and bar owners/operators shall not allow gambling of any form and disorderly conduct of any kind in its premises specifically lewd shows. Minors are not allowed to enter the premises. Guests/customers wearing sandals and slippers shall not be allowed to enter. Firearms and deadly weapons are strictly prohibited inside the premises.

ARTICLE NINETEEN SHOPS AND DEPARTMENT STORES

SECTION 51. SHOPS/DEPARTMENT STORES REQUIREMENTS -For purposes of Accreditation. The following are minimum basic requirements that shall be complied with Shops/Department Stores:

- (a) **Physical Requirements** - The establishments shall be fronting a major street or thoroughfare or situated in a shopping center/mall. The entrance and display windows shall, be attractively designed and adequately illuminated. The furniture and décor of the establishment shall be presentable and functional at all times. Well-maintained restrooms shall be provided for by the establishment or in the event that the shop is located in a shopping mall or commercial building, the common/public rest rooms shall be made available to the clients and visitors. In case of Department Stores the store shall be an edifice or a building or may form part of a shopping mall/center. Parking area shall be made available to clients. There shall be appropriate directional signs.

(b) Staff -All members of the staff shall be well-groomed, courteous and efficient at all times.

(c) Services - Goods displayed in the shop window or show cases shall be provided with clearly written price tags. A wide selection of goods shall be in stock. A receipt shall be supplied to the tourist for its purchase. The full name and address of the establishment shall be printed on the receipt. Purchase shall be itemized together with the price and any addition or tax paid or discount granted on the good shall be indicated. The business shall be responsible for the maintenance of its facilities and premises and its immediate surrounding. In case of antique shops, a certificate confirming authenticity shall be attached to each article in accordance with guidelines/instruction of the National Museum.

ARTICLE TWENTY SPORTS AND RECREATIONAL CLUB

SECTION 52. MINIMUM REQUIREMENTS - For purposes of accreditation, the following are the minimum basic requirements for the operation and maintenance of a sports and recreational club:

(a) LOCATION - The locality and environs including approaches shall be pleasant with proper ingress and egress. The façade and architectural features shall be appropriately designed.

(b) PARKING -Adequate security shall be provided at all times.

(c) SECURITY - Adequate security shall be provided at all times.

(d) RECEPTION - A receptionist shall be available to usher in guests. A waiting lounge with telephone shall also be provided.

(e) DINING ROOM - There shall be a dining outlet adequate in size, with pleasant atmosphere and furnished with appropriate and well-maintained furniture.

(f) SPORTS AND RECREATIONAL EQUIPMENT - There shall be adequate sports and recreational equipment available for rent.

(g) PUBLIC WASHROOMS -There shall be provided adequate and accessible toilet facilities separately for male and female. Tissue paper, soap, hand/paper towel shall also be provided.

(h) LOCKER AREA AND FACILITIES - There shall be adequate number of lockers for male and female. Dressing areas and shower cubicles shall be provided.

ARTICLE TWENTY ONE MUSEUM

SECTION 53. MINIMUM REQUIREMENTS -For purposes of accreditation, the following are the minimum requirements for the operation and maintenance of a museum.

(a) MEMBERSHIP - The institution shall be a member of the National Committee on Museums.

(b) LOCATION - The locality and environs including approaches shall be pleasant with proper ingress and egress. The façade and architectural features shall be appropriately designed.

(c) PARKING AREA - An adequate and secured parking space for customers shall be made available.

(d) SECURITY - Adequate security shall be provided at all times.

(e) RECEPTION -A well-informed receptionist shall be available to usher in guests. A waiting lounge with telephone shall be provided.

(f) CONFERENCE/AUDITORIUM - There shall be a conference and/auditorium provided with audio-visual equipment and made available to the public.

(g) LIBRARY - There shall be a library adequately equipped and made available to the public.

- (h) **PUBLIC WASHROOMS** - There shall be adequate and accessible toilet facilities provided separately for male and female. Toiletries shall likewise, be provided.

ARTICLE TWENTY TWO TRAINING CENTER

SECTION 54. MINIMUM REQUIREMENTS. For purposes of accreditation, the following are the minimum requirements for the operation and maintenance of a training center.

(a) PHYSICAL REQUIREMENTS:

- (1) **Size of Classroom** - The classroom shall be able to accommodate a minimum of twenty (20) trainees per class. For purposes of workshop, the floor area shall be at a minimum of 1.5 square meters per trainee.
- (2) **Lighting and Ventilation** - Lighting and Ventilation fixtures shall be so designed to ensure an atmosphere conducive to training. A stand by generator shall be made available.
- (3) **Restrooms** - There shall be separate male and female restrooms.
- (4) **Refreshment/Dining Area** - There shall be refreshment/dining area accessible to the trainees.
- (5) **Classroom Facilities, Equipment and Supplies** - The center shall be provided with classroom complete with basic facilities, equipment and supplies needed in conducting a training program.
- (6) **Workshop/on-the-Job Facilities and Equipment** - Depending on the training program/s being offered, there shall be adequate supply of the appropriate facilities and equipment.
- (7) **Reading Room** - There shall be a reading room adequately provided with relevant reference materials, books, journals, magazines and the like.
- (8) **Other Support Facilities** - There shall be tool/storage facilities provided.

b) TRAINING PROGRAM:

- (1) **Relevance** - The training program shall respond to the needs of the tourism industry.
- (2) **Objectives** - Its objectives shall be clearly defined, realistic and attainable.
- (3) **Content Curriculum** - The content/curriculum of the training program shall be in consonance with its objectives. Topics shall be in proper and logical sequence with due consideration to effectiveness of presentation in terms of trainees comprehension.
- (4) **Methodology** - There shall be an effective, simple and comprehensive presentation of topics; clear description of examination scheme and test instruments related to course objectives. There shall be a relevant and practical application of theories and concepts.
- (5) **Minimum Requirements/Qualifications of Participants** - Minimum qualifications of participants shall be based on the standards acceptable to the tourism industry.
- (6) **Instructional Staff** - The instructional staff shall have thorough experience and knowledge on the subject matter and effective communication skills and teaching style.
- (7) **Monitoring and Evaluation Procedures** - The training program shall carry effective monitoring and evaluation tools.

(c) TRAINER/FACULTY

(1) **Qualifications** - Must have successfully completed the Training – the- Trainers Programs of the Department of Tourism and the Tourism Industry Board Foundation, Inc In lieu thereof, the trainer must show proof that she/he has thorough experience and knowledge of the subject matter she/he handling as well as effective communication skills and teaching style.

ARTICLE TWENTY THREE

REST AREAS IN GASOLINE STATION

SECTION 55. MINIMUM REQUIREMENTS - For purposes of accreditation, the following are the minimum requirements for the operation and maintenance of rest areas.

- (a) **LOCATION** - The locality and environs including approaches shall be pleasant with proper ingress and egress and shall be located along a major highway or road.
- (b) **PARKING** -There shall be adequate parking area for customers.
- (c) **REST ROOM** - There shall be a rest room with adequate, clean and well-maintained toilet and washing facilities. Tissue paper, soap, hand paper/towel shall also be provided.
- (d) **SIGNAGE** - There shall be a restroom signage visible from major approaches and which shall be well-illuminated at night.
- (e) **SERVICE AND STAFF** - Adequate number of well-trained, properly groomed, efficient and courteous staff shall be employed. They shall wear clean uniforms at all times.
- (f) **GASOLINE STATION** - The gasoline station shall be clean and well-maintained. It shall also be well-illuminated at night.
- (g) **SUNDRIES SHOP** -There shall be an adequately stocked sundries shop which shall be clean and well maintained.

ARTICLE TWENTY FOUR

SPA

SECTION 56. CATEGORIES OF SPA - For purposes of accreditation, spas are categorized as follows namely:

- a.) Day Spa
- b.) Destination Spa
- c.) Resort Spa

SECTION 57. MINIMUM REQUIREMENTS - For purposes of accreditation the following are the minimum standard requirements for the operation and maintenance of spa:

- (a) **LOCATION AND ENVIRONMENT** - The spa shall be situated in a safe and reputable location with clean, calm and relaxing environment.
- (b) **LOUNGE AND RECEPTION COUNTER** - There shall be a reception counter attended by qualified and trained staff and a reasonably furnished lounge with seating facilities commensurate with the size of the spa.
- (c) **FOOD BAR** - There shall be a well-maintained and well-stocked food bar for clients.
- (d) **WASH ROOMS** - There shall be separate clean and adequate washrooms for male and female provided with running water, hand dryer and toiletries.
- (e) **LOCKER ROOMS** - There shall be separate male and female locker rooms for guests.
- (f) **SHOWER ROOMS** - There shall be separate male and female shower and changing rooms.
- (g) **TREATMENT ROOMS** - There shall be separate unlocked treatment rooms for male and female.

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- (h) **SERVICES** - The Spa shall provide all of the following services in addition to other spa-related amenities which it may offer:

- (1) Massages -Swedish, Lymph Drainage and reflexology, etc.
 - (2) Steam, Sauna and/or Water Baths; and
 - (3) Body Treatments - one or more of the following body packs and wraps, exfoliation, body toning/contouring, waxing, hand and foot care.
- i) **STAFF** - There shall be adequate number of well-trained, well-groomed, experienced, courteous and efficient staff. There shall be at least one (1) DOH-registered massage therapist supervising a maximum of twenty (20) massage attendants and the staff shall wear clean, proper and non-transport uniform at all times.
 - ii) **STEAM, SAUNA AND WATER BATHS** - The steam, sauna and water baths shall be maintained in a level of temperature which will not cause adverse reactions to user. Safety signages shall be provided to include information on allowable maximum temperature, duration of stay and guide in operating temperature regulator.
- k.) LINEN** - There shall be adequate supply of linen, towels and appropriate garments such as robes or sarongs of good quality which shall be kept clean.
- l.) EMPLOYEE FACILITIES** - There shall be adequate and well-maintained locker rooms and bathrooms for male and female employees.
- m.) PARKING** - There shall be adequate, secured parking space provided for free to customers/guests.
- n.) EMERGENCY GENERATOR** - There shall be high-powered generator capable of providing full power in all areas of the establishment except those spas located in a commercial building with its own emergency generator capable of supplying the power requirements of its tenants.
- o.) FIRST AID CABINET** - There shall be a well-stocked first aid cabinet available at all times.
- p.) FACILITIES FOR DISABLED** - There shall be facilities and provisions for the disabled in accordance with Batas PambansaBlg. 344 promulgated on May 1985, otherwise known as an "Act Enhancing the Mobility of Disabled persons".
- q.) MAINTENANCE** - Maintenance of all sections of the spa shall be on a continuing basis taking into consideration the quality of equipment and supplies.
- r.) SANITATION** -Sanitation measures like cleaning and sterilizing of equipment, robes, sheers, blankets, pillow case, towels or other materials which may come in direct contact with the client's body shall be adopted in accordance with the standards prescribed under Presidential Decree No. 856 otherwise known as the Sanitation Code of 1976.
- s.) SIGNBOARDS** - Appropriate sign boards shall be conspicuously displayed outside the establishment showing clearly the name of the spa while safety signages shall be prominently posted in strategic locations inside the spa.

**ARTICLE TWENTY FIVE
GENERAL RULES ON THE OPERATION AND MAINTENANCE
OF TOURISM-ORIENTED AND RELATED ESTABLISHMENTS**

SECTION 58. FIRE FIGHTING FACILITIES - Fire-fighting facilities shall be provided in accordance with Fire Code of the Philippines.

SECTION 59.MAINTENANCE - All facilities of the establishment concerned shall be properly maintained at all times. A period vermin control program shall be conducted.

SECTION 60. AIRCONDITIONING/VENTILATION - All enclosed areas of the establishment concerned shall be fully air-conditioned or well-ventilated.

SECTION 61. PROHIBITED ACTS AND PRACTICES.

- (a) No pets or animals shall be allowed within the premises.
- (b) Ambulant vendors shall be prohibited from peddling their wares within the premises.
- (c) All forms of gambling, drunkenness or disorderly conduct of any kind shall be prohibited in the establishments and within its immediate premises.
- (d) Keepers, managers or operators shall exert all possible efforts not to permit any person whom they know or have reason to believe to be either a prostitute, pedophile or of questionable character to use the establishment for purposes of immoral/illegal activities. They shall immediately report to the nearest police station the presence of any such person.

**PART III
ARTICLE TWENTY SIX
ACCREDITATION TEAM AND INSPECTION**

SECTION 62. ACCREDITATION TEAM - There is hereby created Accreditation Team to be headed by the Tourism and Promotions Department, The Sangguniang Bayan Committee on Tourism and the Municipal Tourism Council.

SECTION 63. FUNCTION OF THE ACCREDITATION TEAM - The Accreditation Team shall have exclusive authority to conduct inspection in all Tourism Establishments for purposes of facility assessment, accreditation and classification.

SECTION 64. FREQUENCY AND TIME OF REGULAR INSPECTION - Inspection shall be made once every six (6) months during business hours.

SECTION 65. SPECIAL INSPECTIONS -When public interest so requires, the recommendation of the Tourism and Promotions Department Head, approved by the Municipal Mayor, may serve as basis for an authorization for the Accreditation Team or any member or members thereof, to conduct a special inspection.

SECTION 66. CHECKLIST TO BE ACCOMPLISHED DURING INSPECTION -The Municipal Tourism and Promotions Office shall provide the necessary checklist to be accomplished by all teams in carrying out its inspection. All findings and/or observations of the teams to be indicated in the checklist should be made in the presence of an authorized representative of the establishments and duly signed/noted by the said authorized representative.

SECTION 67. REPORT OF THE ACCREDITATION TEAM -Within five (5) days from the date of inspection, the Accreditation Team shall submit a report of its finding and or recommendation to the Office of the Municipal Mayor.

SECTION 68. ACCESS OF INSPECTION TEAM TO RECORDS AND PREMISES - The Accreditation Team shall have access to the registry book or card of the tourism establishments and all parts and facilities thereof, and the right to interview any employee and investigate any fact, condition, or matter which may be necessary to determine any violation or aid in arriving at a just and correct conclusion.

SECTION 69. DEFECTS AND DEFICIENCIES FOUND DURING THE INSPECTION - Where certain defects or deficiencies have been found in the course of inspection, the TPD shall give directions to the manager/operator of the tourism establishments concerned to rectify/remedy the defects or deficiencies within a period of one (1) week from notice thereof.

SECTION 70. ISSUANCE OF CERTIFICATE OF ACCREDITATION AND STICKER.

- (a) After having determined that all requirements set forth in the preceding Sections have been satisfied and/or completed by the applicant, the Municipal Government through the BPLO and the MITPO shall issue the corresponding License and Certificate of Excellence (Annex A) as well as the Seal of Excellence sticker.
- (b) The MITPO shall adopt a seal (sticker) for accreditation purposes. (Annex B)

SECTION 71. OBJECTION TO APPLICATION FOR ACCREDITATION OF TOURISM RELATED/ORIENTED ESTABLISHMENTS - Any person may file a written objection to the MITPO for the issuance or renewal of Certificate of Accreditation and/or sticker to the applicant. The objection shall within three (3) days furnish the applicant with a copy of the objection and require them to answer within five (5) working days from receipt thereof. Within seven (7) days from receipt of the answer of the applicant, the MITPO shall then conduct a hearing with both parties duly notified and present. The MITPO in coordination with the Municipal Legal Office shall render a decision on the objection within seven (7) days from the start of the hearing.

SECTION 72. VALIDITY OF CERTIFICATE OF ACCREDITATION - The Certificate of Accreditation of Tourism-oriented and tourism-related establishments shall be valid until revoked or canceled for a valid cause. If the tourism-oriented and/or tourism-related establishment concerned has ceased operation for at least three (3) months, it shall re-apply for accreditation.

SECTION 73. RENEWAL OF ACCREDITATION - Application for the renewal of accreditation shall be supplied by the same documents previously submitted together with the Accreditation given by the MITPO.

SECTION 74. DISPLAY OF CERTIFICATE AND STICKER OF ACCREDITATION - The Certificate of Accreditation and Seal of Excellence shall be displayed in a conspicuous area in their place of business. Stickers shall be posted in entrances/doors, gates of such establishments for easy identification purposes.

**ARTICLE TWENTY - EIGHT
RECLASSIFICATION OF TOURISM ORIENTED/RELATED
ESTABLISHMENTS**

SECTION 75. PROMOTION/DEMOTION - An establishment may be promoted or demoted from one class to another as the facts may warrant.

SECTION 76. PROMOTION TO A HIGHER CLASS - Any establishment which has upgraded its facilities and services among others, to comply with the requirements of a higher class, may apply to the MITPO for promotion to such higher class.

SECTION 77. DEMOTION TO A LOWER CLASS - Where after due investigation by the Accreditation Team it has been established that an establishment is not being kept or managed in a manner conformable to the established standards, the MITPO shall give notice to the manager/operator or such fact granting the establishment standards, the MITPO shall give notice to the manager/operator or such fact granting the establishment a period of time stated in the notice within which to comply with the required standards. If the establishment fails to comply within the period granted in the notice, the MITPO shall remove the registration of the establishment from the class it originally holds and place it by a lower class.

ARTICLE TWENTY - NINE

CANCELLATION, SUSPENSION AND NON-RENEWAL OF LICENSE OF TOURISM-ORIENTED OR RELATED ESTABLISHMENTS

SECTION 78. CANCELLATION AND/OR NON-RENEWAL OF ACCREDITATION.

- (a) Making any false declaration or statement or making use of any such declaration or statement or any document containing the same or committing fraud or any act of misrepresentation for the purpose of obtaining the issuance, grant or renewal of any certificate of registration/accreditation/reaccreditation or license;
- (b) Failure to comply with or contravene any of the conditions set forth in Accreditation;
- (c) Failure to meet the standards and requirements for the operation of tourism establishments, as prescribed in these rules;
- (d) Serious physical injury or loss of life of any guest due to the fault or negligence of its official or employee (for resort/hotel/tourist inn/apartel/other tourism-related establishments);
- (e) Allowing or permitting the tourism establishment, including any of its facilities, to be used for illegal, immoral, illicit activities, such as: gambling, prostitution, etc. (for resort/hotel/tourist inn, apartel or other tourism-related establishment);
 - Managers and/or Operators shall exert all possible efforts not to permit a person whom they know to be drunk and/or have reason to believe either to be a prostitute, a pedophile or a bad character to occupy any room or to frequent the premises. To accomplish this end, they shall immediately report to the nearest police station the presence in the premises of any such person.
- (f) Violation of any of the conditions of the LTFRB franchise (for tourist transport operation);
- (g) Tolerance of gross misconduct, discourtesy, dishonesty, misrepresentation and/or fraudulent solicitation of business committed by any of the officers or employees against their clients to the detriment of the tourism industry;
- (h) Willful violation of agreements and/or contracts entered into by the tourism establishment and its clients;
- (i) Failure to replace or renew the Surety Bond within fifteen (15) days the date when said bond is ordered forfeited not confiscated in accordance with these rules or cancelled and/or revoked for whatever, cause (in case of travel agency);
- (j) Failure to pay fine, as well as fees, dues and contributions imposed under existing laws;
- (k) Employment/hiring of employees (Tour Guides) who are not holders of license issued by the BPLO or non-Filipino employees, whether contractual or permanent, without valid working visa and working permit;
- (l) Any other acts/omissions that worked against the interest of the tourism industry.

SECTION 79. GROUNDS FOR CANCELLATION AND SUSPENSION OF LICENSE OF TOUR GUIDES. The following are grounds for cancellation and suspension of license of tour guides:

- (a) Cancellation of accreditation.
 - (1) Conviction of a crime involving moral turpitude; and
 - (2) Conviction of more than one of any of the acts enumerated below.
- (b) Suspension of Accreditation
 - (1) Any overt act of dishonesty, misrepresentation or misconduct committed against a member of his/her tour group or against his/her employer or co-employee.
 - (2) Forced tipping or contributions from tourist.
 - (3) Failure to comply with the requirements as to the compulsory wearing of identification cards.

**ARTICLE THIRTY
MISCELLANEOUS PROVISIONS**

SECTION 80. CONFIDENTIAL CHARACTER OF CERTAIN DATA. Information and documents received by or filed with the MITPO in pursuance of the requirements of this Ordinance shall be treated as confidential and shall not be divulged without the consent of the party concerned when public interest so requires. Any official or employee of the MITPO, including those that are temporarily assigned therewith, who shall violate the provision of this Section shall be guilty of an offense under this Ordinance.

SECTION 81. IMPLEMENTING RULES - The Municipal Mayor may, from time to time, shall issue rules and regulations as he may deem fit and necessary for the effective implementation of this Ordinance.

SECTION 82. FUNDING - The funds necessary for the implementation of this Ordinance shall be taken from the annual appropriations of the MITPO and the Office of the Municipal Mayor. Said funds shall be included in the preparation of the Annual Budget of the Municipal Government.

**ARTICLE THIRTY – ONE
FINAL PROVISIONS**

SECTION 83. SEPARABILITY CLAUSE - If for any reason or reasons, any part or provision of this Ordinance shall be held unconstitutional or invalid, other parts which are not affected thereby shall continue to be in full force and effect.

SECTION 84. REPEALING CLAUSE - Any Ordinance, Executive Order, Local Issuance, or Rules and Regulations, or parts thereof, which are inconsistent with this Ordinance are hereby repealed and/or modified accordingly.

SECTION 85. EFFECTIVITY. This Ordinance shall take effect after three (3) consecutive weeks of posting in conspicuous places, publication in the local newsletter and of broadcasting in the local radio station of the Municipality of Bayog, Zamboangadel Sur.

ADOPTED this 2nd day of May 2017, on motion of Hon. Junel P. Bacbac, duly seconded.

AYES: Hon. Horace Paul T. Anlap, Hon. Ernesto C. Yagos, Hon. Ronilo A. Yamaro, Hon. Cerilo B. Carcueva, Hon. Lucenio M. Manda, Hon. Teofisto B. Deocades, Jr., Hon. Norelyn B. Rodriguez and Hon. Godofredo T. Compacion.

NAYS: NONE

CERTIFIED CORRECT:

(SGD) NORELYN B. RODRIGUEZ
SB Member-Secretary Designate

VERIFIED CORRECT:

(SGD) HORACE PAUL T. ANLAP
SB Member-Floor Leader

ATTESTED:

(SGD) CELSO A. MATIAS
Municipal Vice Mayor-Presiding Officer

APPROVED:

(SGD) LEONARDO L. BABASA, JR.
Municipal Mayor