



Republic of the Philippines  
**CITY TOURISM DEPARTMENT**  
**Standards and Services Division**

City of Puerto Princesa  
Tel No.: (048) 717-8035; (048) 434 4211  
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*Puerto Princesa*  
Where nature begins and never ends

## COMMUNITY BASED SUSTAINABLE TOURISM SITE

1. Payment and Prescribed fees:

NEW APPLICANT:	Php 1,000.00
RENEWAL:	Php 500.00

2. If Corporation or Partnership, copy Articles of Incorporation/Partnership, List of BOD's, For Corporations, Certificate of Registration from CDA, Resolution of the BOD of Corporation & Its By-Laws; If Single Proprietorship, Business Name Certificate (DTI). (NEW APPLICANTS)
3. List of officials and employees and with respective designation.
4. Comprehensive General Liability Insurance *for the guest*.  
Php 100,000  
Php 50,000
5. Audited Financial Statement
6. Medical Services – (MOA with a Physician)
7. Lifeguard Training Certificate (Applicable for establishment with swimming pool/ beach front)
8. Inspection report of the City Tourism Office
9. Tourist Arrival Report
10. Updated Business Profile – get a form from CTO