



Republic of the Philippines
CITY TOURISM DEPARTMENT
Standards and Services Division

City of Puerto Princesa
Tel No.: (048) 717-8035; (048) 434 4211
Email: puertoturismo@yahoo.com



Puerto Princesa
Where nature begins and never ends

REQUIREMENTS - MOTEL

1. Fees and Payment:

ONE TIME Registration Fee
for NEW APPLICANT: **Php 5,000.00**
Annual Regulatory Fee
(RENEWAL): **Php 880.00**

2. Department of Tourism Accreditation (In accordance with Republic Act 9593)

3. Inspection conducted by the City Tourism Office

4. If Corporation or Partnership, copy Articles of Incorporation/Partnership & Its By-Laws; If Single Proprietorship, Business Name Certificate.

5. List of officials and employees with designated position:

*For alien personnel-valid visa from the Bureau of Immigration & Deportation. Work Permit from DOLE.

6. Comprehensive General Liability Insurance **for the guest.**

7. No. of Lettable Rooms & Rates (flyers)

8. Tourist Arrival Report – registration in TOURLISTA is a requirement

9. Updated Business Profile – please get the form from the City Tourism Office