



**REQUIREMENTS – PENSION HOUSE**

**1. Fees and Payment:**

**ONE TIME Registration Fee  
for NEW APPLICANT:      Php 2,200.00**

**Annual Regulatory Fee  
(RENEWAL):                      Php 660.00**

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

**3. Inspection conducted by the City Tourism Office**

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

(FOR NEW APPLICANTS)

2. List of officials and employees with designated position:

(for new establishment)

A. For alien personnel-valid visa from the Bureau of Immigration & Deportation. Work Permit from DOLE.(NEW APPLICANTS)

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

4. No. of Lettable Rooms & Rates ; (flyers),

5. Tourist Arrival Report

6. Updated Profile

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