



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



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**LOCAL TOUR GUIDE  
REQUIREMENTS ( Renewal )**

- 1.** Annual Regulatory Fee (new and old applicant): **Php 1,650.00**
- 2.** Department of Tourism Accreditation (In accordance with Republic Act 9593, Section 122).
- 3.** Health Certificate issued by the City Health Office;
- 4.** Clearance from the Philippine National Police
- 5.** Latest Income Tax – BIR form 0605 ( *for those renewing their permits* )
- 6.** NBI Clearance
- 7.** Updated Profile
- 8.** ID picture 2x2 In tour guide uniform (with white background)

**OTHER REQUIREMENTS:**

1. Refresher Course set by the Office and/or DOT (needed when Mayor's Permit have not been secured for 2 yrs)
2. Community Tax Certificate

