



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 – PENSION HOUSE

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|---|---|
| 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 |
| 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 of Php500,000. |
| 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 |

