



DC Republic of the Philippines  
**CITY TOURISM DEPARTMENT**  
 City of Puerto Princesa  
 Tel No.: (048) 717-8035; (048) 434 4211  
 Email: puertoturismo@yahoo.com  
 Puerto Princesa City, 5300 Philippines



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REQUIREMENTS – TRAVEL AND TOURS	
1.	- <b>DOT ACCREDITATION</b>
2.	- <b>TARIFF SHEET / SCHEDULE OF CHARGES</b>
3.	- Business Name Registration Certificate ( <b>DTI</b> ) , for Single Proprietorship - Articles of Incorporation/Partnership/Corporation ( <b>SEC</b> )
4.	- <b>SURETY BOND/CASH BOND</b> : valid for one year issued by a licensed and accredited bonding company in favor of the City Government of Puerto Princesa. City Tourism Office and conditioned to answer for any liabilities resulting from our incurred in the course of the Travel & Tours Agency operations in accordance with finding & resolutions of the City Government of Puerto Princesa. ( <b>ORIGINAL</b> )  <i>For inbound and Outbound Operations:</i> Php 500,000.00 <i>For Inbound Operations Only</i> 200,000.00
5.	- <b>Contract of Lease</b> of office space or a sword statement that the agency is a lessee. - Location shall be in a commercial district. Easily identifiable - Used exclusively for Travel & Tours Agency business. - <b>Floor area is in a Minimum size of 16 Sqm. (4x4) office space</b>
6.	- <b>CCTV</b>
7.	- <b>Certificate of Good Standing</b> from their affiliated Travel & Tour Agency Association
8.	- <b>MOA of a license Van (with Mayor’s Permit), if owned, Certificate of Ownership (with attached Mayor’s Permit)</b>
9.	- <b>Contract of Service of a license and accredited Tour Guide</b>
10.	- <b>Qualification of Travel &amp; Tour Agency Manager:</b> ( a degree holder, with experience in Travel and Tours Operations & successfully completed the Tour Operator Course. <b>Other requirements</b> a. Court Clearance (from RTC / MTC) b. City Legal Certification c. Biodata / Resume’ with attached recent picture d. Biodata / resume’ of 2 permanent Employee with attached picture
11.	- <b>Recent Bank Certificate:</b> Php. 500,000.00 ( <b>ORIGINAL</b> )
12.	- Inspection Report conducted by the City Tourism Office

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