

CITY TOURISM OPERATIONS OFFICE

DOOR # 8, MAGSAYSAY PARK COMPLEX, DAVAO CITY

TELEPHONE NOS. 222-1956 TO 58

PROCESSING GUIDE FOR LICENSING OF SPA/ WELLNESS CENTER

- [] 1. Application Form duly **accomplished** and **notarized**.
- [] 2. For corporation or partnership, photocopy of the **Artices of Incorporation/ Partnership and its By-Laws: DTI Business Name Certificate** for single proprietorship (not applicable for lic. renewal unless expired or there are amendments).
- [] 3. **List of** managerial and rank & file **employees** with their respective **position, citizenship** and **home address (w/ house no.)** , certified by the General Manager and **notarized**.
- [] 4. Valid Health Certificate of officials, staff and massage therapist duly issued by the proper authority.
- [] 5. **Current NBI Clearance** of officials, staff and massage therapists, and a photocopy of the **License or Certificate of Registration** issued by the DOH for massage therapist supervisor.
- [] 6. For Alien personnel, valid visa from the Bureau of Immigration and labor permit from the Department fo Labor and Employment.
- [] 7. Sworn Certificate of Training of massage therapist/ attendants issued by a DOH Accredited/ Licensed Training Institution.
- [] 8. Schedule of **current rates and charges** for the various services offered by the establishment.
- [] 9. Copy of the **lease of contract** in cases where the building, in which the spa is located, is owned by a different person or company.

Note: * All documents stated above shall be photocopied for submission to the City Tourism Operations Office. (include regulatory fee payment receipt)

* Bring original documents for reference and verification