

CITY TOURISM OPERATIONS OFFICE

DOOR # 8, MAGSAYSAY PARK COMPLEX, DAVAO CITY

TELEPHONE NOS. 222-1956 TO 58

PROCESSING GUIDE FOR TRAVEL AND TOUR AGENCY (New)

- [] 1. Application Form duly accomplished and notarized.
- [] 2. Supporting documents to show a minimum working capital of Php 500,00.00 (E.g. Bank Certificate under establishment name)
- [] 3. For general manager, application for permit to work from Department of Tourism (DOT) with 2 pcs. 1x1 picture and any of the following requirements:
 - A minimum of three (3) years **managerial experience** in travel and tour agency operations; or
 - Proof that that he/she is a graduate of Bachelor of Science in Tourism; or
 - Has successfully completed a **travel agency management course** or **tour operator's license course**
- [] 4. **Current** NBI Clearance of General Manager.
- [] 5. List of all officials and employees with their respective **positions, citizenship, and home address (w/ house no.)**, including bio-data of at least two (2) members of the staff and documents to prove that;
 - They have completed a **ticketing and reservations course**; and
 - They have at least one (1) year experience in **travel agency operations**, or in case of inbound tours, at least two (2) years experience in tour operations.
- [] 6. Name of at least two (2) tour guides indicating their citizenship, and duly Licensed by the City Tourism Operations Office Or the Department of Tourism.
- [] 7. For alien officials and employees: employment contract, valid visa from the Bureau of Immigration (ICR for native-born resident aliens and visa for pre-arranged employees) and permit from the Dept. of Labor and Employment (Alien Employment Registration Certificates for residents and Alien Employment Permit for non-residents). Resident aliens submit documents only once.
- [] 8. Resolution of the Board of Directors of the Corporation authorizing the establishment of the travel and tour business and designating the person authorized to sign and act for on its behalf and transact business with the office.
- [] 9. **Contract of Lease** of office space or sworn statement by the lessor that the said agency is a lessee thereof.
- [] 10. Business name registration/certificate from the Dept. Of Trade and Industry.

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.