\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**CITY TOURISM OPERATIONS OFFICE**\_\_\_\_\_\_\_\_\_\_\_\_

 2/F PASALUBONG CENTER, PALMA GIL ST., 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 500,000.00**

 (E.g. Bank Certificate under establishment name/owner’s 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 Employ-

 ment Permit for non-residents). Resident aliens submit documents only once.

[ ] 8. Resolution of the Board of Directors of the Corporation authorizing the estab-

 lishment 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. **Department of Trade and Industry (DTI)** Certificate/Registration.

[ ] 11. Sketch (Location)

[ ] 12. Photocopy of Official Receipt (Tourism Fee/Tourism Registration)

Note: \* Assessment of payment shall be determined by the City Tourism Office upon

 Evaluation.

 \* 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.