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

 2/F PASALUBONG CENTER, PALMA GIL ST., DAVAO CITY TELEPHONE NOS. 222-1956 TO 58

**PROCESSING GUIDE FOR LICENSING OF**

**HOTELS**

[ ] 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 there are amendments).

[ ] 3. Resolution of the Board of Directors of the Corporation authorizing the filling of

 application and designating the person authorized to sign and act for, on its

 behalf and transact business with the office.

[ ] 4. **List of** managerial and rank & file **employees** with their respective **position**,

**citizenship** and **home address** ( w/ house no. & type written on a separate sheet).

[ ] 5. List of all foreign nationals indicating their citizenship, foreign & local address,

positions, dates when they assumed such position and status of stay. Submit employment contract, bio-data, valid visa from Bureau of Immigration and Deportation (ICR for native born/ resident aliens and visa for pre-arranged employees) and permit from Department of Labor and Employment ( alien employment Permits for non-residents) Submit documents of resident aliens only once.

[ ] 6. **C**omprehensive **G**eneral **L**iability **Insurance** for guests in the amount of not

 Less than Php 50,000.00, according to category;

 Deluxe Php 100,000.00

 First Class 100,000.00

 Standard 50,000.00

 Economy 50,000.00

Period of insurance should be **coterminous with the Business Permit** (period of insurance should **end exactly Dec. 31** of the current year)

[ ] 7. Food and beverages price list and room rates.

[ ] 8. Sketch (Location)

[ ] 9. Department of Tourism (DOT) Accreditation

[ ] 10. 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.