

Item No.: 11
Date: 25 2024 SEP



Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City



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PROVINCIAL LEGAL OFFICE

2nd INDORSEMENT
September 16, 2024

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through SP Secretary, the attached Ordinance No. 2024-03, Series of 2024 of the Sangguniang Bayan of San Miguel, Leyte.

Issues/concerns for review/recommendation/legal opinion is/are as follows:

- Ordinance No. 2024-03, Series of 2024 entitled: “An Ordinance Amending Municipal Ordinance No. 2021-05, Series of 2021 Otherwise Known as “ The San Miguel Tourism Code of 2021 of the Municipality of San Miguel, Leyte”

REVIEW/RECOMMENDATION/LEGAL OPINION:

This office is of the opinion that the Subject Ordinance is in accordance to its power under Section 447(5)(xvi)¹ of the Local Government Code of 1991 (R.A 7160), and in consonance with the mandate under (R.A 9593 otherwise known as the Tourism Act of 2009) a policy that acknowledges tourism as an indispensable element of national economy and industry of national interest and importance.

Likewise as settled in the case of Constantino v. Desierto 288 SCRA 654, it is within the power of the local council to repeal or amend its prior acts either expressly, or by the passage of an essentially inconsistent resolutions. Hence, recommending for the declaration of its validity

We hope to have assisted you with this request. Please note that the opinion rendered by this Office are based on facts available and may vary or change when additional facts and documents are presented or changed. This opinion is likewise without prejudice to the opinions rendered by higher and competent authorities and/or the courts.

ATTY. JOSE RAYMUND A. ACOL
Asst. Provincial Legal Officer

¹ Section 447(5)(xvi) Establish a municipal council whose purpose is the promotion of culture and the arts xxxx

Republic of the Philippines
PROVINCE OF LEYTE

-0-

OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST ENDORSEMENT
9 September 2024

Province of Leyte
Legal Office
Per. No. 924
9/9/24

Respectfully indorsed to the **PROVINCIAL LEGAL OFFICE** the herein **MUNICIPAL ORDINANCE NO. 2024-03 S 2024** of the **MUNICIPALITY OF SAN MIGUEL, LEYTE**, the **"AMENDING MUNICIPAL ORDINANCE NO. 2021-05, SERIES OF 2021, THE TOURISM CODE OF THE MUNICIPALITY OF SAN MIGUEL, LEYTE, BY SUPPLEMENTAL PROVISIONS"**, for review and recommendations.



FLORINDA JILL S. JYVICO
Secretary to the Sanggunian

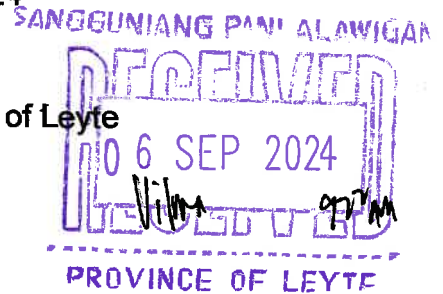


Republic of the Philippines
PROVINCE OF LEYTE
MUNICIPALITY OF SAN MIGUEL
-oOo-

OFFICE OF THE SANGGUNIANG BAYAN

September 05, 2024

The Honorable Members of the Sangguniang Panlalawigan of Leyte
Thru: The Sangguniang Panlalawigan Secretary
Provincial Legislative Building,
Candahug, Palo, Leyte



Gentlemen/Ladies:

I have the honor to forward herewith pertinent documents of the Sangguniang Bayan of the Municipality of San Miguel, Leyte for review and approval, to wit:

1. Seventeen (17) copies of Municipal Ordinance No. 2024-03, Series of 2024 entitled: **"AN ORDINANCE AMENDING MUNICIPAL ORDINANCE NO. 2021-05, SERIES OF 2021 OTHERWISE KNOWN AS "THE SAN MIGUEL TOURISM CODE OF 2021 OF THE MUNICIPALITY OF SAN MIGUEL, LEYTE" BY SUPPLEMENTAL PROVISIONS**

Kindly acknowledge receipt hereof.

Very truly yours,


BRYAN NEIL B. BRAZIL
Secretary to the Sangguniang Bayan

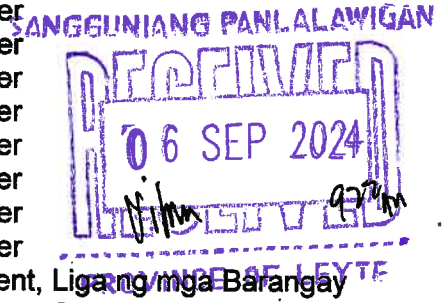


OFFICE OF THE SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN, SAN MIGUEL, LEYTE, HELD AT THE SESSION HALL, LEGISLATIVE BUILDING, SAN MIGUEL, LEYTE ON AUGUST 05, 2024

PRESENT:

- | | |
|-------------------------------|------------------------------------------------------------------------|
| Hon. Protacio Q. Brazil | - Municipal Vice-Mayor/Presiding Officer |
| Hon. Richard Len B. Lapidario | - SB Member |
| Hon. Prospero Q. Brazil | - SB Member |
| Hon. Charlie L. Guy | - SB Member |
| Hon. Antonio L. Asis | - SB Member |
| Hon. Otelio U. Babiano, Jr. | - SB Member |
| Hon. Ruben G. Agner | - SB Member |
| Hon. Thelma M. Brazil | - SB Member |
| Hon. Letecia G. Espos | - SB Member |
| Hon. Samuel P. Salomon | - Ex-Officio Member/President, Liga ng mga Barangay |
| Hon. John Albert B. Ala | - Ex-Officio Member President, Sanggunian Kabataan Pambayan Pederasyon |



Resolution No. 155
Series of 2024

WHEREAS, this measure is in line with the DILG MC No. 2019-17 reiteration of Republic Act No. 9593 or the Tourism Act of 2009”, Rule 8, Chapter 1, Section 122 on Accreditation;

WHEREAS, in the Implementing Rules and Regulations (IRR) of RA No. 9593, “Primary Tourism Enterprises (PTEs) such as hotels, resorts, inns and other accommodation establishments are required to secure accreditation from the Department of Tourism (DOT) for issuance of license or permit to operate, thus local government units have to ensure that all PTEs have complied with and have obtained DOT accreditation before its operation, hence this amendatory ordinance;

NOW THEREFORE, on motion of Hon. John Albert B. Ala duly seconded by Hon. Letecia G. Espos;

RESOLVED, as it is hereby resolved to enact the following ordinance, to wit:

MUNICIPAL ORDINANCE NO. 2024 - 03
Series of 2024

AN ORDINANCE AMENDING MUNICIPAL ORDINANCE NO. 2021-05, SERIES OF 2021 OTHERWISE KNOWN AS “THE SAN MIGUEL TOURISM CODE OF 2021 OF THE MUNICIPALITY OF SAN MIGUEL, LEYTE” BY SUPPLEMENTAL PROVISIONS

Sponsor: HON. JOHN ALBERT B. ALA
 Ex-Officio Member/President, Sangguniang Kabataan Pambayang Pederasyon/ Chairman, Committee on Sports & Youth Development, Culture and Tourism; and
Co-Sponsor: HON. RICHARD LEN B. LAPIDARIO
 SB Member/Chairman on Rules, Privileges, Ordinances, Legal Matters and Ways & Means

BE IT ORDAINED by the Sangguniang Bayan of San Miguel, Leyte in regular session assembled that:

ARTICLE I
TITLE

Section 1. Title. This Ordinance shall be known as the “**SUPPLEMENTAL PROVISIONS ON THE TOURISM CODE OF THE MUNICIPALITY OF SAN MIGUEL, LEYTE**”.

ARTICLE II
CREATION OF LOCAL TOURIST INFORMATION AND ASSISTANCE CENTER/DESKS AND ITS COMPOSITION, TERM OF OFFICE AND FUNCTIONS

Certified Correct:

[Signature]
 HON. OTHELIO U. BABIANO, JR.
 SB MEMBER
 Secretary to the Sangguniang Bayan
 BRYAN NEIL B. BRAZIL

Attested by:

[Signature]
 HON. RUPEN G. AGNER
 SB MEMBER
 HON. PROTACIO Q. BRAZIL
 Municipal Vice-Mayor/Presiding Officer

Concurred:

[Signature]
 HON. THELMA M. BRAZIL
 SB MEMBER
 HON. LETECIA G. ESPOS
 SB MEMBER
 HON. RICHARD LEN B. LAPIDARIO
 SB MEMBER

Espos;

[Signature]
 HON. SAMUEL P. SALOMON
 President, Liga ng mga Barangay
 HON. CHARLIE L. GUY
 SB MEMBER

Approved:

[Signature]
 HON. JOHN ALBERT B. ALA
 President, Sanggunian Kabataan Pambayan Pederasyon
 HON. ANTONIO L. ASIS
 SB MEMBER
 ATTY. NORMAN D. SABBADAO
 Municipal Mayor

Certified Correct:

Section 2. Creation of Local Tourist Information and Assistance Center/Desks as per Republic Act No. 9593 otherwise known as Tourism Act of 2009, Section 43 states that in coordination with the DOT Regional Offices, every province, city or municipality in which tourism is a significant industry shall establish a tourist information and assistance center/desk/s to assist tourists and tourism enterprise;

Attested by:

The Tourist Information and Assistance Desk is hereby created to disseminate relevant information pertaining to tourist locations and products and to assist tourist and tourism enterprises;

The desk shall be located at the municipal lobby or any areas within the municipal grounds as identified in the Executive Order to be issued by the Local Chief Executive and opens from 8:00 in the morning until 5:00 in the afternoon during week days. The Tourism Officer or any LGU employee assigned for the day shall man the desk.

Section 3. Creation, Composition and Term of Office of the Local/Municipal Tourism Council (MTC) as per RA 9593 Section 3.J. and Section 44 of RA 9593 and the Local Government Code of 1991 or RA 7160 Section 106 the Creation of a Multisectoral Local Government Council (LDC).

Concurred:

- | | | |
|----------------------|---|-------------------------------------------------------------------------------------------|
| Honorary Chairperson | : | Local Chief Executive |
| Co-Chairperson | : | Municipal Vice Mayor |
| Vice Chairperson | : | SB Committee on Tourism Culture and Arts |
| Members | : | <u>Government Sector</u> |
| | | Chairperson, SB Chair on Tourism, Culture and Arts |
| | | Chairperson, SB Chair on Transportation |
| | | Local Cultural Officer or its equivalent |
| | | Local Planning and Development Officer |
| | | Local Information officer |
| | | Local Budget Officer |
| | | Local Tourism Officer |
| | | Liga ng Mga Barangay President |
| | | SK Federation President |
| | | Representative, Department of Education (DepEd Division)/Academe |
| | | Representative, PESO Office |
| | | Representative, LEDIPO Office |
| | | MENRO |
| | | Municipal Agriculturist |
| | | <u>Private Sector</u> |
| | | Representative, Local Tourism Council |
| | | Representative, Local Historical/Heritage Society or any sectarian organization, if any |
| | | Representative, Local Museum |
| | | Representative, Local Artist Groups |
| | | Representative, Business Sector or Chamber of Commerce |
| | | Representative, Professional Sector |
| | | Representative, Academe |
| | | Representative, Youth Sector |
| | | Representative, each from Indigenous Peoples and Cultural Communities present in the area |
| | | Representative from Travel Agencies Association |
| | | Representative, Accommodation Owners |
| | | Representative, Transportation Sector |
| | | Representative, CSO |
| | | Representative, Religious Group |

BRYAN NEIL B. BRAZIL
Secretary to the Sangguniang Bayan

HON. OTHELIO U. BABIANO, JR.
SB MEMBER

HON. RUDOLPH G. AGNER
SB MEMBER

HON. PROTACIO Q. BRAZIL
Municipal Vice-Mayor/Presiding Officer

HON. THILMA M. BRAZIL
SB MEMBER

HON. RICHARD LEM B. LAPIDARIO
SB MEMBER

HON. LETECIANG ESPINOZA
SB MEMBER

HON. SAMUEL P. SALOMON
President, Liga ng mga Barangay

HON. JOHN ALBERT B. ALA
President, SK Pambayang Pederasyon

HON. CHARLIE T. BUY
SB MEMBER

HON. ANTONIO L. ASIS
SB MEMBER

ATTN: NORMAN D. SABBADAO
Municipal Mayor

Certified Correct:

HON. OTELLIO U. BABIANO, JR.
SB MEMBER
Secretary of the Sangguniang Bayan

Section 4. Objectives and Functions. The Council shall have the following Objectives and Functions:

1. To formulate a strategic plan or a framework plan to develop and enhance the tourism potentials and tourism industry in the municipality of San Miguel;
2. To coordinate every tourism event and program in the community;
3. To formulate programs and recommendation to develop local tourism facilities and attractions tapping local and outside resources and funds;
4. To assist in the regulation and supervision of tourism- oriented establishments thereby ensuring wholesome and clean tourism activities; and
5. To assist in monitoring the implementation of the Local Government Code particularly on the matter of licensing of tourism establishment in the locality in order to ensure a safe and enjoyable stay of the tourists and travelers.
6. To act as the consultative body and representative on matters affecting the tourism industry;
7. To coordinate efforts of both public and private sector that boost local tourism;
8. To spearhead efforts in the formulation of policy and encouraging the Sangguniang Bayan to propose legislation supporting the tourism industry in accordance with the Tourism Act of 2009.

Attested by:

HON. RUBEN G. AGNER
SB MEMBER
Municipal Vice-Mayor/Presiding Officer

Concurred:

HON. THELMA M. BRAZIL
SB MEMBER

Section 5. TWG Member's Functions. The TWG members shall serve as the task force of the MTC and shall perform the following functions:

1. Lead in the implementation of the programs, plans and activities of the council;
2. Provide assistance with governmental and private sector activities that boost the tourism industry;
3. Provide assistance to any ad hoc committee that will be formed to undertake activities pertaining to tourism;
4. Work hand-in-hand with the secretariat in record-keeping and documentation of tourism-related activities.

Section 6. Secretariat Functions. The Secretariat shall perform the following functions:

1. Provide technical and administrative support;
2. Document all proceedings of the MTC;
3. Prepare the minutes of the meetings, resolutions, recommendations, communications and reports;
4. Serve and follow-up communications to concerned individuals and sectors;
5. Keep the records of the council;
6. Provide such other assistance as may be required by the council.

Section 7. Meetings and Quorum. The Council shall meet quarterly and as the need arises which shall be presided by the Chairman or one of the Vice Chairmen. In the absence of the Chairman/Co-Chairman/Vice Chairman, the members present constituting a quorum shall elect among themselves who may preside for such meeting only.

The affirmative of a majority of the members shall be necessary to approve an action of the council. A Quorum shall mean the presence of the majority of the members.

**ARTICLE III
CREATION OF THE LOCAL CULTURE AND ARTS COUNCIL (LCAC), ITS
COMPOSITION/TERM OF OFFICE/FUNCTIONS**

Section 8. Creation, Composition and Term of Office of the Local Culture and Arts Council (LCAC) as per DILG MC # 2017-133 is hereby created to compose as follows:

- Chairman : Local Chief Executive
- Members : Chairperson, Sangguniang Committee on Culture and the Arts
Local Cultural officer or equivalent
Local Planning and Development Officer

HON. ANTONIO L. ASIS
SB MEMBER
Approved:
ATTY. NORMAN D. SARDAO
Municipal Mayor

HON. CHARLIE T. STUY
SB MEMBER
HON. JOYAN ALBERT B. SALA
President, Sangguniang Pederasyon

HON. PROSPERO D. BRAZIL
SB MEMBER
HON. SAMUEL P. SALOMON
President, Liga ng mga Barangay

HON. RICHARD LEN B. LAPIDARIO
SB MEMBER
HON. LETECIA G. ESPOS
SB MEMBER

Local Information Officer
 Local Budget Officer
 Local Tourism Officer
 Liga ng Mga Barangay President
 Representative, Department of Education (DepEd Division)
 Representative, Local Tourism Council
 Representative, Local Historical/Heritage Society or any sectarian organization, if any
 Representative, Local Museum
 Representative, Local Artist Groups
 Representative, Business Sector or Chamber of Commerce
 Representative, Professional Sector
 Representative, Academe
 Representative, Youth Sector
 Representative, each from Indigenous Peoples and Cultural Communities present in the area
 Representative from Travel Agencies Association
 Representative, Accommodation Owners
 Representative, Transportation Sector
 Representative, PESO Office
 Representative, LEDIPO Office
 Representative, CSO
 Representative, Religious Group

A. Duties and Responsibilities - The Local Culture and Arts Council (LCAC) shall have the following duties and responsibilities:

As per DILG Memorandum Circular No. 2002-81 of the Creation of Local Culture and the Arts Council:

- a. Prepare an annual plan on culture, arts and cultural heritage in consonant with the Philippine Development Plan for Culture and Arts, to be integrated in the local development plan and considered in the annual appropriation ordinances;
- b. Formulate programs and recommendations to develop and sustain local cultural and artistic talents, cultural industries, traditional and contemporary arts and crafts, and their processes;
- c. Coordinate with the appropriate affiliated cultural agencies of the National Commission for Culture and the Arts (NCCA) for the conservation and monitoring of national cultural properties found on the LGU;
- d. Conduct cultural events such as cultural festivals, competition, lectures, seminars and symposia;
- e. Identify such other programs and activities for the promotion of local cultural heritage and arts;

As per Republic Act No. 10066 or the National Cultural Heritage Act of 2009:

- f. Ensure the protection, preservation, conservation and promotion of the local cultural and historical heritage;
- g. Declare and maintain Local Heritage Zones;
- h. Establish a Local Registry of Cultural Property;

As per Republic Act No. 7355 or the Gawad ng Manlilikha ng Bayan Act:

- i. Acknowledge the importance of traditional folk artists as singular conduit between skills of the past and the future;
- j. Revitalize a community's artistic tradition thereby protecting a valuable fact of Philippine culture;
- k. Provide mechanisms for identification and assistance for qualified traditional folk artists to transfer their skills to the community; and,
- l. Create opportunities for popularizing their works locally.

Certified Correct:

BRYAN NEIL B. BRAZIL
 Secretary to the Sangguniang Bayan

HON. OTEHO U. BABIANO, JR.
 SB MEMBER

Attested by:

HON. PROTACIO Q. BRAZIL
 Municipal Vice-Mayor/Presiding Officer

HON. RUBEN G. AGNER
 SB MEMBER

Concurred:

HON. RICHARD LEN B. LAPIDARIO
 SB MEMBER

HON. THELMA M. BRAZIL
 SB MEMBER

HON. LETECIA G. ESPOS
 SB MEMBER

HON. PROSPER B. BRAZIL
 SB MEMBER

HON. SAMUEL P. SALOMON
 President, Liga ng mga Barangay

HON. CHARLIE L. EDY
 SB MEMBER

HON. JOHN ALBER B. ALA
 President, SK Paribay and Pederasyon

Approved:

HON. ANTONIO L. ASIS
 SB MEMBER

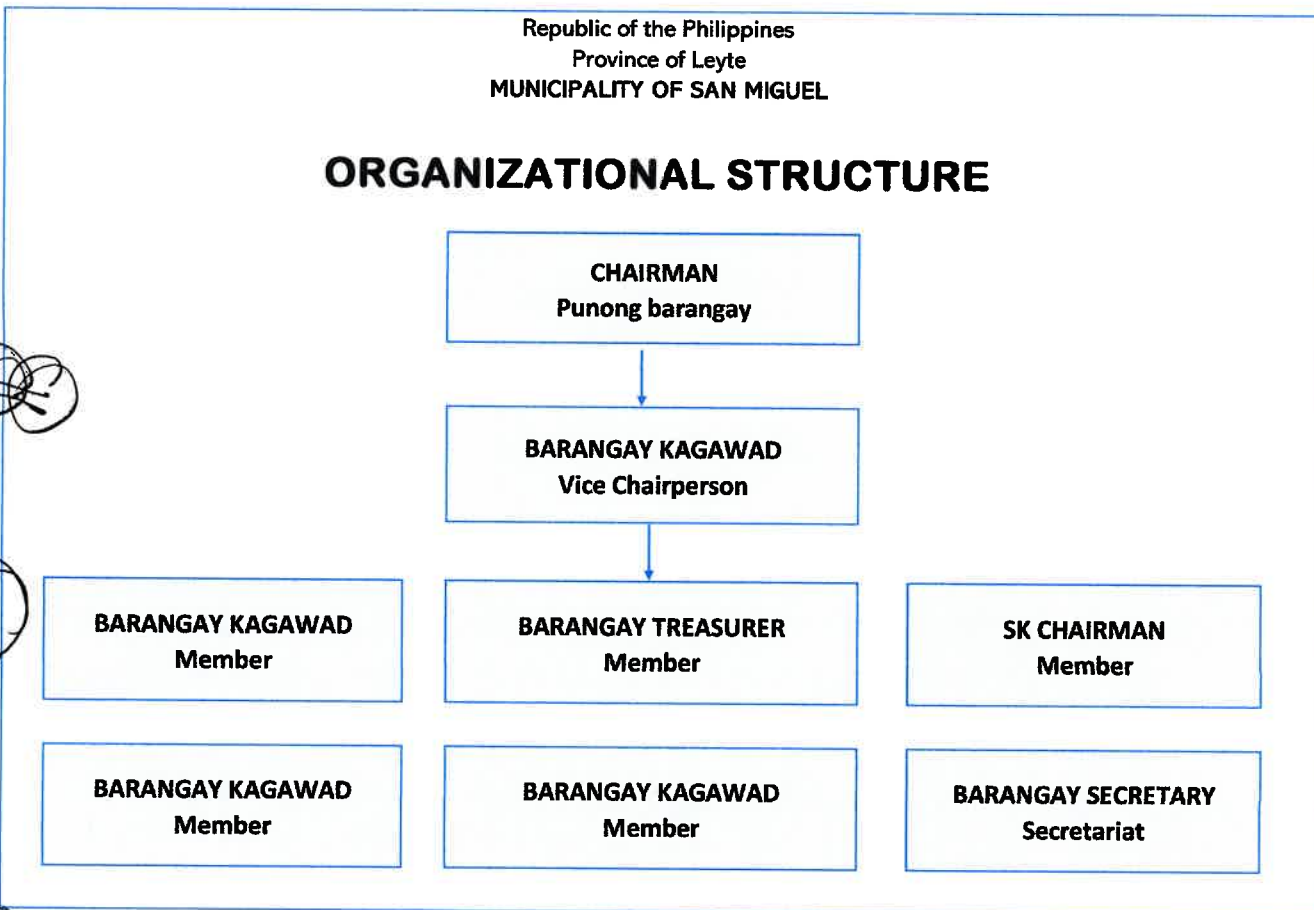
ATTY. NORMAN D. SABDAO
 Municipal Mayor

B. Other Functions:

1. Ratify all Certificates of Registration issued to tourism establishments.
2. Exercise appellate jurisdiction on decisions or actions of the municipality Municipal
3. Information and Tourism Promotion Office non matters involving the issuance, renewal, revocation or denial of Certificates of Registration and/or License of a Tourism Establishment, and other cases arising from the implementation of this ordinance shall resolve the same, within fifteen (15) days from termination of the hearing.
4. When public interest requires and upon recommendation of the Municipal Information and Tourism Promotion Office, authorizes special inspection of tourism establishments.
5. Formulate and recommends, policies and programs aimed at promoting the tourism industry in Bayog such as, Tourism Development Plan. (TDP)
6. Perform other duties and responsibilities as maybe required by law or this ordinance

**ARTICLE IV
CREATION OF BARANGAY COMMITTEE ON TOURISM/ITS FUNCTIONS**

Section 9. Creation of the Barangay Committee on Tourism - To provide a backbone to all municipal tourism programs and projects, there shall be created a Committee on Tourism in every Barangay in the Municipality of San Miguel. Each Barangay shall be encouraged to allocate at least five (5) percent of the 20% Development Fund from their National Tax Allotment (NTA) Share.



A. Functions of the Barangay Committee on Tourism:

- a. Formulate plans and programs for tourism and beautification in the Barangay level.
- b. Identify tourist destination areas in the Barangay.
- c. Manage Barangay Tourist destination areas such as the following, but not limited to covered courts, museum, parks and playground.
- d. Prepare Barangay facts and figures and marketing materials

Certified Correct:

[Signature]
BRYAN NEIL B. BRAZIL
 Secretary to the Sanggailang Bayan
HON. OTHELIO U. BABIANO, JR.
 SB MEMBER

Attested by:

[Signature]
HON. PROTACIO Q. BRAZIL
 Municipal Vice-Mayor/Presiding Officer
HON. RUBEN G. AGNER
 SB MEMBER

[Signature]
HON. THELMA M. BRAZIL
 SB MEMBER

Concurred:

[Signature]
HON. RICHARD LEN B. LAPIDARIO
 SB MEMBER
HON. LETECIA S. ESPOS
 SB MEMBER

[Signature]
HON. PROSPERO Q. BRAZIL
 SB MEMBER
HON. SAMUEL P. SALOMON
 President, Liga ng mga Barangay

[Signature]
HON. CHARLIE T. GUY
 SB MEMBER
HON. JOHN ALBERT B. ALA
 President, SK Pamulangang Pederasyon

Approved:

[Signature]
HON. ANTONIO L. ASIS
 SB MEMBER
ATTY. NORMAND S. SARDAO
 Municipal Mayor

- e. Design and execute appropriate marketing and promotion plans
- f. Strive for the creation of a product of their Barangay.
- g. Organize fund raising projects and events and accept donations, sponsorships and solicitations, through a Barangay Resolution for Barangay Tourism programs and parks beautification.
- h. Coordinate and participate in all Municipal Tourism activities and projects.

**ARTICLE V
TOURISM EVENTS, PARKS, RESORTS, CONVENTION AND CULTURE
OF EXCELLENCE AND TOURIST POLICE**

Section 10. Primary Tourism Enterprises. The following are the facilities and services directly related to tourism. DOT-certified primary tourism enterprises shall be periodically required to obtain accreditation from DOT to ensure the quality of its facilities and services.

A. List of Primary Tourism Enterprises:

1. Accommodation Establishments

- Hotel
- Resort
- Apartment Hotel
- Mabuhay Accommodation (tourist inns, motels, pension houses, and bed and breakfast, among others)
- Homestay

2. Travel and Tour Services

- Travel and Tour Agency
- Travel Agency
- Tour Operator
- Online Travel Agency

3. Tourist Transport Operators

- Tourist Land Transport Operator
- Tourist Water Transport Operator
- Tourist Air Transport Operator
- Motorized Banca

4. Meetings, Incentives, Conventions and Exhibitions (MICE)

- MICE Organizer
- MICE Facility/ Venue

5. Adventure/ Sports and Ecotourism Facilities

6. Tourism Frontliner

- Tour Guide

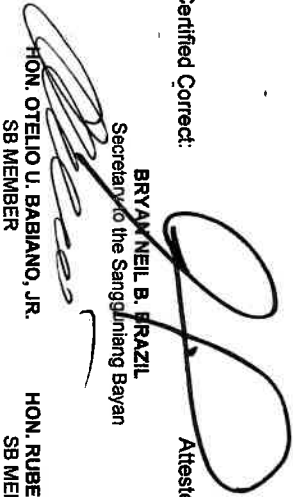
B. Secondary Tourism Enterprises. These are facilities and services that may be related to tourism. Accreditation shall be voluntary for secondary tourism enterprises that follows minimum DOT standards.

List of Secondary Tourism Enterprises

1. Tourism-related Enterprises

- Restaurant
- Tourism Training Center

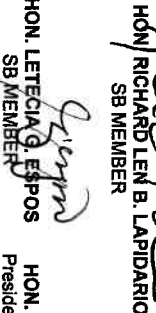
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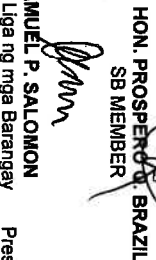

BRYAN NEIL B. BRAZIL
 Secretary to the Sangguniang Bayan

Attested by:


HON. PROTACIO Q. BRAZIL
 Municipal Vice-Mayor/Presiding Officer

Concurred:


HON. RICHARD LEN B. LAPIDARIO
 SB MEMBER


HON. PROSPERO Q. BRAZIL
 SB MEMBER


HON. CHARLENE T. GUY
 SB MEMBER

Approved:


HON. ANTONIO L. ASIS
 SB MEMBER

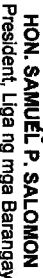

ATTY. NORMAN D. SARDO
 Municipal Mayor


HON. OTHELIO U. BABIANO, JR.
 SB MEMBER



HON. RUBEN G. AGNER
 SB MEMBER

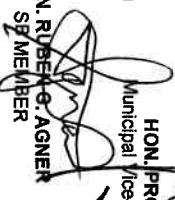

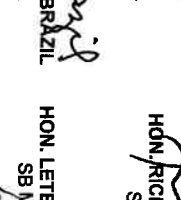

HON. THELMA M. BRAZIL
 SB MEMBER




HON. LETECIA G. ESPO
 SB MEMBER


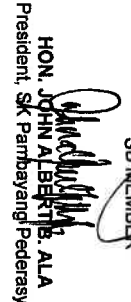

HON. SAMUEL P. SALOMON
 President, Liga ng mga Barangay




HON. JOHN ALBERT B. ALA
 President, SK Pambarangal Pederasyon

Certified Correct:

BRYAN NEIL B. BRAZIL
Secretary of the Sangguniang Bayan

Attested by:

HON. RUBEN G. AGNER
SB MEMBER

HON. PROTACIO Q. BRAZIL
Municipal Vice-Mayor/Presiding Officer

HON. THELMA M. BRAZIL
SB MEMBER

Concurred:

HON. RICHARD LEN B. LAPIDARIO
SB MEMBER

HON. LETECIA G. ESPINO
SB MEMBER


HON. SAMUEL P. SALOMON
President, Liga ng mga Barangay

HON. JOHN A. BERKLE, ALA
President, SK Paribayang Pederasyon

Approved:

HON. ANTONIO L. SASIS
SB MEMBER

ATTY. NORMAN D. SABDAO
Municipal Mayor

- Target Shooting Range
- Department Store/ Shopping Mall/ Tourist Shop/ Specialty Shop
- Farm Tourism Camp
- Gallery/ Museum
- Tourism Entertainment Complex
- Tourism Recreation Center
- Zoos
- Rest Area/ Restroom
- Surfing Camp

2. Health and Wellness Services

- Ambulatory Clinic
- Spa
- Tertiary Hospital

3. Tourism Frontliner

- Tourism Trainer
- Surfing Instructor

Section 11. Tourism Events. The Municipality shall organize various activities that will aim at promoting San Miguel and at the same time providing direct and indirect income to its constituents. The Municipal Tourism Operations Office shall spearhead and promote the established and recognized annual/regular tourism programs and special events in the Municipality of Bayog which includes, but shall not be limited to the following:

- a. San Miguel Day – Every 29th day of September of every year
- b. Founding Anniversary Celebration – Every 10TH day of March of every year

Section 12. Municipal Parks. The Municipality of San Miguel shall continuously upgrade and beautify all its parks and playground. The Municipal Tourism Operations Office in coordination with the Municipal Environmental and Natural Resources Officer (MENRO) and Municipal Engineering's Office shall oversee the following Municipal Tourist destination areas, while the Barangay Tourism Committees shall manage their respective areas:

- a. Lukay Ecopark – Barangay Lukay, San Miguel, Leyte
- b. Municipal Mini-Park/Children's Park – Municipal Grounds
- c. All Identified Local Cultural Inventory (LCI) and other Tourism Sites

Section 13. Culture of Excellence. All San Miguelnons shall be encouraged to attend seminars, emphasizing the importance of Filipino values, attitude, culture, and service excellence in relation to Tourism. The history of San Miguel, legend, important events and personalities as well as its values shall be provided for in the module.

- a. All employees of the Municipal Government shall be required to attend a Culture of Excellence Seminar/Workshop on a regular basis.
- b. Tourism oriented and related establishments in the Municipality shall be encouraged to require their front liners to undergo the Culture of Excellence Seminar.
- c. All Tricycle, Jeepney, MCH and PUV/Bus Drivers shall be required to attend the Culture of Excellence Seminar which shall be integrated with the Annual Driver's Seminar.
- d. All media organizations shall air/publish public service announcements on the promotion of Filipino values and culture in the tourism context.
- e. All academic institution like Day Care Centers, Primary, Secondary and Tertiary Educational Institutions shall be provided with modules on Culture of Excellence as part of the curriculum of the students which may either be integrated in their Religion or Values Education Subjects, in coordination with the Department of Education in the Municipality of San Miguel.

Note: The Local Chief Executive shall issue an Executive Order to assign a Committee to devise the Lectures, Seminar or Workshop Materials, Modules and Examination for assessment purposes.

Certified Correct:

HON. OTELIO U. BABIANO, JR.
SB MEMBER
BRYAN NEIL B. BRAZIL
Secretary of the Sangguniang Bayan

Section 14. Tourist Police. The Local Chief Executive shall designate Tourist Police to assist in maintaining peace and order, law enforcement and tourist security. They will be assigned in Tourist Information Centers, main streets, and other tourist destination areas.

ARTICLE VI ACCREDITATION

Attested by:

HON. RUBEN G. AGNER
SB MEMBER
HON. PROTACIO Q. BRAZIL
Municipal Vice-Mayor

Section 15. Accreditation Basis. All tourism establishments/activities in San Miguel shall be classified, accredited and registered in accordance with the Rules and Regulations promulgated by the Department of Tourism.

Concurrent:

HON. THELMA M. BRAZIL
SB MEMBER
HON. PROTACIO Q. BRAZIL
Presiding Officer

Section 16. Accreditation of Tourism-Oriented/Related Establishments and Tour Guides. No person, natural or juridical, shall keep, manage, or operate any building, edifice or premise, or a completely independent part thereof, for the purpose of engaging in the tourism business without having first secured a license permit from the BPLO to operate the same, and a certificate of accreditation of the establishment from the TPD.

Section 17. Who are Authorized to Sign the Application for Accreditation. In the filing of application for accreditation, the following shall be authorized to sign said application;

- a. In the case of sole proprietorship, the owner thereof or his duly authorized representative.
- b. In the case of partnership, one of the partners designated on a sworn certification by all partners to sign the application.
- c. In the case of corporation, the person named in the board resolution as authorized to sign the application or person so designated in its by-laws.

Note: All applicants who wish to apply for the Accreditation Certificate/Seal of Excellence should submit copy of their Mayor's Permit to the Municipal Tourism Operations Office.

ARTICLE VII INCENTIVES FOR THE MUNICIPAL ACCREDITED TOURISM ESTABLISHMENTS

Section 18. Incentives for Accredited Tourism Establishments. Tourism-oriented and Tourism-related establishments which are duly registered and licensed by the Municipal Government shall be entitled to the following incentives:

- a. Assistance to the processing of DOT Accreditation
- b. "One-Stop-Shop" processing of registration and license which should be completed within a period of five (5) days.
- c. Free promotion in all publications/brochures/tourism flyers/leaflets/collateral materials.
- d. Inclusion in Lakbay-Aral Tours/Tour packages
- e. Incentives provided under the Municipality of Bayog Investment Code.

ARTICLE VII ACCREDITATION REQUIREMENTS

Section 19. Accreditation of Tour Guides.

a. Tour Guides. Only Filipino citizens may qualify as tour guides; He/She should have established at least one year of residency in the Municipality of San Miguel. Tour Guides must undergo training and must be accredited by the MTOO. Accreditation is renewable annually.

b. Qualifications for Tour Guides:

- 1. Bonafide resident of the Municipality of San Miguel
- 2. Fluent in speaking Filipino, English and other foreign languages;
- 3. Physically and mentally fit;
- 4. Computer literate/preferably knowledgeable in foreign language; and
- 5. Preferably tourism graduate or any related field.

Approved:

HON. ANTONIO L. ASIS
SB MEMBER
ATTY. NORMAN D. SABBDAO
Municipal Mayor

Certified Correct:

Attested by:

Concurred:

c. Requirements:

1. Proof that the applicant has passed a seminar for tour guides duly conducted by any of the following: the Department of Tourism, Municipal Government or other government agencies duly authorized by the Department of Tourism to conduct seminars; Provided, however, that this requirement may be waived by the Municipal Government with the concurrence of the Department of Tourism where the applicant possesses special academic or professional qualification relevant to tourism.
2. Certificate of good health issued by any duly accredited government physician.
3. Clearance from the National Bureau of Investigation.
4. In the case of alien application, proof of employment with duly licensed agency, permit to work or registration certificate from the Department of Labor and Employment, and proof of reciprocity which shall consist of a certificate by the proper official of the home state of the applicant to the effect that the law of such state allows or permits reciprocal rights to Filipino citizens to engage in tour guiding which must be properly authenticated.

Section 20. Accreditation of a Professional Event Organizer. For purposes of accreditation the following shall be the minimum requirements for the Professional Event Organizer:

- a. **Requirement.** Proof that the applicant has secured business permit from the office of the BPLO.
- b. **Office Requirement.** It shall be located in a business district and must be easily identifiable.

**ARTICLE VIII
STANDARD REQUIREMENTS FOR THE OPERATION/MAINTENANCE
OF TOURISM ESTABLISHMENT, ETC.**

Section 21. Classes of Resorts. For purposes of accreditation, resorts shall be classified as follows:

- Class "AAA"
- Class "AA"
- Class "A"
- Special Interest Resort

Section 22. Requirements for "AAA" Class Resort. The following are the minimum requirements for the operation and maintenance of an "AAA" Class Resort:

- a. **Location and Environment** - The resort shall be located in a suitable area, free of noise and atmospheric and marine pollution.
- b. **Parking** -An adequate parking space with parking security shall be provided free to guests.
- c. **Facilities and Room Accommodation** -The resort shall have its rooms, facilities and amenities equivalent to those of a First-Class Hotel.
- d. **Public Washrooms** -There shall be a first class and adequate public toilet and bathroom for male and female, provided with sufficient hot and cold running water, toilet paper, soap, hand towel and/or hand drier.
- e. **Sports and Recreational Facilities** -The resort shall have at least four (4) recreational facilities.
- f. **Conference Convention Facilities** -Conference convention facilities with attached toilets shall be provided.
- g. **Employees Facilities** - Uniforms of employees shall be provided by the management of the resort. The front-line employees should wear uniforms and IDs. Adequate and well-maintained locker rooms and bathrooms for male and female employees, including cafeteria, shall be provided.

HON. OTHELIO T. BABIANO, JR.
SB MEMBER

HON. RABEN G. AGNER
SB MEMBER

HON. THELMA M. BRAZIL
SB MEMBER

HON. LETECIA G. ESPINO
SB MEMBER

HON. SAMUEL P. SALOMON
President, Liga ng mga Barangay

HON. JOHN ALBERT B. ALA
President, SK Pambyang Pederasyon

HON. CHARLIE L. GUY
SB MEMBER

HON. ANTONIO L. ASIS
SB MEMBER

ATTY. NORMAN D. SABBDAO
Municipal Mayor

BRYAN NEIL A. BRAZIL
Secretary to the Sangguniang Bayan

HON. PROTACIO Q. BRAZIL
Municipal Vice-Mayor/Presiding Officer

HON. RICHARD LENI B. LAPIDARIO
SB MEMBER

HON. PROSPERO Q. BRAZIL
SB MEMBER

HON. CHARLIE L. GUY
SB MEMBER

HON. ANTONIO L. ASIS
SB MEMBER

Certified Correct:


BRYAN NEIL B. BRAZIL
Secretary to the Sangguniang Bayan
HON. OTHELIO U. BABIANO, JR.
SB MEMBER

Section 23. Minimum Requirements for "AA" Class Resort. The following are the minimum requirements for the operation and maintenance of "AA" Class Resort:

- a. **Parking** - An adequate parking space with parking security shall be provided free to guests.
- b. **Facilities and Accommodations** -The resort shall have its rooms, facilities and amenities equivalent to those of a Standard Sized Hotel.
- c. **Public Washrooms** - There shall be a clean and adequate public toilet and bathrooms for male and female, provided with sufficient running water, toilet paper, soap, ahdn towel and/or drier.
- d. **Sports and Recreational Facilities** -The resort shall offer at least three (3) sports and recreational facilities.
- e. **Conference/Convention Facilities** - Conference/convention facilities shall be provided.
- f. **Employees Facilities** - Uniforms of employees shall be provided by the management of the resort. The front-line employees should wear uniforms and IDs. Adequate and well-maintained locker rooms and bathrooms for male and female employees shall be provided.

Attested by:


HON. PHOTACIO Q. BRAZIL
Municipal Vice-Mayor
HON. ARDEN G. AGNER
SB MEMBER
HON. THELMA M. BRAZIL
SB MEMBER

Concurred:


HON. RICHARD LEN B. LAPIDARIO
SB MEMBER
HON. LETECIA G. ESPINO
SB MEMBER
HON. SAMUEL P. SALOMON
President, Liga ng mga Barangay
HON. PROSPERO Q. BRAZIL
SB MEMBER

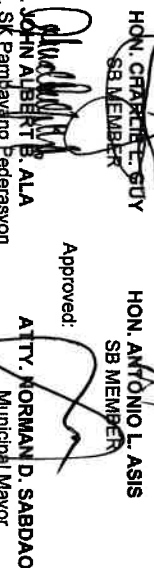
Section 24. Minimum Requirements for "A" Class Resort. The following are the minimum requirements for the operation and maintenance of "A" Class Resort:

- a. **Parking.** An adequate parking space with parking security shall be provided free to guests.
- b. **Facilities and Room Accommodation.** The resort shall have its rooms, facilities and amenities equivalent to those of a Standard Sized Hotel.
- c. **Public Washrooms.** There shall be a clean and adequate public toilet and bathroom for male and female, provided with sufficient running water, toilet paper and soap.
- d. **Sports and Recreational Facilities.** The resort shall offer at least two (2) sports and recreational facilities.
- e. **Food and Beverage Outlets.** The resort shall have one (1) food and beverage outlet.

Section 25. Minimum Requirements for a Special Interest Resort. For purposes of registration and licensing, the following are the basic requirements for the establishment, operation, and maintenance of a special interest resort:

- a. **Location.** The camp and ground sites shall be well-drained and should not be subject to flooding. It shall be distant from any source of nuisance and shall not endanger sources of any water supply and other natural resources.
- b. **Lounge and Reception Counter.** There shall be a reception counter and a reasonably furnished lounge commensurate with the size of the resort.
- c. **Room Accommodation.** There shall be at least five (5) bedrooms for permanent site operations. The bedroom shall be reasonably spacious and is provided with comfortable bed(s), as well as sufficient and fresh supply of clean linen and mirror. For movable operation, a minimum of sixteen (16) guests plus the staff shall be accommodated in tents, lean-tos and the like. Where permanent tents are used, flooring shall be at least four (4) inches above the ground. Tents shall be provided with adequate bedding suitable for tropical use. Theme parks may be exempted from these requirements.
- d. **Toilets and Bathroom.** There shall be separate clean toilet and bathroom facilities for male and female guests which shall be provided with sufficient supply of running water and situated in appropriate and accessible areas. The same shall be provided at the camp site for mobile groups. In the absence of chemical toilets, temporary sanitary latrines shall be provided based on acceptable Philippine standards.

Approved:


HON. CIRARITE L. GUY
SB MEMBER
HON. ANTONIO L. ASIS
SB MEMBER
ATTY. NORMAN D. SABDAO
Municipal Mayor

- e. **Lighting, Furnishing and Ventilation.** Lighting arrangements and furnishing in all rooms shall be either good or standard, and in areas where there is no electric power, each room shall be provided with non-hazardous portable light. Adequate means of ventilation shall be provided.
- f. **Staff and Service.** An adequate number of trained, experienced, courteous, and efficient staff shall be employed. They shall wear clean uniforms at all times. The front-line staff shall have a good speaking knowledge of English.

Section 26. Maintenance and Housekeeping. Maintenance of all sections of the resort shall be of acceptable standard, and shall be on continuing basis, taking into consideration the quality of materials used as well as its upkeep. Housekeeping shall be of such a standard ensuring well-kept, clean and pollution-free premises. A pest's control program shall be regularly maintained in all areas of the resort. Regular and hygienic garbage disposal system shall be maintained. Sanitation measures shall be adopted in accordance with the standards prescribed under Presidential Decree No. 856, the Sanitation Code of the Philippines.

Section 27. Lifeguard and Security. All resorts shall provide the services of a sufficient number of well-trained lifeguards duly accredited by either the Philippine National Red Cross, the Water Life Saving Association of the Philippines or any recognized organization training or prompting safety objectives and adequate security whenever there are guests.

Section 28. Medical Services. All resorts shall provide the services of a physician, either on-call or on full-time basis, depending on its volume of operation and accessibility to hospital or medical centers. In addition, resorts shall employ adequate first-aiders who have completed a course in first aid duly certified by the National Red Cross or any other organization accredited by the same. Adequate first aid medicines and necessary life-saving equipment shall be provided within the premises.

Section 29. Fire-Fighting Facilities. Fire-fighting facilities shall be provided in accordance with the Fire Code of the Philippines.

Section 30. Signboards. Appropriate signboards shall be conspicuously displayed outside the establishment showing clearly the name and qualification of the resort as determined by the Tourism and Promotions Department.

Section 31. Precautionary Measure.

- a. Night swimming at the pools shall be allowed only if there are adequate lifeguards on duty and when the pool premises are sufficiently lighted.
- b. Management shall post sufficient and visible signs in strategic areas in the swimming
- c. pools, to warn guests/customers of the presence of artificial or natural hazards, danger area or occurrence thereof.
- d. Resort keepers, managers or disorderly conduct of any kind, or allow any activity using prohibited drugs in the resort and immediate premises.

ARTICLE IX HOTELS

Section 32. Classification of Hotels. For purposes of accreditation, hotels are hereby classified into the following categories, namely:

- a. De Luxe Class;
- b. First Class;
- c. Standard Class; and
- d. Economy Class

Certified Correct:

Assessed by:

Checked:

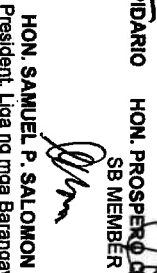
Approved:


BRYAN NEIL E. BRAZIL
Secretary to the Sangguniang Bayan


HON. RUBEN S. AGNER
Municipal Vice-Mayor


HON. PROTACIO Q. BRAZIL
Presiding Officer

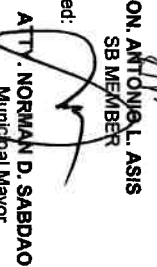

HON. THELMA M. BRAZIL
SB MEMBER



HON. RICHARD LEN B. LAPIDARIO
SB MEMBER


HON. LETECIA G. ESPO
SB MEMBER


HON. SAMUEL P. SALOMON
President, Liga ng mga Barangay


HON. JOHN ALBERT B. ALA
President, \$K Pamalyang Pederasyon


HON. CHARLOTTE T. GUY
SB MEMBER


HON. ANTONIO L. ASIS
SB MEMBER


ATTY. NORMAN D. SAIBDAO
Municipal Mayor

Certified Correct:

HON. OTELIO U. BABIANO, JR.
SB MEMBER
BRYAN NEIL F. BRAZIL
Secretary to the Sangguniang Bayan

Section 33. Requirements for a de Luxe Class Hotel. The following are the minimum requirements for the establishment, operation and maintenance of a De Luxe Class Hotel;

- a. **Location** - the locality and environs including approaches shall be suitable for a luxury hotel of international standard. The façade, architectural features and general construction of the building shall have the distinctive qualities of a luxury hotel.
- b. **Bedroom Facilities and Furnishings.**

Attested by:

HON. RUBEN G. AGNER
SB MEMBER
HON. FROTACIO Q. BRAZIL
Municipal Vice-Mayor/Presiding Officer

Size - all single and double rooms shall have a floor area of not less than twenty five (25) square meters, inclusive of bathrooms.

Suite - there shall be one (1) suite per thirty (30) guests' rooms.

Bathrooms - all rooms shall have bathrooms which shall be equipped with fittings of the highest quality befitting a luxury hotel with twenty-four (24) hour service of hot and cold running water. Bathrooms shall be provided with bathtubs and showers. Floors and walls shall be covered with impervious material of elegant design and high-quality workmanship.

Telephones - there shall be a telephone in each guest room and an extension line in each guest room.

Radio/Television - there shall be a radio, a television and relayed or piped-in music in each guest room.

Cold Drinking Water - there shall be cold drinking water and glasses in each bedroom.

Refrigerator/Mini Bar -there shall be a small refrigerator and a well-stocked bar in each guest room.

Furnishings and Lighting - all guest rooms shall have adequate furniture of the highest standard and elegant design; floors shall have superior quality wall-to-wall carpeting; walls shall be well furnished with well-tailored draperies of rich materials. Lighting arrangements and fixtures in the rooms and bathrooms shall be so designed as to ensure aesthetic as well as functional excellence.

Information Materials - room tariffs shall be prominently displayed in each bedroom including notices for services offered by the hotel, fire exit guidelines, house rules for guests, including food and beverage outlets and hours of operation.

Concurred:

HON. THELMA M. BRAZIL
SB MEMBER
HON. RICHARD LEN B. LAPIDARIO
SB MEMBER
HON. LETECIA G. FERROS
SB MEMBER
HON. PROSPERO Q. BRAZIL
SB MEMBER
HON. SAMUEL P. SALOMON
President, Liga ng mga Barangay

- c. **Front Office/Reception** - there shall be a reception, information counter and guest relations office providing a twenty-four (24) hour service and attended by highly qualified, trained and experienced staff.

Lounge - there shall be a well-appointed lounge with seating facilities, the size of which is commensurate with the size of the hotel.

Porter Service - there shall be a twenty-four (24) hour porter service.

Foreign Exchange Counter - there shall be a duly licensed and authorized foreign exchange counter.

Mailing Facilities - mailing facilities including sale of stamps, envelopes or internet access for e-mail, shall be available in the premises.

Long Distance/Overseas Call - long distance and overseas telephone calls shall be made available in the establishment.

Telex Facilities - there shall be telex-transceiver facilities in the establishment.

Approved:

HON. CHARLES PERDY
SB MEMBER
HON. ANTONIO L. ASIS
SB MEMBER
ATTY. NORMAN D. SABDAO
Municipal Mayor

Reception Amenities - there shall be a left luggage room and safety deposit boxes in the establishment.

- d. **Housekeeping** - shall be of the highest possible standard.

Linen -there shall be plentiful supply of all linen, blanket, and towels, etc. which shall be of the highest quality and shall be spotlessly clean. These shall be changed every day.

Laundry/Dry Cleaning - laundry and dry-cleaning services shall be available in the establishment.

Carpeting - all public and private rooms shall have superior quality carpeting which shall be well-kept at all times.

- e. **Food and Beverage** -

Dining Room - there shall be a coffee shop and at least one specialty dining room which are well-equipped, well-furnished and well-maintained, serving high quality cuisine and providing entertainment.

Bar - wherever permissible by law, there shall be an elegant and well-stocked bar with an atmosphere of comfort and luxury.

Kitchen - the kitchen, pantry and cold storage shall be professionally designed to ensure efficiency of operation and shall be well-equipped, well maintained, clean and hygienic. The kitchen shall have an adequate floor area with non-slip flooring and tiled walls and adequate light and ventilation.

Crockery - the crockery shall be elegant design and superior quality. There shall be ample supply of it. No piece of crockery in-use shall be chipped, cracked or grazed. The silverware shall be kept well-plated and polished at all times.

- f. **Recreational Facilities** -

Swimming Pool - there shall be a well-designed and properly equipped swimming pool.

Tennis/Golf/Squash/Gym Facilities - there shall be at least one creational facility to tie-up with one within the vicinity of the hotel.

- g. **Entertainment** - live entertainment shall be provided.

- h. **Engineering and Maintenance** -

Maintenance - maintenance of all sections of the hotel (i.e., building furniture, fixture, etc.) shall be of superior standard.


Airconditioning - there shall be centralized air-conditioning for the entire building (except in areas which are at a minimum of 3,000 feet above sea level)

Ventilation -there shall be technologically advanced, efficient and adequate ventilation in all areas of the hotel.

Lighting - there shall be adequate lighting in all public and private rooms.


Emergency Power - there shall be a high-powered generator capable of providing sufficient lighting for all guest rooms, hallways, public areas/rooms, operating elevators, food refrigeration and water services.

Certified Correct:



BRYAN NEIL B. BRAZIL
Secretary to the Sangguniang Bayan


Attested by:

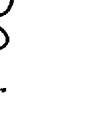

HON. ROBERT G. AGNER
SB MEMBER


HON. PROTACIO Q. BRAZIL
Municipal Vice-Mayor/Presiding Officer


Concurred:


HON. TECLMA M. BRAZIL
SB MEMBER


HON. LETECIA S. ESPOS
SB MEMBER



HON. RICHARD LEN B. LAPIDARIO
SB MEMBER


HON. PROSPERO Q. BRAZIL
SB MEMBER


HON. SHANTE L. GUY
SB MEMBER


HON. JOHN ALBERT B. ALA
President, Sik Panibayang Pederasyon

Approved:


ATTY. NORMAND SABDAO
Municipal Mayor

Fire Prevention Facilities - the fire prevention facilities shall conform with the requirements of the Fire Code of the Philippines.

i. General Facilities -

Outdoor Area - the hotel premises shall have a common outdoor area for guests (example: a roof garden or a spacious common terrace).

Parking/Valet - there shall be an adequate parking space and valet service.

Function/Conference Facilities - there shall be one or more of each of the following: conference rooms, banquet halls (with a capacity of not less than 200 people seated) and private dining rooms.

Shops - there shall be a barber shop, recognized travel agency/tour counter, beauty parlor and sundries shop.

Security - adequate security on a 24-hour basis shall be provided in all entrances and exits of the hotel premises.

Medical Service - a medical clinic to service guests and employees shall have a registered nurse on a 24-hour basis and a doctor on-call.

j. Service and Staff - professionally qualified, highly trained, experienced, efficient and courteous staff shall be employed. The staff shall be in smart and clean uniforms.

Special Facilities - business center, limousine service and airport transfers shall be provided.

k. Insurance Coverage - there shall be an adequate insurance against accident for all guests.

Section 34. Requirements for a First-Class Hotel. The following are the minimum requirements for the establishment, operation and maintenance of a first-class hotel:

a. Location - the location and environs including approaches shall be suitable for a first-class hotel of international standard. The façade, architectural features and general construction of the building shall have the distinctive qualities of a first-class hotel.

b. Bedroom Facilities and Furnishing -

Size - all single and double rooms shall have a floor area of not less than twenty-five (25) square meters, inclusive of bathrooms.

Suite - there shall be one (1) suite per forty (40) guest rooms.

Bathrooms - all rooms shall have bathrooms which shall be equipped with fittings of the highest quality befitting a first-class hotel with a 24-hour service of hot and cold-running water. Bathrooms shall be provided with showers and/or bathtubs. Floors and walls shall be covered with impervious material of aesthetic design and high-quality workmanship.

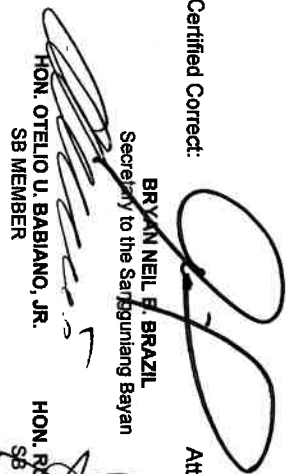
Telephone - there shall be a telephone in each guest's room.

c. General Facilities

Parking/Valet - there shall be an adequate parking space and valet service.

Function/Conference Facilities - there shall be a special room for conference/banquet purposes.

Certified Correct:


BRYAN NEIL E. BRAZIL
Secretary to the Sangguniang Bayan
HON. OTHELIO U. BABIANO, JR.
SB MEMBER

Attested by:

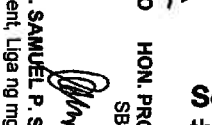

HON. PROTACIO G. BRAZIL
Municipal Vice-Mayor


HON. THEIMA M. BRAZIL
SB MEMBER

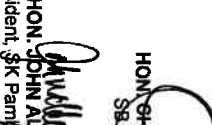
Concurred:


HON. RICHARD LEN B. LAPIDARIO
SB MEMBER


HON. LETECIA S. ESPOS
SB MEMBER



HON. SAMUEL P. SALOMON
President, Liga ng mga Barangay


HON. PROSPERO D. BRAZIL
SB MEMBER


HON. GHARRETT S. GUY
SB MEMBER


HON. JOHN ALBERT B. ALA
President, 3rd Pamalayang Pederasyon

Approved:


HON. ANTONIO L. ASIS
SB MEMBER


ATTY. NORMAN D. SABDAO
Municipal Mayor

Certified Correct:
BRYAN NEIL B. BRAZIL
Secretary to the Sangguniang Bayan

Attested by:
HON. PROTADIC Q. BRAZIL
Municipal Vice-Mayor/Presiding Officer

Concurred:
HON. RICHARD LENI B. LAPIDARIO
SB MEMBER

HON. LETECIA Q. REPOS
SB MEMBER

HON. PROSPERO P. BRAZIL
SB MEMBER

HON. CHERRIE T. GUY
SB MEMBER

Approved:
HON. ANTONIO L. ASSIS
SB MEMBER

ATTY. NORMAN D. SABBDAO
Municipal Mayor

HON. OTHELIO T. BABIANO, JR.
SB MEMBER

HON. RUBEN G. AGNER
SB MEMBER

HON. TERLINA M. BRAZIL
SB MEMBER

Shops - there shall be a recognized travel agency/tour counter, barber shop, beauty parlor and sundries shop.

Security - adequate security on a 24-hour basis shall be provided on all entrances and exits of the hotel premises.

Medical Service - a medical clinic to service guests and employees with a registered nurse on a 24-hours basis and a doctor on-call shall be provided.

- d. **Service and Staff** - highly qualified, trained, experienced, efficient and courteous staff shall be hired. The staff shall be in smart and clean uniforms.
- e. **Special Facilities** - facilities for airport transfers shall be provided.
- f. **Insurance Coverage** - there shall be an adequate insurance against accident for all guests.

Section 35. Requirements for a Standard Class Hotel. The following are the minimum requirements for the establishment, operation and maintenance of a standard class hotel:

- a. **Location.** The locality and environs including approaches shall be suitable for a very good hotel. The architectural features and general construction of the building shall be of very good standard.

- b. **Bedroom facilities and furnishings.**

Size- all single and double rooms shall have a floor area of not less than 18 square meters inclusive of bathroom.

Bathrooms – all rooms shall have bathrooms which shall be equipped with showers and fittings of good standard with cold running water on a 24-hour basis and hot running water at selected hours.

Telephone – there shall be a telephone in each guest room.

Cold Drinking Water – there shall be cold drinking water and glasses in each bedroom.

Room Service – room service shall be provided at selected hours.

Furnishings and lighting – all guest rooms shall have furniture of very good standard and design; floors shall have good quality carpet; walls shall be well furnished and drapes shall be well-tailored and of good material. Lighting arrangement and fixtures in the rooms and bathrooms shall be well-designed ensuring complete satisfaction functionally.

Information materials – room tariffs shall be prominently displayed in each bedroom plus notices for services offered by the hotel including food and beverage outlets and hours of operation, fire exit guidelines, and house rules for guests.

- c. **Front Office/ Reception.** There shall be a reception/ information counter providing a 24-hours service and attended by qualified and experienced staff.

Lounge - there shall be a well-appointed lounge the size of which shall be commensurate with the size of the hotel.

Porter service - porter service shall be provided upon request.

Foreign Exchange Counter - there shall be a duly licensed and authorized foreign exchange counter.

Mailing Facilities - mailing facilities including sale of stamps, envelopes and internet service for e-mail shall be available in the premises.

Long Distance/ Overseas Calls - long distance/overseas calls shall be made available upon request.

Reception Amenities - there shall be left-luggage rooms and safety deposit boxes.

Telex Facilities - telex facilities shall be optional.

d. **Housekeeping** - shall be a good standard.

Linen - there shall be adequate supply of linen, blanket, towels, etc. of good quality, which shall be kept clean. These shall be changed daily.

Laundry- laundry and dry-cleaning services shall be available by arrangement.

Carpeting - there shall be carpets in all bedrooms and the floors of public rooms shall be properly covered unless the flooring is of very high standard.

e. **Food and Beverage** -

Dining Room – there shall be at least one (1) dining room facility which is well equipped and well- maintained and serving good quality cuisine and providing entertainment.

Bar – wherever permissible by law, there shall be a bar.

Kitchen – the kitchen, pantry and cold storage shall be professionally designed to ensure efficiency of operation and shall be well-equipped, well-maintained, clean and hygienic. The kitchen shall have an adequate area with flooring and tiled walls and adequate light and ventilation.

Crockery – shall be of good quality. No piece of crockery in- use shall be chipped cracked or grazed. The silverware shall be kept well- placed and polished at all times.

f. **Engineering and Maintenance** –

Maintenance – maintenance of hotel in all sections (i.e. building, furniture, fixtures, etc.) shall be of good standard.

Ventilation – there shall be efficient and adequate ventilation in all rooms.

Lighting – there shall be adequate lighting in all public and private rooms.

Emergency power – there shall be a high-powered generator capable of providing sufficient lighting for all guest rooms, hallways, public areas operating elevators, food refrigeration and water services.

Fire Prevention Facilities – The fire prevention facilities shall conform with the requirements at the Fire Code of the Philippines.


g. **General Facilities.**

Parking – there shall be adequate parking space.

Shops – there shall be sundry shop.

Security – adequate security on a 24-hour basis shall be provide on all entrances and exits of the hotel premises.

Certified Correct:


BRYAN NEIL B. BRAZIL
Secretary to the Sangguniang Bayan


Attested by:



HON. RUBEN G. AGNER
SB MEMBER



HON. PRDTACIO Q. BRAZIL
Municipal Vice-Mayor



HON. THELMA M. BRAZIL
SB MEMBER

Concurred:



HON. RICHARD LEN B. LAPIDARIO
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HON. LETECIA G. ESPO
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President, Liga ng mga Barangay


HON. JOHN ALBERT B. ALA
President, SK Pambalayang Pederasyon

Approved:


HON. ANTONIO L. ASIS
SB MEMBER


ATTY. NORMAN D. SABDAO
Municipal Mayor

Medical services – there shall be a registered nurse on a 24-hour duty and a doctor on call.

- h. **Service and staff.** Only qualified, trained, experienced, efficient and courteous staff shall be employed. The staff shall be in clean uniform.
- i. **Special Facilities.** Facilities for airport transfer shall be provided.
- j. **Insurance Coverage.** There shall be an adequate insurance against accident for all guests.

Section 36. Requirements for an all-Class Economy Hotel. The following are the minimum requirements for the establishment, operation and maintenance of an economy class hotel:

- a. **Location.** The locality and environs including approaches shall be such as are suit able for a good hotel. The building shall be well-constructed and in the case of new building, they shall be designed by a competent architect.
- b. **Bedroom facilities and furnishings.**

Size - all single and double rooms shall have a floor area of not less than 18 square meters inclusive of bathroom.

Bathroom - all rooms shall have bathrooms which shall be equipped with showers and basic fittings of modern sanitation with cold running water on a 24-hour basis and hot running water selected hours.

Telephone - there shall be a call in each guest room.

Room Service - shall be provided at selected hours.

Furnishing and Lighting - all guest rooms shall have the basic furniture of good design; floors shall be well-finished. Lighting arrangements and fixtures in all rooms and bathrooms shall be of good standard.

Information Materials - room tariffs shall be prominently displayed in each bedroom plus prominent notices for services offered by the hotel including food and beverage outlets and hours of operation, fire exit guidelines and house rules for guests.

- c. **Front Office/Reception.** There shall be a reception and information counter providing a 24-hour service equipped with telephone.

Lounge - there shall be reasonably furnished lounge commensurate with the size of the hotel.

Porter services - shall be made available upon request.

Mailing facilities - here shall be mailing facilities.

Long distance/ Overseas calls - shall be made available upon request.

Reception amenities - there shall be left-luggage and safe deposit boxes.

Telex Facilities - shall be optional.

- d. **Housekeeping.** Premises shall be kept clean and tidy.

Linen - clean, good quality linen/blankets/towels etc. shall be supplied and changed daily.

Laundry and Dry-Cleaning Services - shall be available by arrangement.

Certified Correct:


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Municipal Vice-Mayor

Concurred:


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HON. LETECIA G. ESPO
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HON. SAMUEL P. SALOMON
President, Liga ng mga Barangay


HON. PROSPERO D. BRAZIL
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HON. JOHN ALBERT B. ALA
President, SK Pamulang Federasyon


HON. CHARLES T. GUDY
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HON. ANTONIO L. ASIS
SB MEMBER


HON. NORMAN D. SABDAO
Municipal Mayor

Approved:


HON. NORMAN D. SABDAO
Municipal Mayor

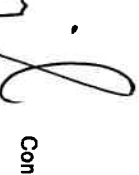
Certified Correct:


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SB MEMBER

Approved:


ATTY. NORMAN P. SABDAO
Municipal Mayor

e. Food Beverage.

Dining Room - there shall be at least one (1) equipped and maintaining dining room/ restaurant serving good, clean and wholesome food.

Kitchen - there shall be a clean, hygienic and well- equipped and maintained kitchen and pantry. The kitchen shall have an adequate floor area with non-slip flooring and tiled walls and adequate light and ventilation.

Crockery - shall be a good quality.

f. Engineering and Maintenance.

Maintenance - maintenance of the hotel in all sections shall be of good standard.

Ventilation - there shall be a spare generator for ventilation in all rooms.

Lighting - there shall be adequate lighting in all public and private rooms.

Emergency Power - there shall be a spare generator available to provide light and power in emergency cases.

Fire Prevention - shall conform with the requirements of the Fire Code of the Philippines.

g. General Facilities.

Shops - there shall be a sundry shop counter.

Security - adequate security on a24-hour basis shall be provided on all entrances and exits on the hotel.

Medical Services - the service of a doctor shall be available when needed.

h. Services Staff. The staff shall be well-trained, experienced, courteous and efficient.

i. Special Facilities. Airport transfers shall be provided upon request.


j. Insurance Coverage. There shall be an adequate insurance against accidents for all guests.

**ARTICLE X
APARTELS**


Section 37. Requirements for Apartels. For purposes of accreditation, the following are the basic requirements for the establishment, operation and maintenance of an apartel:

- a. **Number of units.** The apartel shall have at least a minimum of 25 lettable apartments.
- b. **Apartment.** Each apartment of the apartel shall be provided with living and dining areas, kitchen and bedroom with attached toilet and bath.
- c. **Living Area.** The living area shall be provided with essential and reasonably comfortable furniture.
- d. **Kitchen.** The kitchen shall be spacious, clean, hygienic and adequately equipped with cooking utensils. It shall also be provided with facilities for storage and refrigeration of foods, for disposal of garbage and for cleaning of dishes and cooking utensils.


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HON. CLARENCE T. GUY
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President, Six-Parmilyang Federasyon

- e. **Dining Area.** Shall be spacious and provided with dining table and chairs, including all essential dining facilities such as, but not limited to plates, spoons and forks, drinking glasses, etc.
- f. **Toilet and Bathroom.** Shall always be clean and have adequate sanitation and running water
- g. **Bedroom.** Shall be spacious and provided with comfortable bed. These shall also be provided closet and a mirror.
- h. **Linen.** The apartel shall have sufficient number of good and clean linen.
- i. **Ventilation.** The apartment shall be sufficiently ventilated.
- j. **Lighting.** Lighting arrangements and fixtures in all rooms shall be adequate.
- k. **Telephone.** There shall be a telephone or a call bell button.
- l. **Elevator.** An elevator shall be provided for a building of more than three (3) storeys whenever possible.
- m. **Staff and Services.** Shall be trained, experienced, courteous and efficient. They shall be provided with smart and clean uniforms.
- n. **Medical Facilities.** A first aid clinic stocked with appropriate medicines and drugs to service employees and guests shall be provided. Apartels with more than 100 apartments shall hire the services of a physician.
- o. **Fire-Fighting Facilities.** Shall be in accordance with the Fire Code of the Philippines.
- p. **Lounge and Reception Center.** There shall be a reasonably furnished lounge commensurate with the size of the apartel. The reception counter shall be attended by trained and experienced staff and shall also be provided with telephone.
- q. **Security -** Adequate security on a 24-hours basis on all entrances and exits of the apartel premises.


Section 38. House Rules and Regulations. The apartel shall prescribe reasonable house rules and regulations to govern the use of apartment and other facilities of the apartel.

ARTICLE XI TOURISTS INNS

Section 39. Requirements for Tourist Inns. For purposes of accreditation, the following are the basic requirements for the establishment, operation and maintenance of a tourist inn:

- a. **Location.** The tourist inn, except those already existing and licensed by the DOT, shall be located along the principal roads and highways or transportation routes and open to business on a 24-hour basis.
- b. **Bedroom Facilities and Furnishings.** All bedroom shall have attached toilet and bath equipped with 24-hour service of running water. They shall have adequate natural as well as artificial light and ventilation and shall be furnished with comfortable beds and quality furniture (mirror, writing table, chair, closet dresser per room). Wall shall be painted, wall papered or architecturally designed, clean and pleasing to the eyes. Windows shall be furnished with clean and appropriate draperies. Floors shall be of good flooring materials. All single bedrooms shall have a floor area of not less than nine (9) square meters and all twin rooms or double rooms shall a floor area of not less than 16 square meters. There shall be vacuum jugs or thermoplastic with drinking water with glasses in each bedroom. There shall be adequate supply of good clean linen, blankets and towels that shall be changed regularly in each occupied room.

Approved:


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ATTY. NORMAN D. SABBDAO
Municipal Mayor

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Secretary to the Sangguniang Bayan

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Certified:

HON. LETECIA G. CEPPOS
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HON. SAMUEL P. SALOMON
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President, SIK/Pambalang Pederasyon

Approved:

HON. ANTONIO L. ASIS
SB MEMBER
Municipal Mayor

Facilities. There shall be adequate parking space proportionate to the number of lettable rooms and other public facilities of the inn. There shall be a reception and information counter attended by a qualified, trained and experienced staff. There shall be a lobby and well-appointed lounge. There shall be adequate telephone facilities. Services for long distance overseas telephone calls shall be made available to guests. There shall be provisions for radio and/or television for the use of guests upon request. There shall be well-equipped, well-furnished and maintained dining room restaurant for its guests as well as the public in general. A kitchen, pantry and cold storage shall be designed and organized to ensure efficiency of operation and shall be well-maintained, clean and hygienic. Washing of cooking utensils, crockery, cutlery, glass wares, etc. shall be sanitarly done. Adequate security shall be provided to all guests and their belongings. Inns with more than 50 lettable rooms shall have emergency power facilities to light the common areas and emergency exits in case of power failure. Adequate firefighting facilities shall be available as required by the Fire Code of the Philippines.

ARTICLE XII MOTELS

Section 40. Requirements for Motels. For purposes of accreditation, the following are the minimum requirements for the establishment, operation, and maintenance of motels:

- a. **Location.** The motel, except those already existing, shall be located along or close to the highways or major transportation routes. It shall have at least ten (10) units.
- b. **Garage.** The motel shall have an individual garage or a common parking space for the vehicle of its guest.
- c. **Bedroom.** Each unit shall be provided with a fully air-conditioned bedroom, or at least, an electric fan, and shall be furnished with comfortable bet/s, clean pillows, linen and bed sheets.
- d. **Toilet and Bathroom.** The unit shall be provided with attached toilet and bathroom with cold and hot water, clean towels, tissue paper and soap.
- e. **Telephone.** There shall be a telephone or call-bell in each unit.
- f. **Staff and Service.** The motel staff shall be trained, experienced, courteous and efficient. They shall wear clean uniforms while on duty.
- g. **Medical Services.** Medical services on an emergency basis shall be made available.
- h. **Fire-Fighting Facilities.** Adequate fire-fighting facilities shall be provided for each separate unit/building, in accordance with the Fire Code of the Philippines.
- i. **Lighting.** Lighting arrangement and fixtures in all units shall be adequate.
- j. **Housekeeping.** Efficient housekeeping shall be maintained.
- k. **Maintenance.** Efficient maintenance of the motel in all its sections (i.e. building, ground, furniture, fixtures public rooms, air-conditioning, etc.) shall be provided on a continuing basis.
- l. **Other Facilities.** The motel may, at its option, serve food and drinks exclusively to its guests, and install such other special facilities necessary for their business.
- m. **Signboard.** All motels shall keep and display in a conspicuous place outside the establishment a signboard showing clearly the name of the motel.

Section 41. Minors to be Accompanied by Parent or Guardian. No motel shall accept for lodging or accommodation any person below 18 years of age unless accompanied by a parent or guardian.

Section 42. Departure of Guests. On the departure of guests, the motel clerk shall record in the Registry Book the date and hour of their departure.

Certified Correct:


BRYAN NEIL B. BRAZIL
Secretary to the Sangguniang Bayan
SB MEMBER

Section 43. Roommates. In addition to daily rates, motels may likewise impose wash – up rates. No guests who desire to be accommodated on a daily rate basis shall be refused. The rental rates shall be posted prominently at the reception counter and/or at the door of each room.

ARTICLE XIII HOMESTAY SITES

Attested by:


HON. PROTACIO Q. BRAZIL
Municipal Vice-Mayor/Presiding Officer
SB MEMBER

Section 44. Minimum Requirements. For purposes of accreditation, the following are the minimum requirements for the operation and maintenance of homestay sites in accordance with the Department's National Homestay Program:

a. Homestay Sites

1. There is prevailing peace and order situation in the area.
2. There are existing natural and man-made attractions in the community.
3. Site is easily accessible to tourists and with existing transportation services, good road condition and other basic community infrastructures.
4. The host community is willing to join the National Homestay Program.
5. There is a dearth of commercial accommodation facilities in the area to service tourists.

b. Home Facilities

1. Structures are of durable building materials and are in good, presentable condition.
2. The surroundings are pleasant and helpful.
3. There shall be at least one (1) adequately furnished guestroom to accommodate paying visitors.
4. The following shall be available:
 - Extra bed/s
 - Adequate lighting system
 - Running water or if not available, adequate supply of water
 - Clean and well-maintained toilet and bathroom facilities
 - Meals at reasonable rates
 - Electric fan or other means of ventilation

c. **Training.** Family members shall have completed the Department's training workshop on Homestay Program.

ARTICLE XIV PENSION HOUSE

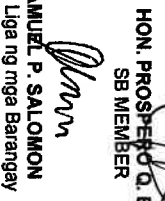
Section 45. Pension Houses Requirements. For purpose of accreditation, the following are the basic requirements for the establishment, operation and maintenance of pension houses:

- a. **Number of Rooms.** A pension shall have at least five (5) lettable rooms.
- b. **Bedrooms.** The bedrooms shall be provided with sufficient number of comfortable beds commensurate with the size of the rooms. Each room shall have adequate natural as well as artificial light and ventilation. It shall be provided with at least a writing table, closet, and a water jug with glasses proportionate to the number of beds in the room. Rooms shall be clean and presentable and reasonably furnished to depict the true atmosphere of a Filipino home.

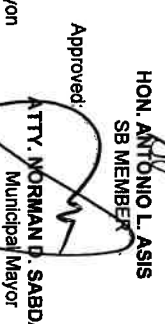
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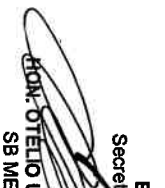

HON. ANTONIO L. ASIS
SB MEMBER
Municipal Mayor

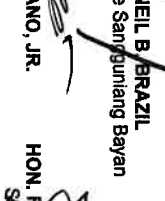

HON. RICHARD LEN B. LAPIDARIO
SB MEMBER


HON. PROSPERO Q. BRAZIL
SB MEMBER

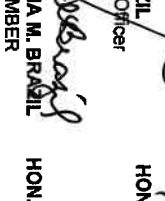

HON. CHARLET L. GUY
SB MEMBER

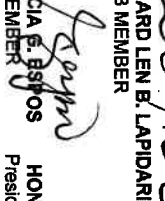

HON. NORMAN D. SABDAO
Municipal Mayor

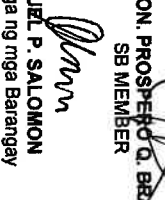

HON. OTHELIO U. BABIANO, JR.
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HON. ROEM G. AGNER
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HON. THELMA M. BRAZIL
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HON. JOHN ALBERT B. ALA
President, Sikap ng mga Pederasyon

- c. **Common Toilet and Bathroom.** The establishment shall provide a toilet and bathroom to be used in common by the guests. There shall be at least one (1) bathroom/shower for every five occupants in all lettable rooms.
- d. **Linen.** There shall be adequate supply of a clean linen and towels. Soap and tissue paper shall be provided at all times.
- e. **Living Room.** There shall be a reasonably furnished lounge or living room area commensurate to the size of the pension where guests may receive visitors, watch television or read.
- f. **Dining room.** The pension shall have a dining room which shall be available for use of its guests.

**ARTICLE XV
TRAVEL AGENCIES**

Section 46. Travel Agency Office Requirements. The travel agency shall comply with the following office requirements:

- a. It shall be located in a commercial district and not in a residential area.
- b. It shall be used exclusively for the travel agency business.
- c. It shall be easily identifiable.

Note: The travel agency should present an annual in-bound and out-bound tour program for submission to the TPD and its implementation schedule for the whole year.

**ARTICLE XVI
TOURIST AND LAND TRANSPORTATION**

Section 47. Tourist and Land Transportation Vehicle Requirements. For purposes of accreditation, the following are the basic requirements for the operation and maintenance of a tourist transport (including taxis):

- a. **Registered Carrying Capacity** - A tourist transport operator shall only be allowed to apply for Accreditation for the number of units covered by its franchise.
- b. **Road Worthiness.** To be registrable, every tourist transport must be found road worthy by the TPD in coordination with the LTO, and shall not, in the case of bus or coaster, be more than ten years reckoned from the year of manufacture; nor more than five years for a tourist car/taxi.
- c. **Left-Hand Drive.** Every tourist transport shall be properly equipped with adequate air conditioning units.
- d. **Ventilation.** Every tourist transport shall be properly equipped with the adequate air conditioning units.
- e. **Fire-Fighting Facilities.** A tourist transport shall be provided or installed with at least one portable fire extinguisher for the protection of its passengers.
- f. **Imprint of Company's Name and Logo.** The company's name and logo shall be imprinted at the rear and sides, respectively, of the tourists' transport.
- g. **Public Address System.** For tourist buses and coasters, a public address system must be installed.
- h. **First Aid Kit.** Every tourist transport shall be provided with a first aid kit and an adequate supply of emergency medicines.

Certified Correct:


BRYAN NEIL B. BRAZIL
 Secretary to the Sangguniang Bayan

Attested by:


HON. PROTACIO G. BRAZIL
 Municipal Vice-Mayor/Presiding Officer


Concurred:



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HON. RICHARD LEN B. LAPIDARIO
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HON. LETECIA G. FERRAS
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 President, Liga ng mga Barangay


HON. PROSPERO G. BRAZIL
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HON. JOHN ALBERT B. ALA
 President, SIK Pamibyang Federasyon

Approved:


HON. ANTONIO L. ASIS
 SB MEMBER


ATTY. NORMAND S. SARDAO
 Municipal Mayor

- i. **Seats.** Every transport shall be provided with clean and comfortable seats.
- j. **Storage Space.** A tourist transport shall have enough leg room and storage space.
- k. **Garage.** Every tourist transport operator shall provide an adequate garage and repair shop for the maintenance of its equipment as well as a parking space sufficient to accommodate all its registered units.

**ARTICLE XVII
RESTAURANT**

Section 48. Restaurant Requirements. For purposes of accreditation, the following are the minimum requirements that must be complied with for restaurants:

- a. **Location** - the locality and environs including approaches shall be pleasant and provided with proper ingress for customers.
- b. **Parking** - it should be adequate, secured and provided free to customers.
- c. **Reception** - a reception shall be available to usher in guests. A waiting lounge with a telephone shall also be provided.
- d. **Dining Room** - shall be adequate in size with sufficient and well-maintained furniture. Cleaning materials shall be kept clean at all times.

Atmosphere - the restaurant shall have a pleasant atmosphere.

Cuisine - there shall be a cuisine of good quality and presentation which may be of special interest to tourists available during normal meal hours and served with distinction. Raw food used shall meet minimum government and international standards of grading quality.


Menu Book - shall be presentable, clean and easy to read with the menu items listed in logical sequence. All items shall be made available at all times on a best effort basis.

Linen - all tables shall have clean tablecloth, napkins of good quality, not faded nor with frayed edges and should be changed after every service.

Crockery - no piece of crockery, cutlery and tableware in use shall be chipped, cracked or grazed. The silverware shall be kept polished and clean at all times.

- e. **Service and Staff** - adequate number of well-trained, well-groomed, experienced, efficient and courteous staff shall be employed.
- f. **Bar** - the bar shall be well-stocked at all times.
- g. **Comfort Rooms** - shall be of good quality fixtures and fittings and provided with running water. The floor and walls shall be covered with impervious materials of good quality workmanship and shall be kept clean and sanitary at all times. Tissue paper, soap, paper towels and/or hand drier shall be provided.
- h. **Kitchen** - the kitchen pantry and cold storage shall be in good operating condition at all times and shall be well-equipped and hygienic. Equipment necessary to maintain a high standard of sanitation and hygiene shall be installed and used.
- i. **Lighting** - adequate lighting arrangement and fixtures shall be installed in the dining rooms, public rooms, comfort rooms, corridors and other public areas.
- j. **Maintenance** - all sections of the restaurant shall be maintained properly at all times. A periodic vermin control program shall be maintained for all establishments.
- k. **Fire-Fighting Facilities** - adequate firefighting facilities shall be provided in accordance with the Fire Code of the Philippines.





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HON. SAMUEL P. SALOMON
 President, Liga ng mga Barangay

Approved:


HON. ANTONIO L. ASIS
 SB MEMBER

ATTY. NORMAN D. SARDIO
 Municipal Mayor

- 1. **Ventilation** - the restaurants should have proper ventilation. An exhaust fan may be necessary to maintain the pleasant air inside the establishment.

**ARTICLE XVIII
BAR, COCKTAIL, LOUNGE, NIGHT CLUBS**

Section 49. Bar, Cocktail Lounge/Night Clubs Requirements. For purposes of Accreditation, the following are the minimum basic requirements that shall be complied with by bars, cocktail lounges and night clubs:

- a. **Location** - subject to the provisions of existing laws and ordinances, locality and environment including approaches should be pleasant with an atmosphere of comfort. The façade and architectural features of the building shall be appropriately designed.
- b. **Reception Counter** - there shall be a reception counter with a telephone attended by highly qualified, trained and experienced staff. A receptionist shall be available to usher in customers.
- c. **Engineering and Maintenance** –
 - Lighting** - technologically advanced, efficient and adequate lighting arrangement and fixtures shall be installed in all areas of the establishment.
 - Ventilation** - the premises shall be well-ventilated.
 - Emergency Power** - there should be high-powered generator capable of providing sufficient lighting in all areas of the establishments, including food refrigeration and water services.
 - Maintenance** - shall be of acceptable standard and shall be on a continuing basis, taking into consideration the quality of materials used as well as its upkeep. Regular and hygienic garbage disposal system shall be maintained. Sanitation measures shall be adopted in accordance with the Sanitation Code of the Philippines.
 - Fire-Fighting Facilities** - shall be provided in accordance with the Fire Code of the Philippines.
 - Signboard** - shall be conspicuously displayed outside the establishments showing clearly the name of the bar, cocktail lounge and night club subject to the issuance of necessary permits and payment of fees. A periodic vermin program shall be maintained.
- d. **Food and Beverage** - Dining Room should be well-equipped, well-furnished and well-maintained, serving a good quality cuisine with good presentation which may be of special interest to tourists. It should be available during normal meal hours and served with distinction. Raw food used shall meet minimum government and international standards of grading and quality. Flooring materials shall be kept clean at all times. Bars should be well-stocked at all times with an atmosphere of comfort.
- e. **Kitchen/Pantry/Cold Storage** - should be professionally designed to ensure efficiency of operation and should be well-equipped, well-maintained clean and hygienic. Should have an adequate floor area with non-slip flooring and tiled walls and adequate light and ventilation.
- f. **Crockery** - should be best designed, made with good quality and should have adequate supply. No piece of crockery in use should be chipped, cracked or grazed. The silverware should be kept well-plated and polished at all times.
- g. **Menu/Beverage Book** - shall be presentable, clean and easy to read with items listed in logical sequence and should be made available at all times on a best effort basis.
- h. **Linen** - all tables shall have clean table cloths and napkins of good quality. They should not be faded nor with frayed edges and stains and should be changed after every service.

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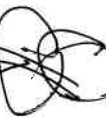

BRYNN NEIL A. BRAZIL
 Secretary to the Sangguniang Bayan
 HON. OTHELIO U. BABIANO, JR.
 SB MEMBER


Attested by:


HON. PROTAPPO Q. BRAZIL
 Municipal Vice-Mayor/Presiding Officer
 HON. ABREEN G. AGNER
 SB MEMBER
 HON. THELMA M. BRAZIL
 SB MEMBER

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HON. RICHARD LEN B. LAPIDARIO
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 HON. LETECIA G. ESTROS
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 HON. SAMUEL P. SALOMON
 President, Liga ng mga Barangay


HON. PROSPERO Q. BRAZIL
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 HON. JOHN ALBERT M. ALA
 President, SK Pambalang Federasyon


HON. CHARRNE T. GUY
 SB MEMBER

Approved:


HON. ANTONIO L. LASIS
 SB MEMBER
ATTY. NORMAN D. SARDAO
 Municipal Mayor

- i. **Comfort room** - shall be of good quality fixtures and fittings and provided with running water. The floor and walls shall be covered with impervious materials of good quality workmanship and shall be kept clean and sanitary at all times. Tissue paper, soap, paper towels and/or hand drier shall be provided.
- j. **Parking Space** - adequate parking space with security shall be provided free to guests and customers.
- k. **Entertainment** - live entertainment should be provided but strictly no lewd, obscene or bold shows as prescribed by law.
- l. **Staff and Service** - adequate number of trained, experienced, courteous and efficient staff shall be employed. They shall wear smart and clean uniforms at all times.
- m. **Security** - adequate security shall be provided on all entrances and exits of the establishments.
- n. **Employee Facilities** - adequate and well-maintained locker rooms and bathrooms for male and female employees shall be provided.

Section 50. Precautionary Measures - Management shall post sufficient and visible signs in strategic areas of the cocktail lounge/night clubs/bars to warn and/or inform the guests and customers of the rules and regulations, fire exit guidelines including hours of operation to observe while inside the premises.


Section 51. Prohibited Acts and Practices - Littering in cocktail lounges, night clubs and bars shall be strictly prohibited. Cocktail lounge, nightclubs and bar owners shall keep their premises clean and shall adopt their own anti-littering measures. Cocktail lounge, night club, and bar owners/operators shall not allow gambling of any form and disorderly conduct of any kind in its premises specifically lewd shows. Minors are not allowed to enter the premises. Guests/customers wearing sando and slippers shall not be allowed to enter. Firearms and deadly weapons are strictly prohibited inside the premises.

ARTICLE XIX SHOPS AND DEPARTMENT STORES

Section 52. Shops/Department Stores Requirements - For purposes of Accreditation, the following are minimum the basic requirements that shall be complied with the Shops/Department Stores:

- a. **Physical Requirements** - the establishments shall be fronting a major street or thoroughfare or situated in a shopping center/mall. The entrance and display windows shall, be attractively designed and adequately illuminated. The furniture and décor of the establishment shall be presentable and functional at all times. Well-maintained restrooms shall be provided for by the establishment or in the event that the shop is located in a shopping mall or commercial building, the common/public rest rooms shall be made available to the clients and visitors. In case of Department Stores the store shall be an edifice or a building or may form part of a shopping mall/center. Parking area shall be made available to clients. There shall be appropriate directional signs.
- b. **Staff** - all members of the staff shall be well-groomed, courteous and efficient at all times.
- c. **Services** - goods displayed in the shop window or show cases shall be provided with clearly written price tags. A wide selection of goods shall be in stock. A receipt shall be supplied to the tourist for its purchase. The full name and address of the establishment shall be printed on the receipt. Purchase shall be itemized together with the price and any addition or tax paid or discount granted on the good shall be indicated. The business shall be responsible for the maintenance of its facilities and premises and its immediate surrounding. In case of antique shops, a certificate confirming authenticity shall be attached to each article in accordance with guidelines/instruction of the National Museum.

Certified Correct:


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Attested by:

HON. RUPEN C. AGNER
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HON. THELMA M. BRAZZIL
 Presiding Officer
 SB MEMBER

Concurred:

HON. RICHARD LEN B. LAPIDARIO
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HON. LETECIA G. LEPOS
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Approved:

HON. PROSPERO Q. BRAZZIL
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HON. SAMUEL P. SALOMON
 President, Liga ng mga Barangay

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HON. ANTONIO L. ASIS
 SB MEMBER

ATTY. NORMAN F. SABBADO
 Municipal Mayor

**ARTICLE XX
SPORTS AND RECREATIONAL CLUB**

Section 53. Minimum Requirements - for purposes of accreditation, the following are the minimum basic requirements for the operation and maintenance of a sports and recreational club:

- a. **Location** - the locality and environs including approaches shall be pleasant with proper ingress and egress. The façade and architectural features shall be appropriately designed.
- b. **Parking** - adequate security shall be provided at all times.
- c. **Security** - adequate security shall be provided at all times.
- d. **Reception** - a receptionist shall be available to usher in guests. A waiting lounge with telephone shall also be provided.
- e. **Dining Room** - there shall be a dining outlet adequate in size, with pleasant atmosphere and furnished with appropriate and well-maintained furniture.
- f. **Sports and Recreational Equipment** - there shall be adequate sports and recreational equipment available for rent.
- g. **Public Washrooms** - there shall be provided adequate and accessible toilet facilities separately for male and female. Tissue paper, soap, hand/paper towel shall also be provided.
- h. **Locker Area & Facilities** - there shall be adequate number of lockers for male and female. Dressing areas and shower cubicles shall be provided.

**ARTICLE XXI
MUSEUM**

Section 54. Minimum Requirements - for purposes of accreditation, the following are the minimum requirements for the operation and maintenance of a museum.

- a. **Membership** - the institution shall be a member of the National Committee on Museums.
- b. **Location** - the locality and environs including approaches shall be pleasant with proper ingress and egress. The façade and architectural features shall be appropriately designed.
- c. **Parking Area** - an adequate and secured parking space for customers shall be made available.
- d. **Security** - adequate security shall be provided at all times.
- e. **Reception** - a well-informed receptionist shall be available to usher in guests. A waiting lounge with telephone shall be provided.
- f. **Conference/Auditorium** - there shall be a conference and/auditorium provided with audio-visual equipment and made available to the public.
- g. **Library** - there shall be a library adequately equipped and made available to the public.
- h. **Public Washrooms** - there shall be adequate and accessible toilet facilities provided separately for male and female. Toiletries shall likewise, be provided.

**ARTICLE XXII
TRAINING CENTER**

Section 55. Minimum Requirements. for purposes of accreditation, the following are the minimum requirements for the operation and maintenance of a training center.

Certified Correct:


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 Secretary to the Sangguniang Bayan
 HON. OTHELLO T. BABIANO, JR.
 SB MEMBER

Attested by:


HON. KAREN G. AGNER
 Municipal Vice-Mayor/Presiding Officer
 SB MEMBER

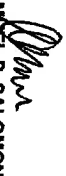
Concurred:


HON. PROTACIO Q. BRAZIL
 SB MEMBER

Concurred:


HON. RICHARD LEN B. LAPIDARIO
 SB MEMBER

Concurred:


HON. SAMDEL P. SALOMON
 President, Liga ng mga Barangay
 SB MEMBER

Concurred:


HON. JOHN ALBERT B. ALA
 President, SIK Paribayang Pederasyon
 SB MEMBER


Concurred:


HON. ANTONIO L. ASIS
 SB MEMBER


Approved:


ATTY. NORMAN D. SABDAO
 Municipal Mayor


Certified Correct:



BRYAN NEIL B. BRAZIL
Secretary to the Sangguniang Bayan
HON. OTHELIO U. BABIANO, JR.
SB MEMBER

Attested by:


HON. PROTACIO Q. BRAZIL
Municipal Vice-Mayor/Presiding Officer
HON. RUBEN G. AGNER
SB MEMBER


Concurred:


HON. THELMA M. BRAZIL
SB MEMBER
HON. RICHARD LEN B. LAPIDARIO
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HON. LETECIA G. ESPOS
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HON. SAMUEL P. SALOMON
President, Liga ng mga Barangay
HON. PROSPERO Q. BRAZIL
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HON. CHARLEY T. GUY
SB MEMBER
HON. JOHN ALBERT B. ALA
President, SK Paribayang Federasyon

Approved:


HON. ANTONIO L. ASIS
SB MEMBER
ATTY. NORMAN D. SABBADAO
Municipal Mayor

a. PHYSICAL REQUIREMENTS -

1. **Size of Classroom** - the classroom shall be able to accommodate a minimum of twenty (20) trainees per class. For purposes of workshop, the floor area shall be at a minimum of 1.5 square meters per trainee.
2. **Lighting and Ventilation** - Lighting and Ventilation fixtures shall be so designed to ensure an atmosphere conducive to training. A stand by generator shall be made available.
3. **Restrooms** - there shall be separate male and female restrooms.
4. **Refreshment/Dining Area** - there shall be refreshment/dining area accessible to the trainees.
5. **Classroom Facilities, Equipment and Supplies** - the center shall be provided with classroom complete with basic facilities, equipment and supplies needed in conducting a training program.
6. **Workshop/on-the-Job Facilities and Equipment** - depending on the training program/s being offered, there shall be adequate supply of the appropriate facilities and equipment.
7. **Reading Room** - there shall be a reading room adequately provided with relevant reference materials, books, journals, magazines and the like.
8. **Other Support Facilities** - there shall be tool/storage facilities provided.

b. TRAINING PROGRAM -

1. **Relevance** - the training program shall respond to the needs of the tourism industry.
2. **Objectives** - its objectives shall be clearly defined, realistic and attainable.
3. **Content Curriculum** - the content/curriculum of the training program shall be in consonance with its objectives. Topics shall be in proper and logical sequence with due consideration to effectiveness of presentation in terms of trainees' comprehension.
4. **Methodology** - there shall be an effective, simple and comprehensive presentation of topics; clear description of examination scheme and test instruments related to course objectives. There shall be a relevant and practical application of theories and concepts.
5. **Minimum Requirements/Qualifications of Participants** - minimum qualifications of participants shall be based on the standards acceptable to the tourism industry.
6. **Instructional Staff** - the instructional staff shall have thorough experience and knowledge on the subject matter and effective communication skills and teaching style.
7. **Monitoring and Evaluation Procedures** - the training program shall carry effective monitoring and evaluation tools.

c. TRAINER/FACULTY

1. **Qualifications** - Must have successfully completed the Training - the Trainers Programs of the Department of Tourism and the Tourism Industry Board Foundation, Inc In lieu thereof, the trainer must show proof that she/he has thorough experience and knowledge of the subject matter she/he handling as well as effective communication skills and teaching style.

**ARTICLE XXIII
REST AREAS IN GASOLINE STATION**

Section 56. Minimum Requirements - For purposes of accreditation, the following are the minimum requirements for the operation and maintenance of rest areas:

- a. **Location** - the locality and environs including approaches shall be pleasant with proper ingress and egress and shall be located along a major highway or road.
- b. **Parking** - there shall be adequate parking area for customers.
- c. **Rest Room** - there shall be a rest room with adequate, clean and well-maintained toilet and washing facilities. Tissue paper, soap, hand paper/towel shall also be provided.
- d. **Signage** - there shall be a restroom signage visible from major approaches and which shall be well-illuminated at night.
- e. **Service and Staff** - adequate number of well-trained, properly groomed, efficient and courteous staff shall be employed. They shall wear clean uniforms at all times.
- f. **Gasoline Station** - the gasoline station shall be clean and well-maintained. It shall also be well-illuminated at night.
- g. **Sundries Shop** - there shall be an adequately stocked sundries shop which shall be clean and well maintained.

**ARTICLE XXIV
SPA**

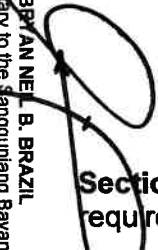
Section 57. Categories of SPA - for purposes of accreditation, spas are categorized as follows namely:

- a. Day Spa
- b. Destination Spa
- c. Resort Spa

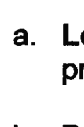
Section 58. Minimum Requirements - for purposes of accreditation the following are the minimum standard requirements for the operation and maintenance of spa:

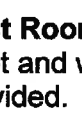
- a. **Location and Environment** - the spa shall be situated in a safe and reputable location with clean, calm and relaxing environment.
- b. **Lounge and Reception Counter** - there shall be a reception counter attended by qualified and trained staff and a reasonably furnished lounge with seating facilities commensurate with the size of the spa.
- c. **Food Bar** - there shall be a well-maintained and well-stocked food bar for clients.
- d. **Wash Rooms** - there shall be separate clean and adequate washrooms for male and female provided with running water, hand dryer and toiletries.
- e. **Locker Rooms** - there shall be separate male and female locker rooms for guests.
- f. **Shower Rooms** - there shall be separate male and female shower and changing rooms.
- g. **Treatment Rooms** - there shall be separate unlocked treatment rooms for male and female.
- h. **Services** - the Spa shall provide all of the following services in addition to other spa-related amenities which it may offer:

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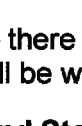

BRYAN NEL B. BRAZIL
Secretary to the Sangguniang Bayan

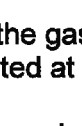
Attested by:



HON. RUBEN G. AGNER
SB MEMBER


HON. PROTACIO G. BRAZIL
Municipal Vice-Mayor/Presiding Officer


Concurred:



HON. THELMA M. BRAZIL
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HON. RICHARD LEN B. LAPIDARIO
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HON. LETICIA G. ESPOS
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Approved:


HON. SAMUEL P. SALOMON
President, Liga ng mga Barangay


HON. PROSPERO C. BRAZIL
SB MEMBER


HON. CHARLENE S. SOY
SB MEMBER


ATTY. NORMAN D. SABDAO
Municipal Mayor

1. Massages -Swedish, Lymph Drainage and reflexology, etc.
2. Steam, Sauna and/or Water Baths; and
3. Body Treatments - one or more of the following body packs and wraps, exfoliation, body toning/contouring, waxing, hand and foot care.

- i. **Staff** - there shall be adequate number of well-trained, well-groomed, experienced, courteous and efficient staff. There shall be at least one (1) DOH-registered massage therapist supervising a maximum of twenty (20) massage attendants and the staff shall wear clean, proper and non-transport uniform at all times.
- j. **Steam, Sauna and Water Baths** - the steam, sauna and water baths shall be maintained in a level of temperature which will not cause adverse reactions to user. Safety signages shall be provided to include information on allowable maximum temperature, duration of stay and guide in operating temperature regulator.
- k. **Linen** - there shall be adequate supply of linen, towels and appropriate garments such as robes or sarongs of good quality which shall be kept clean.
- l. **Employee Facilities** - there shall be adequate and well-maintained locker rooms and bathrooms for male and female employees.
- m. **Parking** - there shall be adequate, secured parking space provided for free to customers/guests.
- n. **Emergency Generator** - there shall be high-powered generator capable of providing full power in all areas of the establishment except those spas located in a commercial building with its own emergency generator capable of supplying the power requirements of its tenants.
- o. **First Aid Cabinet** - there shall be a well-stocked first aid cabinet available at all times.
- p. **Facilities for Disabled** - there shall be facilities and provisions for the disabled in accordance with Batas Pambansa Bldg. 344 promulgated on May 1985, otherwise known as an "Act Enhancing the Mobility of Disabled Persons".
- q. **Maintenance** - maintenance of all sections of the spa shall be on a continuing basis taking into consideration the quality of equipment and supplies.
- r. **Sanitation** - sanitation measures like cleaning and sterilizing of equipment, robes, sheers, blankets, pillow case, towels or other materials which may come in direct contact with the client's body shall be adopted in accordance with the standards prescribed under Presidential Decree No. 856 otherwise known as the Sanitation Code of 1976.
- s. **Signboards** - appropriate sign boards shall be conspicuously displayed outside the establishment showing clearly the name of the spa while safety signages shall be prominently posted in strategic locations inside the spa.

**ARTICLE XXV
GENERAL RULES ON THE OPERATION AND MAINTENANCE
OF TOURISM-ORIENTED AND RELATED ESTABLISHMENTS**

Section 59. Fire Fighting Facilities - fire-fighting facilities shall be provided in accordance with Fire Code of the Philippines.

Section 60. Maintenance - all facilities of the establishment concerned shall be properly maintained at all times. A period vermin control program shall be conducted.

Section 61. Airconditioning/Ventilation - all enclosed areas of the establishment concerned shall be fully air-conditioned or well-ventilated.

Section 62. Prohibited Acts and Practices.

Certified Correct:


BRYAN NEIL B. BRAZIL
Secretary to the Sangguniang Bayan

Attested by:


HON. RUBEN G. AGNER
SB MEMBER


HON. PROTACIO Q. BRAZIL
Municipal Vice-Mayor/Presiding Officer

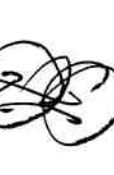
Concurred:



HON. THELMA M. BRAZIL
SB MEMBER


HON. RICHARD LENZ LAPIDARIO
SB MEMBER



HON. LETECIA G. ESPINO
SB MEMBER



HON. SAMUEL P. SALOMON
President, Liga ng mga Barangay


HON. PROSPERO BRAZIL
SB MEMBER


HON. JOHN ALBERT B. ALA
President, SK Paribayaning Pederasyon

Approved:


HON. ANTONIO LASIS
SB MEMBER


ATTY. NORMAN D. SARDAO
Municipal Mayor

- a. No pets or animals shall be allowed within the premises.
- b. Ambulant vendors shall be prohibited from peddling their wares within the premises.
- c. All forms of gambling, drunkenness or disorderly conduct of any kind shall be prohibited in the establishments and within its immediate premises.
- d. Keepers, managers or operators shall exert all possible efforts not to permit any person whom they know or have reason to believe to be either a prostitute, pedophile or of questionable character to use the establishment for purposes of immoral/illegal activities. They shall immediately report to the nearest police station the presence of any such person.

**ARTICLE XXVI
ACCREDITATION TEAM AND INSPECTION**

Section 63. Accreditation Team - there is hereby created Accreditation Team to be headed by the Tourism and Promotions Department, the Sangguniang Bayan Committee on Tourism and the Municipal Tourism Council.

Section 64. Function of the Accreditation Team - the Accreditation Team shall have exclusive authority to conduct inspection in all Tourism Establishments for purposes of facility assessment, accreditation and classification.

Section 65. Frequency and Time of Regular Inspection - Inspection shall be made once every six (6) months during business hours.

Section 66. Special Inspections - when public interest so requires, the recommendation of the Tourism and Promotions Department Head, approved by the Municipal Mayor, may serve as basis for an authorization for the Accreditation Team or any member or members thereof, to conduct a special inspection.

Section 67. Checklist to be Accomplished During Inspection -the Municipal Tourism and Promotions Office shall provide the necessary checklist to be accomplished by all teams in carrying out its inspection. All findings and/or observations of the teams to be indicated in the checklist should be made in the presence of an authorized representative of the establishments and duly signed/noted by the said authorized representative.

Section 68. Report of the Accreditation Team - within five (5) days from the date of inspection, the Accreditation Team shall submit a report of its finding and or recommendation to the Office of the Municipal Mayor.

Section 69. Access of Inspection Team to Records and Premises - the Accreditation Team shall have access to the registry book or card of the tourism establishments and all parts and facilities thereof, and the right to interview any employee and investigate any fact, condition, or matter which may be necessary to determine any violation or aid in arriving at a just and correct conclusion.


Section 70. Defects and Deficiencies found during the Inspection - where certain defects or deficiencies have been found in the course of inspection, the TPD shall give directions to the manager/operator of the tourism establishments concerned to rectify/remedy the defects or deficiencies within a period of one (1) week from notice thereof.


**ARTICLE XXVII
CERTIFICATE OF ACCREDITATION**

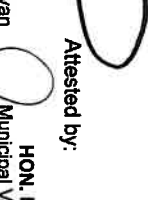
Section 71. Issuance of Certificate of Accreditation and Sticker.


- a. After having determined that all requirements set forth in the preceding Sections have been satisfied and/or completed by the applicant, the Municipal Government through the BPLO and the MITPO shall issue the corresponding License and Certificate of Excellence (Annex A) as well as the Seal of Excellence sticker.
- b. The MITPO shall adopt a seal (sticker) for accreditation purposes. (Annex B)


Section 72. Objection to Application for Accreditation of Tourism Related/Oriented Establishments - Any person may file a written objection to the MITPO for the issuance or renewal


Certified Correct: 
BRYAN NEIL B. BRAZIL
 Secretary to the Sangguniang Bayan

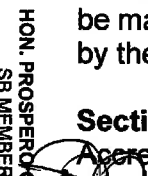
Attested by: 
HON. PROTACIO G. BRAZIL
 Municipal Vice-Mayor/Presiding Officer

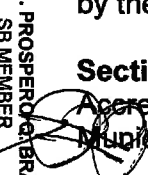

HON. RUBEN G. AGNER
 SB MEMBER

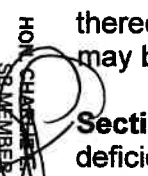

HON. THELMA M. BRAZIL
 SB MEMBER

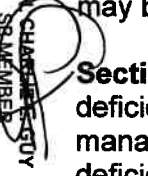

HON. RICHARD LEN B. LAPIDARIO
 SB MEMBER



HON. LETECIANO ESPO
 SB MEMBER



HON. SAMUEL P. SALOMON
 President, Liga ng mga Barangay


HON. PROSPERO G. BRAZIL
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HON. CHARLES S. GUY
 SB MEMBER


HON. JOHN ALBERT B. ALA
 President, SK Paribayang Pederasyon

Approved: 
ATTY. NORMAN P. SABDAO
 Municipal Mayor


HON. ANTONIO L. ARIS
 SB MEMBER

Certified Correct:

HON. OTETTO U. BABIANO, JR.
SB MEMBER
BRYAN NEIL A. BRAZIL
Secretary to the Sangguniang Bayan

of Certificate of Accreditation and/or sticker to the applicant. The objection shall within three (3) days furnish the applicant with a copy of the objection and require them to answer within five (5) working days from receipt thereof. Within seven (7) days from receipt of the answer of the applicant, the MITPO shall then conduct a hearing with both parties duly notified and present. The MITPO in coordination with the Municipal Legal Office shall render a decision on the objection within seven (7) days from the start of the hearing.

Attested by:

HON. ROBERT G. AGNER
SB MEMBER
HON. PROTACIO G. BRAZIL
Municipal Vice-Mayor/Presiding Officer

Section 73. Validity of Certificate of Accreditation - The Certificate of Accreditation of Tourism-oriented and tourism-related establishments shall be valid until revoked or canceled for a valid cause. If the tourism-oriented and/or tourism-related establishment concerned has ceased operation for at least three (3) months, it shall re-apply for accreditation.

Section 74. Renewal of Accreditation - Application for the renewal of accreditation shall be supplied by the same documents previously submitted together with the Accreditation given by the MITPO.

Concurred:

HON. THELMA M. BRAZIL
SB MEMBER

Section 75. Display of Certificate and Sticker of Accreditation - The Certificate of Accreditation and Seal of Excellence shall be displayed in a conspicuous area in their place of business. Stickers shall be posted in entrances/doors, gates of such establishments for easy identification purposes.

ARTICLE XXVIII RECLASSIFICATION OF TOURISM ORIENTED/RELATED ESTABLISHMENTS

Section 76. Promotion/Demotion - An establishment may be promoted or demoted from one class to another as the facts may warrant.

Section 77. Promotion to a Higher Class - Any establishment which has upgraded its facilities and services among others, to comply with the requirements of a higher class, may apply to the MITPO for promotion to such higher class.

Section 78. Demotion to a Lower Class - Where after due investigation by the Accreditation Team it has been established that an establishment is not being kept or managed in a manner conformable to the established standards, the MITPO shall give notice to the manager/operator or such fact granting the establishment standards, the MITPO shall give notice to the manager/operator or such fact granting the establishment a period of time stated in the notice within which to comply with the required standards. If the establishment fails to comply within the period granted in the notice, the MITPO shall remove the registration of the establishment from the class it originally holds and place it by a lower class.

ARTICLE XXIX

CANCELLATION, SUSPENSION AND NON-RENEWAL OF LICENSE OF TOURISM-ORIENTED OR RELATED ESTABLISHMENTS

Section 79. Cancellation and/or Non-Renewal of Accreditation.

- Making any false declaration or statement or making use of any such declaration or statement or any document containing the same or committing fraud or any act of misrepresentation for the purpose of obtaining the issuance, grant or renewal of any certificate of registration/accreditation/reaccreditation or license;
- Failure to comply with or contravene any of the conditions set forth in Accreditation;
- Failure to meet the standards and requirements for the operation of tourism establishments, as prescribed in these rules;
- Serious physical injury or loss of life of any guest due to the fault or negligence of its official or employee (for resort/hotel/tourist inn/apartel/other tourism-related establishments);
- Allowing or permitting the tourism establishment, including any of its facilities, to be used for illegal, immoral, illicit activities, such as: gambling, prostitution, etc. (for resort/hotel/tourist inn, apartel or other tourism-related establishment);

HON. RICHARD LEN B. LAPIDARIO
SB MEMBER
HON. LETECIA G. ESPOS
SB MEMBER

HON. SAMUEL P. SALOMON
President, Liga ng mga Barangay
HON. PROSPERO G. BRAZIL
SB MEMBER

HON. JOHANN ALBERT B. ALA
President, Sikapambiyang Pederasyon
HON. CHARLIE D. GUY
SB MEMBER

Approved:
ATTY. NORMAN D. SABBADO
Municipal Mayor
HON. ANTONIO L. ASIS
SB MEMBER

- Managers and/or Operators shall exert all possible efforts not to permit a person whom they know to be drunk and/or have reason to believe either to be a prostitute, a pedophile or a bad character to occupy any room or to frequent the premises. To accomplish this end, they shall immediately report to the nearest police station the presence in the premises of any such person.

- f. Violation of any of the conditions of the LTFRB franchise (for tourist transport operation);
- g. Tolerance of gross misconduct, discourtesy, dishonesty, misrepresentation and/or fraudulent solicitation of business committed by any of the officers or employees against their clients to the detriment of the tourism industry;
- h. Willful violation of agreements and/or contracts entered into by the tourism establishment and its clients;
- i. Failure to replace or renew the Surety Bond within fifteen (15) days the date when said bond is ordered forfeited not confiscated in accordance with these rules or cancelled and/or revoked for whatever cause (in case of travel agency);
- j. Failure to pay fine, as well as fees, dues and contributions imposed under existing laws;
- k. Employment/hiring of employees (Tour Guides) who are not holders of license issued by the BPLO or non-Filipino employees, whether contractual or permanent, without valid working visa and working permit;
- l. Any other acts/omissions that worked against the interest of the tourism industry.

Section 80. Grounds for Cancellation and Suspension of License of Tour Guides. The following are grounds for cancellation and suspension of license of tour guides:


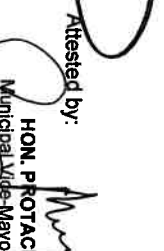


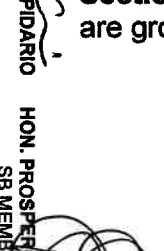
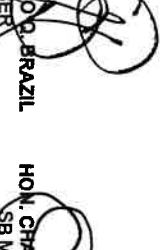
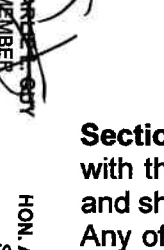
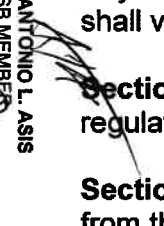

- a. Cancellation of accreditation.
 1. Conviction of a crime involving moral turpitude; and
 2. Conviction of more than one of any of the acts enumerated below.
- b. Suspension of Accreditation
 1. Any overt act of dishonesty, misrepresentation or misconduct committed against a member of his/her tour group or against his/her employer or co-employee.
 2. Forced tipping or contributions from tourist.
 3. Failure to comply with the requirements as to the compulsory wearing of identification cards.

**ARTICLE XXX
MISCELLANEOUS PROVISIONS**

Section 81. Confidential Character of Certain Data. Information and documents received by or filed with the MITPO in pursuance of the requirements of this Ordinance shall be treated as confidential and shall not be divulged without the consent of the party concerned when public interest so requires. Any official or employee of the MITPO, including those that are temporarily assigned therewith, who shall violate the provision of this Section shall be guilty of an offense under this Ordinance.

Section 82. Implementing Rules. The Municipal Mayor may, from time to time, shall issue rules and regulations as he may deem fit and necessary for the effective implementation of this Ordinance.

Section 83. Funding. The funds necessary for the implementation of this Ordinance shall be taken from the annual appropriations of the MITPO and the Office of the Municipal Mayor. Said funds shall be included in the preparation of the Annual Budget of the Municipal Government.

Certified Correct: 
 BRYAM NEIL B. BRAZIL
 Secretary to the Sangguniang Bayan
 Attested by: 
 HON. P. POTAC
 Municipal Vice-Mayor

 HON. THEIMA M. BRAZIL
 Presiding Officer
 Concurring: 
 HON. RICHARD LEN B. LAPIDARIO
 SB MEMBER

 HON. LETECIA G. ESPOS
 SB MEMBER

 HON. SAMUEL P. SALOMON
 President, Liga ng mga Barangay

 HON. JOSEPH ALBERT B. KILA
 President, Sig' Pambarangay Pederasyon
 Approved: 
 HON. ANTONIO L. ASIS
 SB MEMBER

 ATTY. NORMAN D. SABDAO
 Municipal Mayor

**ARTICLE XXXI
FINAL PROVISIONS**

Section 84. Separability Clause. If for any reason or reasons, any part or provision of this Ordinance shall be held unconstitutional or invalid, other parts which are not affected thereby shall continue to be in full force and effect.

Section 85. Repealing Clause. Any Ordinance, Executive Order, Local Issuance, or Rules and Regulations, or parts thereof, which are inconsistent with this Ordinance are hereby repealed and/or modified accordingly.

Section 86. Effectivity. This Ordinance shall take effect after three (3) consecutive weeks of posting in conspicuous places, publication in the local newsletter and of broadcasting in the local radio station of the Municipality of San Miguel, Leyte.

DATE APPROVED - AUGUST 05, 2024

I HEREBY CERTIFY to the correctness of the foregoing resolution/ordinance.


BRYAN NEIL B. BRAZIL
Secretary to the Sangguniang Bayan

Attested By:

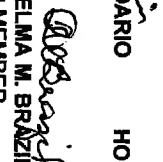

HON. PROTACIO Q. BRAZIL
Municipal Vice-Mayor

Approved:


ATTY. NORMAN D. SABDAO
Municipal Mayor

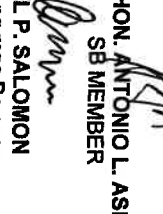
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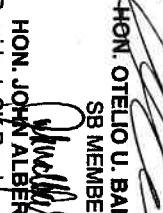

HON. RUBEN G. AGNER
SB MEMBER



HON. THELMA M. BRAZIL
SB MEMBER


HON. PROSPERO Q. BRAZIL
SB MEMBER


HON. LETECIA G. EPOS
SB MEMBER


HON. SAMUEL P. SALOMON
President, Liga ng mga Barangay


HON. ANTONIO L. ASIS
SB MEMBER


HON. OTHELIO U. BABIANO, JR.
SB MEMBER


HON. JOHN ALBERY B. JALA
President, SK Pambayang Pederasyon



Republic of the Philippines
PROVINCE OF LEYTE
MUNICIPALITY OF SAN MIGUEL
-oOo-

OFFICE OF THE SANGGUNIANG BAYAN

CERTIFICATE OF POSTING

THIS IS TO CERTIFY that Municipal Ordinance No. 2024-03, Series of 2024 as embodied under Resolution No. 155, Series of 2024 entitled: **AN ORDINANCE AMENDING MUNICIPAL ORDINANCE NO. 2021-05, SERIES OF 2021 OTHERWISE KNOWN AS "THE SAN MIGUEL TOURISM CODE OF 2021 OF THE MUNICIPALITY OF SAN MIGUEL, LEYTE" BY SUPPLEMENTAL PROVISIONS**, has been posted in three (3) conspicuous places within the municipality and shall remain posted for three (3) consecutive weeks.

Done this 5th day of September 2024 at San Miguel, Leyte.

BRYAN NEIL B. BRAZIL
Secretary to the Sangguniang Bayan