



1. ISSUANCE OF TOURISM CERTIFICATE OF REGISTRATION/ ENDORSEMENT FOR ACCREDITATION TO DEPARTMENT OF TOURISM (DOT) and TOUR GUIDE'S ID.

The Tourism Certificate of Registration/Endorsement for Accreditation or Tour Guide's ID is issued to tourism establishments and/or tour guides that submitted the minimum requirements and paid the corresponding registration/identification card fee. The certification contains basic information about the tourism establishment and/or about the tour guide and certifies that the establishment and/or the guide is registered with QC Tourism Department.

Office/Department:	Q.C. Tourism Department
Classification:	Complex
Type of Transaction:	G2B – Government to Business Entity
Who May Avail:	QC Tourism Establishments' Owners/Operators Tour Guides
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. For New Applicant-Tourism Establishments	
Unified Business Permit Application Form (1 photocopy, present original copy/ecopy)	Business Permits and Licensing Dept., QC Hall
Department of Trade and Industry/ Securities and Exchange Commission Registration (1 photocopy, present original copy/ecopy)	Department of Trade and Industry / Securities and Exchange Commission
Barangay Clearance (1 photocopy, present original copy/ecopy)	Barangay Hall where the business address is located
Tax Bill and Official Receipt for the Current Year that includes Tourism Registration Fee (1 photocopy, present original copy /ecopy)	QC Treasurer's Department Assessment Windows and Cashier
Additional Requirement For Travel Agency Only Surety Bond (1 Original Copy) (Insurance Coverage: P500,000.00)	Bonding Agencies/Companies



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
B. For New Applicant - Tour Guide	
Registration Application Form (1 Original Copy/ecopy)	Tourism Desk, QC Tourism Department QC Hall/ or Download Application Form at https://bit.ly/2YybHT5
NBI or Police Clearance (1 photocopy, present original copy/ecopy)	NBI Office or QC Police Department, NGA Bldg., QC Hall
Certificate of Tour Guiding Seminar or Accreditation from Dept. of Tourism (1 photocopy, present original copy/ecopy)	Department of Tourism (DOT), Makati City
Official Receipt for the Current Year that includes Tourism Registration Fee (1 photocopy, present original copy/ecopy)	QC Treasurer's Department Cashier
C. For Renewal of Certificate of Registration – Tourism Establishments	
Unified Business Permit Application Form (1 photocopy, present original copy/ecopy)	Business Permits and Licensing Dept., QC Hall
Current/Previous Business Permit (1 photocopy, present original copy/ecopy)	Business Permits and Licensing Dept., QC Hall
Tax Bill and Official Receipt for the Current Year that includes Tourism Registration Fee (1 photocopy, present original copy/ecopy)	QC Treasurer's Department Assessment Windows and Cashier
Additional Requirement For Travel Agency Only Surety Bond (1 Original Copy) (Insurance Coverage: P500,000.00)	Bonding Agencies/Companies
D. For Renewal of Certificate of Registration/I.D. - Tour Guide	
Registration Application Form (1 Original Copy/ecopy)	Tourism Desk, QC Tourism Department Or Download Application Form at https://bit.ly/2YybHT5
NBI or Police Clearance (1 photocopy, present original copy/ecopy)	NBI Office or QC Police Department, NGA Bldg., QC Hall
Official Receipt for the Current Year that includes Tourism Registration Fee	QC Treasurer's Department Cashier



(1 photocopy, present original copy/ecopy)	
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MANUAL REGISTRATION

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out Unified Bus. Permit App. Form with complete requirements to tourism assistant at QCTD tourism desk.	Receive and evaluate form and completeness of requirements.	None	1 minute	<i>Tourism Receptionist/ Tourism Assistant (Tourism Services Division)</i>
2. Wait for the Release of Certificate of Registration/ Endorsement to DOT/ Tour Guide's I.D.	Process the application for Tourism Certificate of Registration/ Endorsement to DOT/ Tour Guide's I.D (may need inspection of establishment and/or verification of submitted records)	None	5 days	<i>Tourism Receptionist, Tourism officer and Division Head (Tourism Services Division)</i>
3. Wait for the Release of Certificate of Registration/ Endorsement to DOT/ Tour Guide's I.D	Approve/sign the requested Certificate of Registration/ Endorsement for DOT Accreditation /Tour Guide's ID	None	1 day	<i>City Mayor, Department Head Division Head (Tourism Services Division)</i>
4. Claim Tourism Certificate of Registration/ Endorsement/ Tour Guide's ID by signing in the logbook	Release Tourism Certificate of Registration/ Endorsement/ Tour Guide's I.D.	None	1 day	<i>Tourism Receptionist/ Tourism Assistant (Tourism Services Division)</i>
TOTAL		None	7 days	



Note

- Processing time starts upon acceptance of application with complete requirements.

ONLINE REGISTRATION

CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCES SING TIME	PERSON RESPONSIBL E
For Tourism Establishments				
1. Submit ecopy of Unified Business Permit Application Form and all requirements to TourismAccreditation@quezoncity.gov.ph	Evaluate completeness of requirements.	None	10 minutes	<i>Tourism Receptionist/ Tourism Assistant (Tourism Services Division)</i>
For Tour Guide				
1. Visit: https://bit.ly/36Zvm1Z or Scan QR Code For Application Form Or Download Application Form at https://bit.ly/2YybHT5 or Scan QR Code. Fill-out the application form and submit ecopy of all requirements to TourismAccreditation@quezoncity.gov.ph	Evaluate completeness of requirements.	None	10 minutes	<i>Tourism Receptionist/ Tourism Assistant (Tourism Services Division)</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2.1. Wait for email reply.	Acknowledge receipt of complete documents/ application or ask for lacking document through email	none	10 minutes	<i>Tourism Receptionist/ Tourism Assistant (Tourism Services Division)</i>
2.2. Submit the complete requirements and wait for email reply	Acknowledge receipt of complete documents/ application			
3. Wait for email on details of release of Certificate of Registration/ Endorsement to DOT/ Tour Guide's I.D.	Process the application for Tourism Certificate of Registration/ Endorsement to DOT/ Tour Guide's I.D (may need inspection of establishment and/or verification of submitted records)	None	4 days and 7 hours	<i>Tourism Assistant, Tourism Officer and Division Head (Tourism Services Division)</i>
	Approve/sign the requested Certificate of Registration/ Endorsement for DOT Accreditation /Tour Guide's ID	None	1 day	<i>City Mayor, Department Head and Division Head (Tourism Services Division)</i>
	Email/message the client that Tourism Certificate of Registration/ Endorsement/ Tour Guide's I.D. is ready for pick-up or delivery.	None	30 minutes	<i>Tourism Receptionist, Tourism Assistant, (Tourism Services Division)</i>



CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESsing TIME	PERSON RESPONSIBL E
4. Inform QCTD if Tourism Certificate of Registration/ Endorsement/ Tour Guide's I.D will be picked-up or delivered. (Courier of Choice with cost charged to the receiver/ applicant)	Wait for the client to pick-up or process the delivery of Tourism Certificate of Registration/ Endorsement/ Tour Guide's I.D.	None	1 day	<i>Tourism Receptionist/ Tourism Assistant (Tourism Services Division)</i>
5. Wait/claim Tourism Certificate of Registration/ Endorsement/ Tour Guide's ID	Release Tourism Certificate of Registration/ Endorsement/ Tour Guide's I.D. through delivery or pick-up	None	10 minutes	<i>Tourism Receptionist/ Tourism Assistant (Tourism Services Division)</i>
TOTAL		None	7 days	

Note

- Processing time starts upon acceptance of application with complete requirements.



2. IMPLEMENTATION OF PROGRAMS / ACTIVITIES / PROJECTS

The Quezon City Tourism Department implements/coordinates tourism, historical, culture and arts programs, activities and projects.

Office/Department:	Q.C. Tourism Department			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business Entity G2G - Government to Government			
Who May Avail:	Government Agencies/Organizations Non-Government Organization/Associations Civic Organizations All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Communication/Letter from concerned Party (1 original copy/ ecopy) (letter/Transmittal/ Endorsement/Referral)		Written by concerned party/ requesting party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCES- SING TIME	PERSON RESPONSIBLE
1. Forward/email the communication/ letter/ endorsement/ referral/ request/ transmittal to Receiving Desk/ qctd@quezoncity .gov.ph	Welcome the client and receives/ evaluates communication/ endorsement/ referral/request/ transmittal Acknowledge the email	None	1 minute	<i>Receiving Clerk</i> Administrative Support Group
2. Leave the Office/ Wait for the action on the request	Forward the endorsement/ referral/ request to the Head of Office/Action Officer	None	1 minute	<i>Receiving Clerk</i> Administrative Support Group
3. None	Refer the matter to the concerned division head/s	None	1 day	<i>Head of Office/ Action Officer</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Attend to the queries or coordination meetings.	Process the request/ referral etc. (which may include communicating with the requesting party) Give evaluation/ recommendation to the Head of Office	None	4 days	<i>Concerned Division Heads</i>
5. None	Head of Office/Action Officer act on the recommendation and inform the concerned division head	None	2 days	<i>Head of Office/Action Officer</i>
6. Wait for coordination/ feedback	Inform the requesting party of the action taken	None		<i>Concerned Division Head</i>
7. Participate in Preparation of Event/ Activity/ Projects	Start preparation of event/ activity Coordinate with concerned agencies/offices/ individuals Holds Meetings Conducts Dry-Runs/ Rehearsals, etc.	None	60 days	<i>Concerned Division Head</i>
8. Participates / implements event	Implementation / Execution of Event/Activity/Project	None	2 days	<i>Concerned Division Head</i>
9. None	Post-event task	None	1 day	<i>Concerned Division Head</i>
TOTAL		None	70 days	

(Implementation of Program/Activity/Project) qualified for multi-stage processing.
Total days dependent on date, type and magnitude of program/activity/project and the requesting party