



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Inform QCTD if Tourism Certificate of Registration/ Endorsement 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	None	1 day	<i>Tourism Receptionist/ Tourism Assistant (Tourism Services Division)</i>
5. Wait/claim Tourism Certificate of Registration/ Endorsement	Release Tourism Certificate of Registration/ Endorsement 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.
- Senior citizens, pregnant women, persons with disabilities and liaison officers with multiple transactions (10 branches/companies and above) maybe entertain as “walk-in applicants”

2. ISSUANCE OF TOUR GUIDE’S I.D./CERTIFICATE

The Tour Guide’s ID/Certificate of Registration is issued to tour guides that submitted the minimum requirements and paid the corresponding identification card/ registration fee. The I.D./certificate contains basic information about the tour guide and certifies that the guide is registered with QC Tourism Department.

Office/Department:	Q.C. Tourism Department
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen
Who May Avail:	Tour Guides



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. For New Applicant - Tour Guide	
Registration/ID 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/ecopy)	Department of Tourism (DOT), Makati City
Official Receipt for the Current Year that includes Tourism Registration/I.D. Fee (1 photocopy, present original /ecopy)	QC Treasurer's Department Cashier

B. For Renewal of Certificate of Registration/I.D. - Tour Guide	
Registration/ID 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 /ecopy)	NBI Office or QC Police Department, NGA Bldg., QC Hall
Official Receipt for the Current Year that includes Tourism Registration/ID Fee (1 photocopy, present original/ecopy)	QC Treasurer's Department Cashier

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCES SING TIME	PERSON RESPONSIBL E
1.Download Application Form at https://bit.ly/2YybHT5 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. 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>
3. Wait for email on details of release of Tour Guide's I.D./ Certificate	Process the application for Tour Guide's I.D/certificate (may need 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 Tour Guide's ID / Certificate	None	1 day	<i>City Mayor, Department Head and Division Head (Tourism Services Division)</i>
	Email/message the client that Tour Guide's I.D. / Certificate is ready for pick-up or delivery.	None	30 minutes	<i>Tourism Receptionist, Tourism Assistant, (Tourism Services Division)</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Inform QCTD if Tour Guide's I.D. / Certificate 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 Tour Guide's I.D./ Certificate	None	1 day	<i>Tourism Receptionist/ Tourism Assistant (Tourism Services Division)</i>
5. Wait/claim Tour Guide's ID/ Certificate	Release Tour Guide's I.D./ Certificate 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.
- Senior citizens, pregnant women, persons with disabilities and liaison officers with multiple transactions (10 tour guides and above) maybe entertain as “walk-in applicants”

3. 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