



**Office of the Municipal Tourism, Culture
and the Arts**
External Services



1. PREBOOKING FOR ASIK-ASIK FALLS ADVENTURE

Office or Division:		Office of the Municipal Tourism, Culture and the Arts		
Classification:		Simple		
Type of transaction:		G2C-Government to Citizens		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ○ Valid IDs ○ CCTS Card ○ Vaccination Card 		From the client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prebooking for Asik-Asik Falls Adventure	○ Informs all the client/ tourist on the details of the services offered	None	5 minutes	Booking Agent/ JO
	○ Encode the individual details of the tourist	None	5 minutes	Booking Agent/ JO
	○ Verify the Valid IDs, CCTS Card and Vaccination Card presented by the tourist	None	5 minutes	Booking Agent/ JO / TOO II/ Tourism Officer Designate
	○ Issuance of the Booking Verification and Confirmation Slip to the tourist/s	None	5 minutes	JO
2. Payment of the Entrance and Environmental Fee	○ Receive the payment	Tourist from: Alamada 40.00 Within the Province of North Cotabato 50.00 Other Municipalities and Provinces 70.00	5 minutes	MTO Staff
TOTAL		40.00 up to 70.00	25 minutes	



2. RELEASE OF DATA FOR TOURISM RELATED RESEARCH AND INTERVIEW

The Office of the Tourism Development and Promotion Unit caters research and interview to different individuals especially to students taking up tourism management courses to collect depth ideas regarding operations and best practices of the municipality.

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Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ○ Request Letter/ Letter of Intent ○ Valid IDs 		From the client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presentation of the Request Letter	○ Receive the request letter	None	5 minutes	TDPU Staff
	○ Provides information or promotional and marketing materials	None	5 minutes	TDPU Staff
2. Conduct Data Gathering/ Interviews	○ Attend to researchers' inquiries immediately	None	2 hours	TOO II/ Tourism Officer Designate
	○ Should the researchers need other information not available at the Tourism Office, endorsed them to other offices such as the MPDC (Land Use Plan, etc.), Environment Office (environmental activities, eco-tourism matters, etc.), or Sangguniang Bayan Office (Ordinances, resolutions)	None	10 minutes	
3. Provides copy of final output to the Tourism Office if necessary	○ Receive the documents and file for future reference of the office	None	10 minutes	TOO II/ Tourism Officer Designate
TOTAL		None	2 hours & 20 minutes	



3. ISSUANCE OF CERTIFICATE OF ACCREDITATION

The Office of the Tourism Development and Promotion Unit issued Certificate of Accreditation to all Tourism Related Establishment in the municipality in accordance with the Alamada Eco-Tourism Code of 2020.

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Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ○ Approved Business Permit ○ Official Receipt 		From the client/ Business Owner		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presentation of the documents for accreditation	○ Receiving of documents	None	5 minutes	TDPU Staff
	○ Evaluation of documents and Approval	None	5 minutes	TDPU Staff
	○ Photocopy of the documents	None	5 minutes	TDPU Staff
	○ Recording of documents	None	5 minutes	TDPU Staff
	○ Facilitate/ Secure the Order of Payments	None	2 minutes	TOO II/ Tourism Officer Designate
2. Payment of the required amount	○ Receive payment	Tourism Oriented & Related establishment 1,500.00 Tour Guides 800.00	5 minutes	MTO Staff
3. Presentation of the Official Receipt (OR) from the MTO	○ Receive the OR and documents	None	2 minutes	TDPU Staff
	○ Prepare and Sign the Certificate of Accreditation	None	5 minutes	TOO II/ Tourism Officer Designate
	○ Releasing of documents (Certificate of Accreditation)	None	2 minutes	
TOTAL		None	36 minutes	

