



Tourism Office

Internal Services



85. Tourism Division

Office or Division:		Tourism Office		
Classification:		Simple		
Type of Transaction:		G2C- Government to Client		
Who may avail:		Citizens of Bongabon		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
(1 Copy) Letter of Intent (1 Copy) Sworn Statement of Undertaking (1 Copy) Accreditation Form		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get the letter of Intent Sworn Statement of Undertaking and Accreditation Form		None	5 Minutes	TO Staff Tourism Office
2. Submit the documents and Accreditation Form via email to DOT Regional Accreditation Office		None	5 Minutes	TO Staff Tourism Office
		TOTAL:	10 Minutes	