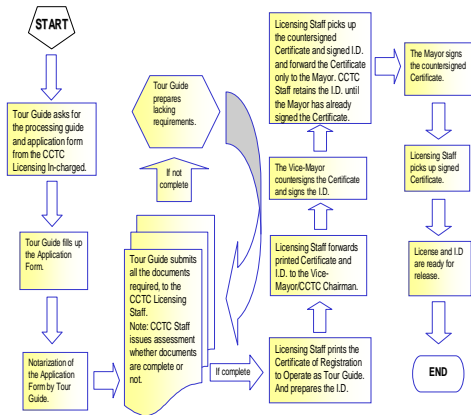
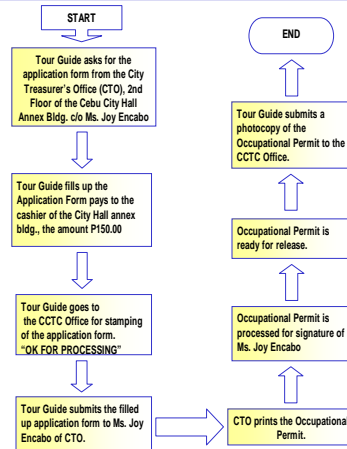


SECTION 142. – Tourism Activities.

- All tourism activities in Cebu City shall be handled solely by local licensed Tour and Travel Agencies. In this connection, it shall be unlawful for any individual to engage in the business/ occupation of/as tour guides without having been affiliated with accredited or licensed travel agencies.

FLOWCHART FOR PROCESSING OF TOUR GUIDE LICENSE AND I.D.

FLOWCHART FOR PROCESSING OF TOUR GUIDE MAYOR'S (OCCUPATIONAL) PERMIT.


Upon compliance of all the preceding requirements a license and an Identification Card shall be issued upon payment of ONE HUNDRED (P100.00) PESOS, and ONE HUNDRED THIRTY (P130.00) PESOS respectively, and shall be valid for a period of one (1) year from Jan. 1 to Dec. 31, of each year."

SECTION 57. – Penalty for Late Application. – Failure to apply within the period of renewal of license shall subject the applicant to an administrative fine of ONE THOUSAND (P1,000.00) PESOS; Provided, that failure to file such an application and/or comply with all the requirements for renewal within sixty working (60) days from the expiration date of the license shall be a ground for non-renewal of the same unless meritorious and valid grounds are submitted to justify such failure, in which case the renewal will only be allowed upon payment by the applicant of an administrative fine not exceeding FIVE THOUSAND (P5,000.00) PESOS."

SECTION 135-A. – Unlawful Acts. – It shall be unlawful for an individual engaging in the business/occupation of/as tour guides to act in any manner or under any pretext inimical to the preservation of peace and good morals or against the interest of the tourism industry.

TOUR GUIDE ASSESSMENT NAME: _____

License Fee	P 100.00		
Identification Card	P 130.00		
SURCHARGE	P1,000.00(for payment made after January 20)		
	P 5,000.00 (for payments made 60 days after expiration date of tyhe license		
TOTAL			

CCTC STAFF MEMBER _____ **DATE:** _____


2nd Floor, Right Wing, Rizal Memorial Museum & Library Bldg.,
Osmeña Blvd., Cebu City, Philippines

Website: cebucitytourism.com cebucitytourism@yahoo.com

CCTC PERSONNEL:

CINBETH E. ORELLANO – OIC/PROJECT DIRECTOR
ANNA LORRAINE B. MENCHAVEZ – TOURISM OPERATIONS ASSISTANT
CHRISTINE C. NADELA – ADMINISTRATIVE OFFICER I
NINO ROCHIE MATILLOS – SUPPORT STAFF

Tel. No. (032) 255-8354 Extension (032) 255-4997 Telefax No. 254-1109

APPLICATION FOR LICENSE AS TOUR GUIDE

PROCESSING GUIDE FOR THE TOUR GUIDE

- Application form duly accomplished and notarized
- 2 pcs., 1X1 I.D. pictures
- Official receipt (OR) of the License Fee (photo copy)
- Proof that the application has passed a seminar for tour guides duly conducted by the Commission or other agencies duly authorized by the commission to conduct the seminar; provided, however, that this requirement may be waived by the Commission where the applicant possesses special academic or professional qualifications relevant to tourism;
- Certificate of good health issued by any duly accredited government physician;
- Police clearance from Cebu City Police Station; in the case of alien applicants, valid visa from the Bureau of Immigration, and the proper permit from the Dept. of Labor and Employment;
- Certification from Travel Agency (original)
- Mayor's permit (photo copy)
- Latest Income Tax Return; and
- Such other documents that the Commission may require from time to time.

REPUBLIC OF THE PHILIPPINES
OFFICE OF THE MAYOR
2nd Floor Rizal Memorial Library & Museum, Cebu City

APPLICATION FOR LICENSE AS TOUR GUIDE

The Chairman
Cebu City Tourism Commission
2nd Floor Rizal Memorial Library & Museum,
Cebu City

Sir:

Pursuant to the provision of RA 7160 and the rules governing the operation of my business, I hereby apply for the original/renewal of license to operate the same.

The following are the facts related to my business and capacity to engage as such.

NAME: Last:	First	M.I.
Address:	Contact No.	Nationality:
Date of Birth:	Place of Birth	Sex:
Height	Weight	Color of Hair/Eyes
(If married) Spouse Name:		Contact No.
Highest Educational Attainment::		School:
Course:	Major:	
Employment: (Name of Agencies Connected)	Position:	

(If Foreign Guide) ACR/CR:	Name of Office you worked with:
Previous Employer:	Seminar taken conducted by DOT
Languages spoken	Proficiency: (1)Flaunt (2)Fair

I certify that I am of good moral character and have not been convicted of any criminal offense involving moral turpitude.

I certify also that all the foregoing data and documents supporting this application are true and correct.

APPLICANT
(SIGNATURE OVER PRINTED NAME)

Date Accomplished

License No.	
Date Issued	
Year of original license	

SUBSCRIBED AND SWORN to before me on this _____ day of _____, 20____ after exhibiting Community Tax Certificate No. _____ issued at Cebu City on _____, 20_____.

Doc. No. _____
Page No. _____
Book No. _____
Series of _____