

Documentary Requirements for Accreditation of Primary Tourism Enterprises			
Accommodation	Basic Registration	Regular Accreditation	Premium Accreditaion
Hotel, Resort, Apartment Hotel	Valid Mayor's permit and/or Business License		
		Valid Comprehensive General Liability Insurance Policy (Minimum amount of coverage – P 500,000.00)	Valid Comprehensive General Liability Insurance Policy (Minimum amount of coverage – P 1,000,000.00)
			Concerned employees must have appropriate certification (e.g Housekeeping, Front Office, Food and Beverage, Food Production)
			Quality Recognition and/or Awards received from reputable institutions
Mabuhay Accommodations (Tourist inn, Pension House, Motel, Hostel and others that may be further classified)	Valid Mayor's permit and/or Business License		
		Valid Comprehensive General Liability Insurance Policy with a minimum amount of coverage of P 200,000.00	Valid Comprehensive General Liability Insurance Policy with a minimum amount of coverage of P 300,000.00
			Concerned employees must have appropriate certification (e.g Housekeeping, Front Office, Food and Beverage, Food Production)
			Quality Recognition and/or Awards received from reputable institutions
Homestays	Valid Mayor's permit and/or Business License		
		Proof of attendance to a Homestay Training conducted by DOT or any DOT-recognized or accredited training institute/partner	
			Special Recognitions (e.g. ASEAN Homestay Award, etc.)
Travel and Tour Services	Basic Registration	Regular Accreditation	Premium Accreditaion
Travel and Tour Agencies	Valid Mayor's permit and/or Business License		
		Proof of working capital of P 500,000.00 For Corporation/ Partnership/ Cooperative P500,000.00 Paid-up/partners capital For single proprietorship, original copy of bank certification with cheque writer	Audited Financial Statements or any documents to prove that the establishment has minimum of P1,500,000.00 working capital
		For general manager, proof of three (3) years managerial experience in travel and tour agency operations or proof of passing a travel and tour operator management course conducted by a DOT accredited training center	
			Proof of Membership of good standing from any duly recognized national or international associations
Travel and Tour Agencies			Recognition/Commendation or Awards received from duly recognized institutions or associations
	FOR ONLINE TRAVEL AGENCIES (OTA'S)		
	Not Applicable	Valid Mayor's permit and or Municipal License Contract of Lease for the occupied office or certificate of title for the office Barangay Clearance	Not Applicable

Accommodation	Basic Registration	Regular Accreditation	Premium Accreditation
Tourist Land Transport Operator	Not Applicable	Valid Mayor's permit and/or Business License	
		Valid LTFRB Tourist Transport Service Franchise of the Vehicles	Valid LTFRB Tourist Transport Service Franchise of the Vehicles
		LTO Certificate of Registration of Vehicles	LTO Certificate of Registration of Vehicles
		LTRFB Confirmation of Units of the current year	LTRFB Confirmation of Units of the current year
		Proof of attendance to DOT conducted Seminar for Tourist Drivers	Proof of attendance to DOT conducted Seminar for Tourist Drivers
MICE	Basic Registration	Regular Accreditation	Premium Accreditation
MICE Organizer	Valid Mayor's permit and/or Business License		
		Company Profile/Portfolio	Proof of successful handling of at least five (5) domestic and international events organized, managed and serviced with a minimum of 1,000 participants per event or at least 100 exhibitors
		Audited Financial Statements reflecting a minimum working capital of ₱500,000.00.	Audited Financial Statements reflecting a minimum working capital of ₱1,000,000.00.
		For the General Manager, documents to prove a minimum of three (3) years relevant experience in event organizing or proof of attendance to a PCO/Event Organizer's Training or its equivalent.	For the General Manager, documents to prove a minimum of three (3) years relevant experience in event organizing or proof of attendance to a PCO/Event Organizer's Training or its equivalent.
			Proof of Membership of good standing to any duly recognized MICE Organizations/Associations
			Award/Commendation received from reputable institutions/organizations
MICE Facility/Venue	Valid Mayor's permit and/or Business License		
		Valid Comprehensive General Liability Insurance with amount of not less than P500,000.00.	Valid Comprehensive General Liability Insurance with amount of not less than P1,000,000.00.
			Quality Assurance Certification/Award given by an international or national organization.