

PROCEDURE FOR DOT ENDORSEMENT FOR THE ISSUANCE OF TOURIST TRANSPORT SERVICE FRANCHISE

STEP	APPLICANT	AGENCY ACTION	PERSON	OFFICE	DURATION
1. Submission of documentary requirements	Secure the application form at the DOT Office	Receive, review and evaluate clients' submitted documentary requirements.	DOT Officer (Evaluator)	DOT Standards Monitoring and Enforcement Division (Regional Office for establishments outside Metro Manila)	Immediately upon receipt of application
	Submit the duly accomplished and notarized application form with complete and correct documentary requirements at the DOT Regional Office	Approve /Reject application			
2. Inspection of vehicular units		Actual inspection of garage and and vehicular units in the presence of the owner/ authorized representative.			Within three (3) working days
		Prepare inspection report			(For New Applications) Within the day upon inspection of units.
3. Submit to DOT Central Office for proper DOTr endorsement (For inter-regional applications only)			Regional Accreditation Officer	Regional Office	Within five (5) working days upon receipt of complete and correct documentary requirements.

STEP	APPLICANT	AGENCY ACTION	PERSON	OFFICE	DURATION
4. Release of Endorsement to DOTr		Processing of Letter of Endorsement	Accreditation/SMED Officer	DOT Standards Monitoring and Enforcement Division (Regional Office for establishments outside Metro Manila)	Within three (3) days upon receipt of complete and correct documentary requirements and completion of ocular inspection.
		Approval of Letter of Endorsement	Undersecretary for Tourism Regulation, Coordination and Resource Generation		1 working day

*Inter-Regional Route Applications – applied route is from garage to any point outside (e.g Pampanga to any point in the Philippines)

*Intra-Regional Route Applications – applied route is within the region (e.g Pampanga to any point in Region III)