



Tourism Division

External



It is a component of the Office of the City Mayor, supervised by the City Administrator, which handles programs and projects on tourism promotions and development. It maintains a lineage with the provincial tourism office and other tourism offices in town and cities of Negros Occidental. It has also a tie up with the Alliance of Tourism Officers of Negros Occidental (ATONO), Department of Tourism (DOT), Department of Trade and Industry (DTI) or Securities and Exchange Commission (SEC) Registration and other sectors working for the promotion and marketing of the tourism industry of the country.

I. Checking and Verification of Requirements for Regional Accreditation of Accommodation Establishments by the Department of Tourism Region 6

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|--|--|---|------------------------|---|
| Office or Division: | SILAY CITY TOURISM DIVISION | | | |
| Classification: | SIMPLE | | | |
| Type of Transaction: | G2B – GOVERNMENT TO BUSINESSES | | | |
| Who may avail: | ACCOMMODATION ESTABLISHMENTS | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. One (1) piece Photo Copy of Mayor's Permit | | 1. Business, Permits and Licensing Office | | |
| 2. One (1) piece Photo Copy of Department of Trade and Industry (DTI) or Security and Exchange Commission (SEC) Registration | | 2. Department of Trade and Industry or Securities and Exchange Commission | | |
| 3. One (1) piece Photocopy of Comprehensive General Liability Insurance (CGL) | | 3. Insurance Companies | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Present requirements to the Silay City Tourism Office | 1. Verification of Requirements as requested by the Department of Tourism Region 6 for mailing to DOT 6, Iloilo City | None | 2 (two) minutes | <i>Tourism Staff member Tourism Officer</i> |
| | TOTAL | None | Two Minutes | |

II. Checking and Verification of Requirement for Regional Accreditation of Secondary Tourism-Related Establishments (Restaurants and Specialty Shops) by the Department of Tourism Region 6

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| Office or Division: | SILAY CITY TOURISM DIVISION | | | |
| Classification: | COMPLEX | | | |
| Type of Transaction: | G2B – GOVERNMENT TO BUSINESSES | | | |
| Who may avail: | SECONDARY TOURISM-RELATED ESTABLISHMENTS | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. One (1) piece Photo Copy of Mayor's Permit | | 1. Business, Permits and Licensing Office | | |



| 2. One (1) piece Photo Copy of Department of Trade and Industry (DTI) or Securities and Exchange Commission (SEC) Registration | | 2. Department of Trade and Industry or Securities and Exchange Commission | | |
|--|--|---|-----------------|---|
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Present requirements to the Silay City Tourism Office | 1. Verification of Requirements as requested by the Department of Tourism Region 6 for mailing to DOT 6, Iloilo City | None | 2 (two) minutes | <i>Tourism Staff member Tourism Officer</i> |
| TOTAL | | None | Two Minutes | |

III. Requests for Tour Guiding, Lectures on Tourism and Local History

| Office or Division: | SILAY CITY TOURISM DIVISION | | | |
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| Classification: | SIMPLE | | | |
| Type of Transaction: | G2C – GOVERNMENT TO CITIZEN | | | |
| Who may avail: | ALL | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Two (2) copies of Letter Request addressed to the Office of the City Mayor | | 1. Client/Requesting Individual or Institution | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit Letter Request to the Office of the City Mayor | 1. Endorsement to the City Tourism Division | None | 1 (one) to 3 (three) minutes per client | <i>CMO Front Desk Tourism Staff member Tourism Officer</i> |
| TOTAL | | None | Three Minutes | |