

TOURISM OFFICE

LOCATION : Sen. Jose C. Locsin Cultural and Civic Center, Zamora St., Silay City
TEL. NO. : (034) 495-5553
Head of Office : Severino F. Pacete

REQUEST FOR VISITOR'S PERMIT TO PATAG, TOUR GUIDING, LECTURES ON TOURISM AND LOCAL HISTORY AND TRAININGS, SEMINARS AND WORKSHOPS AND OTHER TOURISM – RELATED ACTIVITIES.

ABOUT THE SERVICE

All requests for tourism related activities passing the Office of the City Mayor are always referred to the Tourism Division for implementation or action.

REQUIREMENTS

FOR VISITOR'S PERMIT TO PATAG:

Original copy of the letter-request addressed to the City Mayor and duly approved / signed by the Office of the City Mayor / City Administrator (Letter request to be submitted to the Office of the City Mayor for assessment and recording.)

FEES

➤ Permit Fee	
➤ Entrance	Php 10.00
➤ Room with Comfort Room	100.00
➤ Room without Comfort Room	80.00
➤ Foam per piece	50.00
➤ Swimming pool	30.00
➤ Tent	50.00

HOW TO AVAIL OF THE SERVICE

FOR PERMIT TO VISIT PATAG

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Submit letter request to the Office of the City Mayor	1 minute/client	Receiving Clerk / Front Desk Personnel
2. Recording / Filing of Letter Request	1 minute/client	Employee in charge of Patag Accommodation
3. Scheduling and Briefing	5 minutes / client	Employee in charge of Patag Accommodation
4. Assessment of payment for accommodation / Rental of Facilities at Patag Hospital	3 minutes / client	Employee in charge of Patag Accommodation
5. Preparation of Visitor's Permit	5 minutes / client	Employee in charge of Patag Accommodation
6. Approval of Permit by the City Administrator	1 minute/client	City Administrator

7. Payment and Release of Official Receipt	5 minutes / client	City Treasurer's Office
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FOR TOUR GUIDING / ESCORTING

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Submit letter request to the Office of the City Mayor for approval <i>Tour guiding and escorting depends on the approved itinerary.</i>	1 minute/client	Receiving Clerk / Front Desk Personnel
2. Follow up with Tourism Office for the approved Itinerary.	1 minute/client	Tourism Officer Tourism Staff Tour Guide

FOR VIP RECEPTION

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Approved Communication Forwarded to the Tourism Office	1 minute/client	Tourism Officer/ Tourism Consultant/ Tourism Executive Assistant/ Photographer/Videographer Tourism Staff

All concerns with the Tourism Division are discussed thoroughly with the requesting person / organization to identify details and technical needs in operation