

**PROVINCIAL TOURISM OFFICE
EXTERNAL SERVICE**



1. ORIENTAL MINDORO HERITAGE AND CULTURAL CENTER TOUR

Oriental Mindoro Heritage and Cultural Center is a museum open to the general public that offers guided tour within the museum gallery with the goal of promoting the appreciation and preservation of the works and culture of the *Mangyans*. OMHCC Tour Available at 8 am to 5 pm, Monday to Sunday.

Office or Division:	Provincial Tourism Office - Cultural Affairs Division			
Classification:	Simple			
Type of Transaction:	G2C, G2B, and G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Museum Tour of Oriental Mindoro Heritage and Cultural Center				
1. Original copy of government-issued Identification Card			Requesting group/individual	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present government-issued valid identification card for the verification of residency.	1. Check client presented identification card to verify residency.	None for Oriental Mindoreñ os; For non-residents of Oriental Mindoro – Php 50.00	2 minutes	Tourism Operations Assistant <i>Oriental Mindoro Heritage and Cultural Center</i>
2. Sign in the Visitor's Log Book in the office information desk.	2. Provide the Log Book to the client.	N o n e	2 minutes	Tourism Operations Assistant <i>Oriental Mindoro Heritage and Cultural Center</i>



3. Observe guidelines to be discussed by the Museum Guide and proceed to the Museum Proper for the guided tour.	3.1 Discuss guidelines. 3.2 Conduct guided museum tour.	N o n e	4 minutes 45 minutes	Tourism Operations Assistant <i>Oriental Mindoro Heritage and Cultural Center</i>
TOTAL PROCESSING TIME		N o n e	53 minutes	



2. ORIENTAL MINDORO HERITAGE MUSEUM (OMHM) FACILITY RENTAL

Oriental Mindoro Heritage Museum offers its facilities, the Mangyan Ballroom and Halcon Performance Area to the public for events whether business such as Meetings, Seminars and Symposium or personal celebrations such as, but not limited to Birthdays and Weddings. The ballroom and performance area is open every Monday to Sunday, subject to availability of the facility.

Office or Division:	Provincial Tourism Office - Cultural Affairs Division
Classification:	Simple
Type of Transaction:	G2B, G2C, and G2G
Who may avail:	All
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Mangyan Ballroom and Halcon Performance Area	
1 original copy of facility Request Form	Oriental Mindoro Heritage Museum Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire regarding the rates and availability of the facilities.	1. Inform the client of the corresponding rates and inclusions of the facility for rent. 1.2 Check the availability of the facility requested. 1.3 Inform the client regarding the availability/unavailability of the schedule requested.	See table of fees to be paid	3 minutes	Tourism Operations Assistant <i>Oriental Mindoro Heritage Museum</i>
2. Fill out the Facility Request	2. Provide the Facility Request Form to client.	None	2 minutes	Tourism Operations Assistant <i>Oriental Mindoro</i>



Form in the OMHM office.				Heritage Museum
3. Confirm approval/disapproval of request for service	3. Notify the client regarding the merit of the request.	None	3 minutes	Tourism Operations Assistant Oriental Mindoro Heritage Museum
TOTAL PROCESSING TIME		None	8 Minutes	

FACILITY AND INCLUSIONS	RATES
• MANGYAN BALLROOM Inclusions: tables and chair	Php 10,000.00
• MANGYAN BALLROOM Inclusions: tables, chairs, and sound system	Php 13,000.00
• HALCON PERFORMANCE AREA	Php 6,000.00



3. ORIENTAL MINDORO HERITAGE MUSEUM TOUR

Oriental Mindoro Heritage Museum is a museum open to the general public that offers guided tour within the museum proper with features inspired by the “MAHAL TANA” theme which highlights the iconic symbols of Oriental Mindoro – Mangyan, Halcon, Tamaraw and Naujan Lake. Available at 8 am to 5 pm, Monday to Sunday except Holidays.

Office or Division:	Cultural Affairs Division
Classification:	Simple
Type of Transaction:	G2B, G2C, and G2G
Who may avail:	All
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Museum Services: Museum Tour of Oriental Mindoro Heritage Museum	
1. Printed online booking form	https://forms.gle/wqKDysCeQhqUPaMt8
2. Original copy of government-issued Identification Card	Requesting group/individual

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Fill out and submit the online booking form accessible thru https://forms.gle/wqKDysCeQhqUPaMt8 (bookings are accepted 2-3 days prior to the preferred date of visit)	1.1 Process and check online booking. 1.2 Notify the client via phone call through the contact number provided in the online booking form and inform the client regarding the availability unavailability of the schedule requested.	None	2 minutes 15 minutes	Tourism Operations Assistant <i>Oriental Mindoro Heritage Museum</i>



2. Receive online booking confirmation form to be sent via email.	2. Process online booking application.	None	3 minutes	Tourism Operations Assistant <i>Oriental Mindoro Heritage Museum</i>
3. Upon arrival, prepare the booking confirmation form and present the government-issued identification card for the verification of residency	3. Check confirmation form and valid ID.	None for Oriental Mindoreños; For non-residents of Oriental Mindoro – Php 50.00	3 minutes	Tourism Operations Assistant <i>Oriental Mindoro Heritage Museum</i>
4. Observe guideline to be discussed by the Museum Guide and proceed to the Museum Proper for the guided tour.	4. Discuss guidelines. 4.1 Conduct guided museum tour.	Php 50.00	2 minutes 45 minutes	Tourism Operations Assistant <i>Oriental Mindoro Heritage Museum</i>
TOTAL PROCESSING TIME		Php 100.00	1 & 10 Minutes	

4. PLAZA DEL GOBERNADOR: LIWASAN NG MAMAMAYAN FACILITY RENTAL

Plaza del Gobernador: Ang Liwasan ng Mamamayan Facility Rental offers sections or the entirety of the plaza to the public for events appropriate in an open area setting with the dancing fountain as the major attraction of the park. The service is available every Monday to Friday, 8 am to 5 pm.

Office or Division:	Provincial Tourism Office - Cultural Affairs Division
Classification:	Simple
Type of Transaction:	G2C, G2B, and G2G
Who may avail:	All



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Plaza del Gobernador: Liwasan ng Mamamayan Facility Rental				
Facility Request Form		Provincial Tourism Office Information Desk		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
1. Inquire regarding the rates and availability of the facilities.	1. Inform the client of the corresponding rates and inclusions of the facility for rent.	See table of fees to be paid	5 minutes	Tourism Operations Assistant Plaza del Gobernador: Liwasan ng Mamamayan
	1.1 Check the availability of the facility on the requested date.		5 minutes	
	1.2 Notify the client regarding the availability/ unavailability of the facility.		5 minutes	
2. Fill out facility request form at the Provincial Tourism Office Information Desk	2. Provide facility request form to the client.	None	5 minutes	Tourism Operations Assistant Plaza del Gobernador: Liwasan ng Mamamayan
3. Confirm approval/ disapproval of request for facility use.	3. Notify the client regarding the merit of the use of facility request.	None	5 minutes	Tourism Operations Assistant Plaza del Gobernador: Liwasan ng Mamamayan
TOTAL PROCESSING TIME		None	25 Minutes	



FACILITY AND INCLUSIONS	RATES
<p>FULL PACKAGE Inclusions: tables and chairs (can accommodate up to 90 pax)</p> <p>(Day Rate 8:30 AM – 5:30 PM) * La Terazza and musically choreographed fountain show are not included.</p> <p>(Night Rate 6:00 PM – 12:00 MN) * La Terazza not included</p>	<p>Php 50,000.00</p> <p>*Additional of Php 1,000.00 per exceeding hour for park use</p> <p>*Additional Php 2,000.00 per exceeding hour for fountain use</p> <p>Php 80,000.00</p>
<p>PUROK KANLURAN (Left Wing)</p> <p>Day Rate (for 8 hours)</p> <p>Night Rate (for 6 hours)</p>	<p>Php 5,000.00 (additional Php 500.00 per exceeding hour)</p> <p>Php 6,500.00</p>
<p>PUROK SILANGAN (Right Wing)</p> <p>Day Rate (for 8 hours)</p> <p>Night Rate (for 6 hours)</p>	<p>Php 5,000.00 (additional Php 500.00 per exceeding hour)</p> <p>Php 6,500.00</p>
<p>FUENTE DE ARCO (Fountain Aisle) for 8 hours</p>	<p>Php 5,000.00 (additional Php 500.00 per exceeding hour)</p>
<p>BALCONY</p> <p>Day Rate (for 8 hours)</p> <p>Night Rate (for 6 hours)</p>	<p>Php 5,000.00 (additional Php 500.00 per exceeding hour)</p> <p>Php 6,500.00</p>
<p>FOUNTAIN</p> <p>Day Rate (Fuente de Arco Fountain)</p> <p>Night Rate (Musically Choreographed Fountain)</p>	<p>Php 5,000.00</p> <p>Php 25,000.00</p>



5. REQUEST FOR CULTURAL-RELATED DOCUMENTS AND HISTORICAL REFERENCES DATA

Cultural-Related Documents and Historical References Data Assistance is intended to cater clients requesting cultural related documents and historical references of the province. The service is available every Monday to Friday, 8 am to 5 pm.

Office or Division:	Provincial Tourism Office - Cultural Affairs Division			
Classification:	Complex			
Type of Transaction:	G2C,G2B, G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Written letter request (1 original copy)		Requesting client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office information desk.	1. Provide the Log Book to the client.	None	2 minutes	Tourism Operations Assistant Provincial Tourism Office – Cultural Affairs Division
2. Submit the required document to the Cultural Affairs Division.	2. Receive the required documents and assess the type of data requested.	None	3 minutes	Tourism Operations Assistant Provincial Tourism Office – Cultural Affairs Division
	2.1 Forward the document received to the person-in-charge on Cultural Related Documents and Historical References of Oriental Mindoro.		2 minutes	



	2.2 Locate or prepare the data requested.		5 days	
3. Receive the document provided by the Cultural Affairs Division personnel.	3. Provide the data and have it received by the client.	None	15 minutes	Tourism Operations Assistant Provincial Tourism Office – Cultural Affairs Division

4. Fill out the client satisfaction survey form provided by the Cultural Affairs Division personnel.	4. Provide the client satisfaction form survey.	None	2 minutes	Tourism Operations Assistant Provincial Tourism Office – Cultural Affairs Division
TOTAL PROCESSING TIME		None	5 days, 24 minutes	



6. REQUEST FOR FINANCIAL ASSISTANCE TO TOURISM-RELATED PROJECTS, EVENTS AND ACTIVITIES

Request for financial assistance to tourism-related projects, events and activities is intended to cater the financial request for tourism development and promotions projects, events and activities of Local Government Units (LGUs) and Community-Based Sustainable Tourism Organizations (CBSTOs). The service is available every Monday to Friday, 8 am to 5 pm.

Office or Division:	Provincial Tourism Office - Administrative Division	
Classification:	Highly Technical	
Type of Transaction:	G2B, G2G	
Who may avail:	Local Government Units (LGU), Sangguniang Panlalawigan (SP) Accredited Community-Based Sustainable Tourism Organizations (CBSTOs), Farm Tourism Site Operators (FTSOs)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Financial Assistance to Tourism-Related Projects (for LGUs)		
1. Written letter request signed by the City/ Municipal Mayor (1 original copy)	Requesting LGU	
2. Program of Works (1 original copy)	Engineering Office of the Requesting LGU	
3. Official Receipt of the LGU	Requesting LGU	
Financial Assistance to Tourism-Related Events & Activities (for LGUs)		
1. Written letter request signed by the City/ Municipal Mayor (1 original copy)	Requesting LGU	
2. Program of Activities (1 certified true copy)	Requesting LGU	
3. Program Design	Requesting LGU	
4. Official Receipt of the LGU	Requesting LGU	



Financial Assistance to Tourism-Related Projects (for CBSTOs and FTSO)	
1. Written letter request signed by the CBSTO president (1 original copy)	Requesting CBSTO/FTSO
2. Program of Works (1 original copy)	Engineering Office of the concerned LGU
3. Certificate of Organization Registration from the Department of Labor and Employment / Securities and Exchange Commission (1 photocopy)	Department of Labor and Employment (DOLE) / Securities and Exchange Commission (SEC)
4. Certificate of Accreditation from the Sangguniang Panlalawigan (1 photocopy)	Sangguniang Panlalawigan (SP)
5. Official Receipt	Requesting Organization/Operator

Financial Assistance to Tourism-Related Events & Activities (for CBSTOs and FTSOs)	
1. Written letter request signed by the CBSTO president (1 original copy)	Requesting CBSTO/FTSO
2. Program of Works (1 original copy)	Requesting CBSTO/FTSO
3. Certificate of Organization Registration from the Department of Labor and Employment / Securities and Exchange Commission (1 photocopy)	Department of Labor and Employment (DOLE) / Securities and Exchange Commission (SEC)
4. Certificate of Accreditation from the Sangguniang Panlalawigan (1 photocopy)	Sangguniang Panlalawigan (SP)
5. Official Receipt	Requesting Organization/Operator

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office information desk.	1. Provide the Log Book to the client.	none	2 minutes	Administrative Aide IV Provincial Tourism Office – Administrative Division
2. Submit the required document to the Administrative Division.	2. Receive the required documents and assess the type of data requested.	None	3 minutes	Administrative Officer IV Provincial Tourism Office – Administrative Division



	<p>2.1 Prepare the transmittal and forward the document received to Governor's Office for marginal note/ approval.</p> <p>2.2 Monitor the status of the documents forwarded to the Governor's Office.</p> <p>2.4 Receive the document with marginal note from the Governor's Office.</p>		<p>15 minutes</p> <p>20 days</p> <p>5 minutes</p>	<p>Administrative Officer IV Provincial Tourism Office – Administrative Division</p> <p>Administrative Aide IV Provincial Tourism Office – Administrative Division</p> <p>Administrative Aide IV Provincial Tourism Office – Administrative Division</p>
<p>3. Confirm approval/ disapproval of request for financial assistance.</p>	<p>3. Notify the contact person of the requesting party regarding the marginal note of the Governor.</p> <p>3.1 Prepare necessary documents for processing: Disbursement Voucher (DV) and Obligation Request (ObR) for Financial Assistance.</p> <p>3.2 Forward the documents to concerned offices for processing.</p> <p>3.3 Advise the requesting LGU on the date of release of the financial assistance</p>	<p>none</p>	<p>15 minutes</p> <p>30 minutes</p> <p>21 days</p> <p>5 minutes</p>	<p>Administrative Officer IV Provincial Tourism Office – Administrative Division</p> <p>Administrative Aide IV Provincial Tourism Office – Administrative Division</p> <p>Administrative Aide IV Provincial Tourism Office – Administrative Division</p> <p>Administrative Officer IV Provincial Tourism Office – Administrative Division</p>



4. Claim the Financial Assistance at the Provincial Treasurer's Office and present the official receipt of the requesting party.	4. Assist the client to locate the financial assistance at the Provincial Treasurer's Office.	none	2 minutes	Administrative Aide IV Provincial Tourism Office – Administrative Division
TOTAL PROCESSING TIME		none	41 days, 1 hour and 17 minutes	

7. TECHNICAL ASSISTANCE FOR LINKAGING AND NETWORKING

Tourism Development Planning and Coordination Technical Assistance for Linkaging and Networking is intended to provide technical assistance to tourism organizations and groups to link them with other entities under the jurisdiction of the Provincial Government of Oriental Mindoro to promote tourism. The service is available every Monday to Friday, 8 am to 5 pm.

Office or Division:	Provincial Tourism Office – Tourism Development Planning and Coordination		
Classification:	Complex		
Type of Transaction:	G2C and G2G		
Who may avail:	Community-based Sustainable Tourism Organizations (CBSTOs), Farm Tourism Site Operators (FTSOs), City/Municipal Tourism Officers and Staff		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Technical Assistance for Linkaging and Networking			
Written letter request (1 original copy)		Requesting client	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office information desk.	1. Provide the Log Book to the client.	None	1 minute	Administrative Aide IV Provincial Tourism Office



2. Submit the required document to the Tourism Development Planning and Coordination Division.	2. Receive the required document and assess the completeness of the document.	None	20 minutes	Tourism Operations Assistant Provincial Tourism Office
3. Receive the advisory from and coordinate with the Tourism Development Planning and Coordination Division personnel regarding the status of the request.	3. Coordinate with the third-party organization regarding the details of the request.	None	3 days	Tourism Operations Assistant Provincial Tourism Office
3.1 Prepare the documentary requirements to be submitted to the requested party.	3.1 Prepare communication letter to the requested agency endorsing the client's request.		5 working days	Tourism Operations Assistant Provincial Tourism Office
3.2 Submit the documentary requirements to the Tourism Development Planning and Coordination Division personnel for checking and verification and revise as needed.	3.2 Verify and assess the completeness of the documentary requirements provided by the client.		30 minutes	Tourism Operations Assistant Provincial Tourism Office
3.3 Coordinate with the requested party regarding the merit of the request.	3.3 Provide the client with a letter of endorsement addressed to the requested party.		10 minutes	Tourism Operations Assistant Provincial Tourism Office
4. Fill out the client satisfaction survey form provided by the Tourism Development Planning and Coordination personnel.	4. Provide the client satisfaction form survey.	None	2 minutes	Tourism Operations Assistant Provincial Tourism Office
TOTAL PROCESSING TIME		None	8 days, 1 hour and 3 minutes	



8. TECHNICAL ASSISTANCE ON PROJECT CONCEPT DEVELOPMENT AND ENHANCEMENT

Tourism Development Planning and Coordination Technical Assistance on Project Concept Development and Enhancement is intended to provide technical assistance to tourism organizations and groups for endeavors focusing on the development of tourism project concepts in the Province of Oriental Mindoro. The service is available every Monday to Friday, 8 am to 5 pm.

Office or Division:	Provincial Tourism Office – Tourism Development Planning and Coordination Division
Classification:	Highly Technical
Type of Transaction:	G2C and G2G
Who may avail:	Community-based Sustainable Tourism Organizations (CBSTOs), Farm Tourism Site Operators (FTSOs), City/Municipal Tourism Officers and Staff
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Technical Assistance on Project Concept Development and Enhancement	
Written letter request (1 original copy)	Requesting client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office information desk.	1. Provide the Log Book to the client.	None	1 minute	Administrative Aide IV Provincial Tourism Office
2. Submit the required document to the Tourism Development Planning and Coordination Division	2. Receive the required documents and assess the nature of request and completeness of the documents.	None	3 minutes	Tourism Operations Assistant Provincial Tourism Office



3. Receive the advisory from and coordinate with the Tourism Development Planning and Coordination Division personnel regarding the status of the request.	3. Refer the request to the Provincial Tourism Officer for recommendation.	None	2 working days	Tourism Operations Assistant Provincial Tourism Office
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3.1 Coordinate with the Tourism Development Planning and Coordination Division personnel regarding the recommendation of the project by the Provincial Tourism Officer.	3.1 Coordinate with the requesting party regarding the status of the request as per Provincial Tourism Officer's recommendation.	None	2 working days	Tourism Operations Assistant Provincial Tourism Office
3.2 If YES, assist the Tourism Development Planning and Coordination Division personnel in the conduct of tourism rapid assessment.	3.2 If YES, conduct tourism rapid assessment.		1 working day	Tourism Operations Assistant Provincial Tourism Office
3.3 Fill up the Tourism Rapid Assessment (TRA) Form.	3.3 Prepare Tourism Rapid Assessment (TRA) Form.		4 working days	Tourism Operations Assistant Provincial Tourism Office
3.4 Meet with the Tourism Development Planning and Coordination Division personnel regarding the result of TRA.	3.4 Consult with the requesting party on the result of the Tourism Rapid Assessment.		1 working day	Tourism Operations Assistant Provincial Tourism Office
3.5 Provide necessary information for project brief.	3.5 Prepare project brief and site development recommendation.		5 working days	Tourism Operations Assistant Provincial Tourism Office
3.6 If NO, receive project feedback and recommendation from the Tourism Development Planning and Coordination Division personnel.	3.6 If NO, inform the requesting party of the disapproval of the request and recommend necessary revision.		1 working day	Tourism Operations Assistant Provincial Tourism Office
4. Fill out the client satisfaction survey form provided by the Tourism Development Planning and Coordination personnel.	4. Provide the client satisfaction form survey.	None	2 minutes	Tourism Operations Assistant Provincial Tourism Office
TOTAL PROCESSING TIME		None	16 days and 5 minutes	



9. TECHNICAL ASSISTANCE ON TOURLISTA REGISTRATION

Tourism Development Planning and Coordination Technical Assistance on TourLISTA Registration is intended to provide technical assistance to tourism enterprises in Oriental Mindoro on their application and registration in the TourLISTA website. The service is available every Monday to Friday, 8 am to 5 pm.

Office or Division:	Provincial Tourism Office – Tourism Development Planning and Coordination
Classification:	Simple
Type of Transaction:	G2B and G2C
Who may avail:	Tourism Enterprises
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Technical Assistance on TourLISTA Registration	
Fully accomplished registration form (1 original copy)	Provincial Tourism Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIB LE
1. Sign in the Client Log Book in the office information desk.	1. Provide the Log Book to the client.	None	1 minute	Administrative Aide IV Provincial Tourism Office
2. Submit the required document to the Tourism Development Planning and Coordination Division	2. Receive the required documents and assess the completeness of the documents.	None	3 minutes	Tourism Operations Officer I Provincial Tourism Office
3. Acquire account username and password from the Tourism Development Planning and	3. Access the TourLISTA website and register the establishment based on account type.	None	10 minutes	Tourism Operations Officer I Provincial Tourism Office



Coordination Division personnel.	3.1 Approve their application on the website after they have fully filled out all necessary information.		2 minutes	Tourism Operations Officer I Provincial Tourism Office
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	3.2 Provide the client with a copy of the username and password of the account.		2 minutes	Tourism Operations Officer I Provincial Tourism Office
4. Access the TourLISTA website and log in to their account.	4. Provide the client with an overview of the TourLISTA website and assist in the data-encoding process.	None	15 minutes	Tourism Operations Officer I Provincial Tourism Office
5. Fill out the client satisfaction survey form provided by the Tourism Development Planning and Coordination personnel.	5. Provide the client satisfaction form survey.	None	2 minutes	Tourism Operations Officer I Provincial Tourism Office
TOTAL PROCESSING TIME		None	35 minutes	



10. TOURISM DEMAND AND SUPPLY DATA ASSISTANCE

Tourism Demand and Supply Data Assistance is intended to cater clients requesting tourism demand and supply data of the province. The service is available every Monday to Friday, 8 am to 5 pm.

Office or Division:	Tourism Development Planning and Coordination Division	
Classification:	Simple	
Type of Transaction:	G2C, G2B, G2G	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Written letter request (1 original copy)		Requesting client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office information desk.	1. Provide the Log Book to the client.	None	1 minute	Administrative Aide IV Provincial Tourism Office



2. Submit the required document to the Tourism Development and Promotions Division.	2. Receive the required documents and assess the type of data requested. 2.1 Forward the document received to the person-in-charge on Demand and Supply Data of Oriental Mindoro.	none	3 minutes 2 minutes	Tourism Operations Officer I Provincial Tourism Office Tourism Operations Officer I Provincial Tourism Office
3. Receive the document provided by the Tourism Development Planning and Coordination Division personnel.	3. Provide the data and have it received by the client.	none	15 minutes	Tourism Operations Officer I Provincial Tourism Office
4. Fill out the client satisfaction survey form provided by the Tourism Development and Promotions Division personnel.	4. Provide the client satisfaction form survey.	none	2 minutes	Tourism Operations Officer I Provincial Tourism Office
TOTAL PROCESSING TIME		None	23 Minutes	

11. TOURISM MARKETING AND PROMOTIONS TECHNICAL ASSISTANCE

Tourism Marketing and Promotions Assistance is intended to provide technical assistance to tourism-related activities, projects and events of Local Government Units (LGUs) and assistance in the marketing and promotions of tourism products and services in the Province of Oriental Mindoro. The service is available every Monday to Friday, 8 am to 5 pm.



Office or Division:	Provincial Tourism Office – Tourism Public Affairs Division	
Classification:	Complex	
Type of Transaction:	G2B and G2G	
Who may avail:	National Government Agencies (NGAs), Local Government Units (LGU)	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
Technical Assistance to Tourism-Related Events & Activities (for LGUs & NGAs)		
Written letter request (1 original copy)	Requesting LGU/NGA	
Program of Activities (1 original copy)	Requesting LGU/NGA	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office information desk.	1. Provide the Log Book to the client.	None	1 minute	Administrative Aide IV Provincial Tourism Office
2. Submit the required document to the Tourism Public Affairs Division	2. Receive the required documents and assess the nature of request and completeness of the documents.	None	3 minutes	Tourism Operations Officer II Provincial Tourism Office
	2.1 Prepare necessary documents for processing: Travel Order		5 minutes	Administrative Aide IV Provincial Tourism Office
3. Receive the notice/ advisory from the Tourism Public Affairs Division personnel regarding the status of the	3. Coordinate with the requesting party regarding the status of the request.	None	2 minutes	Tourism Operations Assistant Provincial Tourism Office



request.				
	3.2 Confirm approval/ disapproval of the request.		2 minutes	Tourism Operations Officer II Provincial Tourism Office
4. Fill out the client satisfaction survey form provided by the Tourism Public Affairs Division personnel.	4. Provide the client satisfaction form survey.	none	2 minutes	Tourism Operations Officer II Provincial Tourism Office
			15 minutes	

Office or Division:	Provincial Tourism Office – Tourism Public Affairs Division
Classification:	Complex
Type of Transaction:	G2B and G2G
Who may avail:	Local Government Units (LGU) and Department of Tourism (DOT)- Accredited and LGU-registered Tourism Enterprises

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Technical Assistance for Marketing and Promotions (for LGUs & Tourism Enterprises)	
Fully-accomplished Request Form (1 original copy)	Requesting LGU/NGA

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office information desk.	1. Provide the Log Book to the client.	None	1 minute	Administrative Aide IV Provincial Tourism Office
2. Submit the required document to the Tourism Public Affairs Division	2. Receive the required documents and assess the completeness of the documents.	None	3 minutes	Tourism Operations Officer II Provincial Tourism Office
3. Receive the advisory from the Tourism Public Affairs Division personnel regarding the status of the request.	3. Coordinate with the third- party service provider regarding the details of the request and forward the necessary documents (if applicable). 3.1 Coordinate with the	None	10 Minutes 2 Minutes	Tourism Operations Officer II Provincial Tourism Office Tourism Operations Assistant Provincial Tourism Office

	<p>requesting party regarding the merit and status of the request.</p> <p>3.2 Confirm approval/ disapproval of the request.</p>		2 Minutes	<p>Tourism Operations Officer II Provincial Tourism Office</p>
<p>4. Fill out the client satisfaction survey form provided by the Tourism Public Affairs Division personnel.</p>	<p>4. Provide the client satisfaction form survey.</p>	None	2 minutes	<p>Tourism Operations Officer II Provincial Tourism Office</p>
<p>TOTAL PROCESSING TIME</p>		None	20 Minutes	