

# CITY TOURISM DEVELOPMENT OFFICE

An Office created by City Ordinance No. 33 Series of 2012 headed by the City Tourism officer tasked with the duty to manage the tourism program of the city, promote it with the use of traditional media and of the internet, intended to improve the local tourism industry, assists in making their visit to the city as enjoyable and memorable as possible, maintain a Tourism Information Hotline, coordinate and consult with the private sector in the development of the local tourism industry. It is the implementing arm of the city Government in the achievement of policies and programs for the development, promotion and supervision of tourism in coordination with the Department of Tourism, Philippine Tourism Authority and other tourism-related agencies.

Ready to serve and transact with you  
As authorized and properly identified Personnel from  
Mondays to Fridays  
8:00AM to 5:00PM  
Contact Nos. (046)481-41115(208)  
Ground Floor, Bacoor Government Center

CITIZEN's CHARTER SERVICES

City of Bacoor, Province of Cavite

Responsible Department/Unit : City Tourism Development Office-CTDO  
 Service Name : Tourism Promotions & Assistance  
 Service Description : Promotion of tourism/heritage/historical sites through tour guiding.

Clients : Visitors, walk-in quests, tourists, students and tour groups  
 Maximum Duration of process : 2 minutes  
 Requirements : none

Steps	Action/s to be taken		Office/Person Responsible	Time to Complete (w/complete requirements)	Fees	Form/sUse
	Applicant/Client	Frontline Sevice Unit				
1	Submit endorsed written request	Receipt of letter	Randy Ocampo Gai Angeles Cyrus Acosta	2 minutes	None	None
2	Wait approval of written request	Approval of request/s	Edwin Guinto City Tourism Officer	2 minutes	None	None
3	Confirmation of written request	Schedule of tour is released	Karen Joy Francisco Susan Reyes	2 minutes	None	None
4	Proceed to Tourism Assistance Center	Tour is arranged with itinerary and transport schedule	Randy Ocampo Shy Yapoyco Melvin Miranda	2 minutes	None	None
5	Tour guiding schedule on selected tourism sites	Supervision of tour	Karen Joy Francisco Randy Ocampo	7 Hours	None	None

CITIZEN's CHARTER SERVICES  
 City of Bacoor, Province of Cavite

Responsible Department/Unit : City Tourism Development Office-CTDO  
 Service Name : Cultural and Historical Information

Clients : Visitors, Walk-in guests, tourists, students and other groups  
 Maximum Duration and process : 2 minutes  
 Requirements : None

Steps	Action/s to be Taken		Office/Person Responsible	Time to Complete (w/complete requirements)	Fees	Form/sUse
	Applicant/Client	Frontline Service Unit				
1	Submit endorsed written request by school, individual or associations	Receipt of letter	Randy Ocampo Shy Yapoyco	2 minutes	None	None
2	Wait for approval of request	Approval of request  Documentation of request	Edwin Guinto City Tourism Officer  Gil Flores	2 minutes	None	None
3	Research or interview as Requested	Provide needed data or availability for interviews	Gil Flores Randy Ocampo	2 minutes	None	None
4	Presentation of gathered data or results of interview	Review and evaluation of data gathered or interview for release	Gil Flores	2 minutes	None	None