



Province of Cavite
CITY OF BACOOR

Office of the Sangguniang Panlungsod

PRESENT:

HON. ROSETTE M. FERNANDO -----	City Vice Mayor/
Presiding Officer	
HON. EDWIN G. GAWARAN -----	Councilor
HON. AVELINO SOLIS -----	Councilor
HON. REYNALDO M. FABIAN -----	Councilor
HON. VENUS DE CASTRO -----	Councilor
HON. REYNALDO D. PALABRICA -----	Councilor
HON. BAYANI M. DE LEON -----	Councilor
HON. JANAIRO SAN MIGUEL -----	Councilor
HON. CATHERINE S. EVARISTO -----	Councilor
	(ABC-Pres.)
HON. MA. ELIZA H. BAUTISTA -----	Councilor
	(SKF-Pres.)

ABSENT:

HON. JAIME A. SAPANGHILA -----	Councilor
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By unanimous vote of the members present in regular session assembled acting with a quorum throughout, the following City Ordinance was enacted:

**City Ordinance No. 33
Series of 2012**

AN ORDINANCE ENACTING THE BACOOR CITY TOURISM CODE OF 2012.

Sponsored by *Hon. Edwin G. Gawaran, Hon. Avelino Solis, Hon. Reynaldo M. Fabian, Hon. Venus De Castro, Hon. Reynaldo D. Palabrica, Hon. Janairo San Miguel, Hon. Bayani M. De Leon, Hon. Catherine S. Evaristo and Hon. Ma. Eliza H. Bautista.*

WHEREAS, the tourism industry has the potential of improving the lives of thousands of residents of the City of Bacoor while enhancing the city's image as a residential and investment haven.

WHEREAS, the City of Bacoor has a golden opportunity to develop a tourism industry that will revitalize sectors of the local agriculture-based economy that has been affected by the three-pronged onslaught of pollution, over population, and infrastructure development while making its historic past a tangible part of the lives of its people.

NOW THEREFORE, be it enacted in regular session that:

SECTION 1. TITLE. - This Ordinance shall be known as the "Bacoor City Tourism Code of 2012".

EDWIN G. GAWARAN
Councilor

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Councilor

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BAYANI M. DE LEON
Councilor

CATHERINE S. EVARISTO
Councilor ABC President

MA. ELIZA H. BAUTISTA
Councilor - SKF President

Attested by:

ATTY. KHALID A. ATEGA, JR.
Secretary to the Sanggunian

Certified by:

ROSETTE MIRANDA FERNANDO
Municipal Vice Mayor/Presiding Officer

Approved by:

STRIKE B. REVILLA
Municipal Mayor

CITY OF BACOR
Office of the Sangguniang Panlungsod

SECTION 2. SCOPE. -This Ordinance shall outline the over-all tourism strategy of the City Government of Bacoor in cooperation with the private sector and all other stakeholders in the nascent tourism industry of the city. It shall include guidelines and regulations on the development, management, and operation of the various aspects of the city's over-all tourism strategy; provide the necessary incentives to boost the local tourism industry; and serve as a blueprint of the tourism program of the City of Bacoor that will hopefully assist future generations of Bacooreños in bettering their lives and their community.

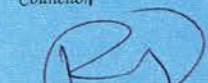
SECTION 3. DEFINITION OF TERMS. –

- (a) **ACCREDITATION.** - A certification issued by either the Department of Tourism or the City Tourism Development Office (CTDO) evidencing the compliance of an establishment with the minimum requirements set herein.
- (b) **APARTMENT-HOTEL (APARTEL).** –a serviced apartment complex that uses a hotel-style booking system regularly leased to tourists and travelers for a period of not less than one day.
- (c) **ASSOCIATION.** - Aggrupation of persons/ entities commonly involved in the tourism industry.
- (d) **BARS-** Establishments where intoxicating and fermented liquors or malt are sold in addition to cooked food. It may also feature videoke entertainment, live bands, disc jockeys, or other forms of entertainment where patrons are served food and drinks and are allowed to dance with their companions or with professional dance instructors.
- (e) **BPLO.** - Business Permit and Licensing Office.
- (f) **CITY.** - The City Government of Bacoor.
- (g) **CITY TOURISM DEVELOPMENT OFFICE.-** The office created under this Ordinance to be headed by the City Tourism Operations Officer (SG 11) tasked with the duty to manage the tourism program of the city, promote it with the use of traditional media and of the internet, submit recommendations to the Sangguniang Panlungsod on possible amendments to this Ordinance or the approval of additional ordinances intended to improve the local tourism industry, assist tourists in making their visit to the city as enjoyable and memorable as possible, maintain a Tourism Information Desk and Tourism Information Hotline, coordinate and consult with the private sector in the development of the local tourism industry, and perform such other tasks and duties that may be assigned to it by law, by ordinance, or by order of the City Mayor.




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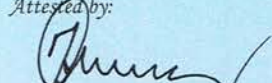

JAIME A. SAPANGHILA
Councilor


BAYANI M. DE LEON
Councilor


CATHERINE S. EVARISTO
Councilor - AK President


MA. ELIZA H. BAUTISTA
Councilor - SK President

Attested by:


ATTY. KHALID A. ATEGA, JR.
Secretary to the Sanggunian

Certified by:


ROSETTE MIRANDA FERNANDO
Municipal Vice Mayor/Presiding Officer

Approved by:


STRIKE B. REVILLA
Municipal Mayor



CITY OF BACOOR
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(e) Food and Beverage. -

Dining Room— There shall be at least one (1) dining room facility which is well equipped and well-maintained and serving good quality cuisine and providing entertainment.

Bar – Wherever permissible by law, there shall be a bar.

Kitchen— The kitchen, pantry and cold storage shall be professionally designed to ensure efficiency of operation and shall be well-equipped, well-maintained, clean and hygienic. The kitchen shall have an adequate area with flooring and tiled walls and adequate light and ventilation.

Crockery – Shall be of good quality. No piece of crockery in-use shall be chipped cracked or grazed. The silverware shall be kept well-placed and polished at all times.

(f) Engineering and Maintenance. –

Maintenance – Maintenance of hotel in all sections (i.e. building, furniture, fixtures, etc.) shall be of good standard.

Ventilation – There shall be efficient and adequate ventilation in all rooms.

Lighting – There shall be adequate lighting in all public and private rooms.

Emergency power – There shall be a high-powered generator capable of providing sufficient lighting for all guest rooms, hallways, public areas operating elevators, food refrigeration and water services.

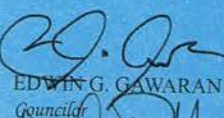
Fire Prevention Facilities – The fire prevention facilities shall conform with the requirements at the Fire Code of the Philippines.

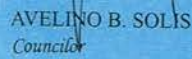
(g) General Facilities. –

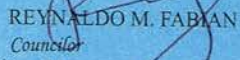
Parking – There shall be adequate parking space.

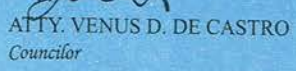
Shops - There shall be sundry shop.

Security – Adequate security on a 24-hour basis shall be provided on all entrances and exits of the hotel premises.


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AVELINO B. SOLIS
Councilor

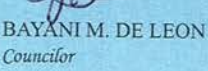

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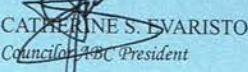

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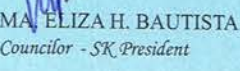

JANAIRO C. SAN MIGUEL
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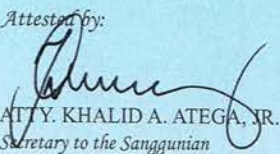

REYNALDO D. PALABRICA
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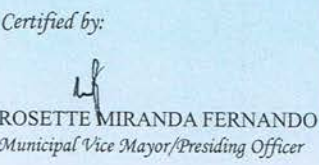

JAIME P. SAANGHILA
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BAYANI M. DE LEON
Councilor


CATHERINE S. EVARISTO
Councilor - ABC President


MA. ELIZA H. BAUTISTA
Councilor - SK President

Attested by:

ATTY. KHALID A. ATEGA, JR.
Secretary to the Sanggunian

Certified by:

ROSETTE MIRANDA FERNANDO
Municipal Vice Mayor/Presiding Officer

Approved by:

STRIKE B. REVILLA
Municipal Mayor



Office of the Sangguniang Panlungsod

Furnishings and lighting – All guest rooms shall have furniture of very good standard and design; floors shall have good quality carpet; walls shall be well furnished and drapes shall be well tailored and of good material. Lighting arrangement and fixtures in the rooms and bathrooms shall be well designed ensuring complete functionality.

Information materials – Room tariffs shall be prominently displayed in each bedroom plus notices for services offered by the hotel including food and beverage outlets and hours of operation, fire exit guidelines, and house rules for guests.

- (c) **Front Office/Reception.** – There shall be a reception/information counter providing a 24-hour service and attended by qualified and experienced staff.

Lounge – There shall be a well-appointed lounge the size of which shall be commensurate with the size of the hotel.

Porter Service – Porter service shall be provided upon request.

Foreign Exchange Counter – There shall be a duly licensed and authorized foreign exchange counter.

Mailing Facilities – Mailing facilities including sale of stamps, envelopes and internet service for e-mail shall be available in the premises.

Long Distance/Overseas Calls – Long distance/overseas calls shall be made available upon request.

Reception Amenities – There shall be left-luggage rooms and safety deposit boxes.

Telex Facilities – Telex facilities shall be optional.

- (d) **Housekeeping.** – Shall be of good standard.

Linen – There shall be adequate supply of linen, blanket, towels, etc. of good quality, which shall be kept clean. These shall be changed daily.

Laundry – Laundry and dry cleaning services shall be available by arrangement.

Carpeting – There shall be carpets in all bedrooms and the floors of public rooms shall be properly covered unless the flooring is of very high standard.

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MA. ELIZA H. BAUTISTA
Councilor - SK President

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Secretary to the Sangguniang

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Municipal Vice Mayor/Presiding Officer

Approved by:

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Municipal Mayor



CITY OF BACOOR
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SECTION 35. MAINTENANCE AND HOUSEKEEPING. – Maintenance of all sections of the resort shall be of acceptable standard, and shall be on continuing basis, taking into consideration the quality of materials used as well as its upkeep. Housekeeping shall consistently ensure well-kept, clean and pollution-free premises. A pest control program shall be regularly maintained in all areas of the resort. Regular and hygienic garbage disposal system shall be maintained. Sanitation measures shall be adopted in accordance with the standards prescribed under Presidential Decree No. 856, the Sanitation Code of the Philippines.

SECTION 36. LIFEGUARD AND SECURITY. – All resorts within the City shall provide the services of a sufficient number of well-trained lifeguards duly accredited by either the Philippine National Red Cross, the Water Life Saving Association of the Philippines or any recognized organization training or prompting safety objectives and adequate security whenever there are guests.

SECTION 37. MEDICAL SERVICES. – All resorts within the City shall provide the services of a physician, either on-call or on full-time basis, depending on its volume of operation and accessibility to hospital or medical centers. In addition, resorts shall employ adequate first-aiders who have completed a course in first aid duly certified by the National Red Cross or any other organization accredited by the same. Adequate first aid medicines and necessary

life-saving equipment shall be provided within the premises.

SECTION 38. FIRE-FIGHTING FACILITIES. – Fire-fighting facilities shall be provided in all tourism establishments within the City pursuant to the relevant provisions of the Fire Code of the Philippines.

SECTION 39. SIGNBOARDS. – Appropriate signboards shall be conspicuously displayed outside the establishment showing clearly the name and qualification of the resort as determined by the CTDO.

SECTION 40. PRECAUTIONARY MEASURES. -

- (a) Night swimming at the pools shall be allowed only if there are adequate lifeguards on duty and when the pool premises are sufficiently lighted.
- (b) Management shall post sufficient and visible signs in strategic areas in the swimming pools, to warn guests/customers of the presence of artificial or natural hazards, danger area or occurrences thereat.
- (c) Resort keepers, managers or operators shall likewise prohibit gambling of any form, drunkenness or disorderly conduct of any kind, or allow any activity using prohibited drugs in the resort and immediate premises.

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STRIKE B. REVILLA

Municipal Mayor



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SECTION 41. CLASSIFICATION OF HOTELS. – For purposes of accreditation, hotels are hereby classified into the following categories, namely:

- (a) De Luxe Class;
- (b) First Class;
- (c) Standard Class; and
- (d) Economy Class.

SECTION 42 . REQUIREMENTS FOR A DE LUXE CLASS HOTEL. – The following are the minimum requirements for the establishment, operation and maintenance of a De Luxe Class Hotel.

(a) **Location.** – The locality and environs including approaches shall be suitable for a luxury hotel of international standard. The facade, architectural features and general construction of the building shall have the distinctive qualities of a luxury hotel.

(b) **Bedroom Facilities and Furnishings.** –

Size – All single and double rooms shall have a floor area of not less than twenty five (25) square meters, inclusive of bathrooms.

Suite – There shall be one (1) suite per thirty (30) guest rooms.

Bathrooms – All rooms shall have bathrooms which shall be equipped with fittings of the highest quality befitting a luxury hotel with twenty-four (24) hour service of hot and

cold running water. Bathrooms shall be provided with bathtubs and showers. Floors and walls shall be covered with impervious material of elegant design and high quality workmanship.

Telephones – There shall be a telephone in each guest room and an extension line in each guest room.

Radio/Television – There shall be a radio, a television and relayed or piped-in music in each guest room.

Cold Drinking Water – There shall be cold drinking water and glasses in each bedroom.

Refrigerator/Mini Bar – There shall be a small refrigerator and a well-stocked bar in each guest room.

Room Service – There shall be a twenty-four (24) hour room service (including provision for snacks and light refreshments).

EDWEN G. GAWARAN
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MA. ELIZA H. BAUTISTA
Councilor - SK President

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Approved by:

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Municipal Mayor



CITY OF BACOOR

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Furnishings and Lighting – All guest rooms shall have adequate furniture of the highest standard and elegant design; floors shall have superior quality wall-to-wall carpeting; walls shall be well furnished with well-tailored draperies of rich materials. Lighting arrangements and fixtures in the rooms and bathrooms shall be so designed as to ensure aesthetic as well as functional excellence.

Information Materials – Room tariffs shall be prominently displayed in each bedroom including notices for services offered by the hotel, fire exit guidelines, house rules for guests, including food and beverage outlets and hours of operation.

- (c) **Front Office/Reception.** – There shall be a reception, information counter and guest relations office providing a twenty-four (24) hour service and attended by highly qualified, trained and experienced staff.

Lounge – There shall be a well-appointed lounge with seating facilities, the size of which is commensurate with the size of the hotel.

Porter Service – There shall be a twenty-four (24) hour porter service.

Foreign Exchange Counter – There shall be a duly licensed and authorized foreign exchange counter.

Mailing Facilities – Mailing facilities including sale of stamps, envelopes or internet access for e-mail, shall be available in the premises.

Long Distance/Overseas Call – Long distance and overseas telephone calls shall be made available in the establishment.

Telex Facilities – There shall be telex-transceiver facilities in the establishment.

Reception Amenities – There shall be a left luggage room and safety deposit boxes in the establishment.

- (d) **Housekeeping.** – shall be of the highest possible standard.

Linen – There shall be a sufficient supply of linen, blankets, and towels, etc. which shall be of the highest quality and shall be spotlessly clean. These shall be changed everyday.

Laundry/Dry Cleaning – Laundry and dry cleaning services shall be available in the establishment.


EDWIN G. CAWARAN
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Councilor


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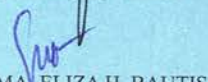

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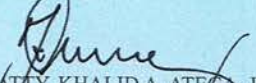

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Municipal Vice Mayor/Presiding Officer

Approved by:


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Municipal Mayor



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Carpeting – All public and private rooms shall have superior quality carpeting which shall be well-kept at all times.

(e) Food and Beverage. –

Dining Room – There shall be a coffee shop and at least one specialty dining room that is well equipped, well furnished and well maintained, serving high quality cuisine and providing entertainment.

Bar – Wherever permissible by law, there shall be an elegant and well-stocked bar with an atmosphere of comfort and luxury.

Kitchen – The kitchen, pantry and cold storage shall be professionally designed to ensure efficiency of operation and shall be well equipped, well maintained, clean and hygienic. The kitchen shall have an adequate floor area with non-slip flooring and tiled walls and adequate light and ventilation.

Crockery – The crockery shall be of elegant design and superior quality. There shall be ample supply of it. No piece of crockery in-use shall be chipped, cracked or grazed. The silverware shall be kept well plated and polished at all times.

(f) Recreational Facilities. –

Swimming Pool – There shall be a well-designed and properly equipped swimming pool.

Tennis/Golf/Squash/Gym Facilities – There shall be at least one recreational facility to tie-up with one within the vicinity of the hotel.

(g) Entertainment. – Live entertainment shall be provided.

(h) Engineering and Maintenance. –

Maintenance – Maintenance of all sections of the hotel (i.e., building, furniture, fixture, etc.) shall be of superior standard.

Air conditioning – There shall be centralized air-conditioning for the entire building (except in areas which are at a minimum of 3,000 feet above sea level).

Ventilation – There shall be technologically advanced, efficient and adequate ventilation in all areas of the hotel.

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Municipal Mayor



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Lighting – There shall be adequate lighting in all public and private rooms.

Emergency Power – There shall be a high-powered generator capable of providing sufficient lighting for all guest rooms, hallways, public areas/rooms, operating elevators, food refrigeration and water services.

Fire Prevention Facilities– The fire prevention facilities shall conform to the requirements of the Fire Code of the Philippines.

(i) General Facilities. –

Outdoor Area – The hotel premises shall have a common outdoor area for guests (example: a roof garden or a spacious common terrace).

Parking/Valet – There shall be an adequate parking space and valet service.

Function/Conference Facilities – There shall be one or more of each of the following: conference rooms, banquet halls (with a capacity of not less than 200 people seated) and private dining rooms.

Shops – There shall be a barbershop, recognized travel agency/tour counter, beauty parlor and sundries shop.

Security– Adequate security on a 24-hour basis shall be provided in all entrances and exits of the hotel premises.

Medical Service – A medical clinic to service guests and employees shall have a registered nurse on a 24-hour basis and a doctor on-call.

- (j) Service and Staff.** – Professionally qualified, highly trained, experienced, efficient and courteous staff shall be employed.

The staff shall be in smart and clean uniforms.

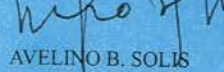
- (k) Special Facilities.** – Business Center, limousine service and airport transfers shall be provided.

- (l) Insurance Coverage.** – There shall be an adequate insurance against accident for all guests.

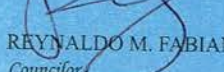
SECTION 43. REQUIREMENTS FOR A FIRST CLASS HOTEL. The following are the minimum requirements for the establishment, operation and maintenance of a first class hotel:


EDWIN G. GAVARAN
Councilor

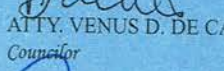

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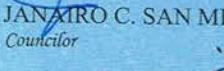

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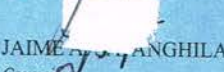

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Municipal Vice Mayor/Presiding Officer

Approved by:

STRIKE B. REVILLA
Municipal Mayor



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(a) **Location.** – The location and environs including approaches shall be suitable for a first class hotel of international standard. The facade, architectural features and general construction of the building shall have the distinctive qualities of a first class hotel.

(b) **Bedroom Facilities and Furnishing.** –

Size – All single and double rooms shall have a floor area of not less than twenty-five (25) square meters, inclusive of bathrooms.

Suite – There shall be one (1) suite per forty (40) guest rooms.

Bathrooms – All rooms shall have bathrooms which shall be equipped with fittings of the highest quality befitting a first class hotel with a 24-hour service of hot and cold- running water. Bathrooms shall be provided with showers and/or bathtubs. Floors and walls shall be covered with impervious material of aesthetic design and high quality workmanship.

Telephone – There shall be a telephone in each guest room.

Radio/Television– There shall be a radio, television and relayed or piped-in music in each guest room.

Cold Drinking Water– There shall be cold drinking water and glasses in each bedroom.

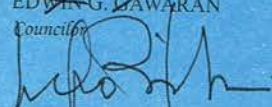
Room Service– There shall be a 24-hour room service including provision for snacks and light refreshment.

Furnishing and Lighting– All guest rooms shall have adequate furniture of very high standard and very good design; floors shall have wall-to-wall carpeting; or if the flooring is of high quality (marble, mosaic, etc.), carpets shall be provided and shall be of size proportionate to the

size of the rooms; walls shall be well-furnished with well-tailored draperies of very high quality material. Lighting arrangements and fixtures in the rooms and bathrooms shall be so designed as to ensure functional excellence.

Information Materials– Room tariffs shall be prominently displayed in each bedroom plus prominent notice for services offered by the hotel including food and beverage outlets and hour of operation, fire exit guidelines and house rules for guests.


EDWIN G. GAWARAN
Councilor


AVELINO B. SOLIS
Councilor

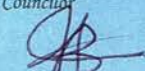

REYNALDO M. FABIAN
Councilor

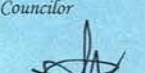

ATTY. VENUS D. DE CASTRO
Councilor


JANAÍRO C. SAN MIGUEL
Councilor

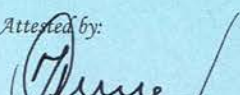

REYNALDO D. PALABRICA
Councilor


JAIME A. PANGHILA
Councilor


BAYANI M. DE LEON
Councilor


CATHERINE S. DVARISTO
Councilor - ABC President


MA. ELIZA H. BAUTISTA
Councilor - SK President

Attested by:

ATTY. KHALID A. ATEGA, JR.
Secretary to the Sanggunian

Certified by:

ROSETTE MIRANDA FERNANDO
Municipal Vice Mayor/Presiding Officer

Approved by:

STRIKE B. REVILLA
Municipal Mayor



CITY OF BACOR

Office of the Sangguniang Panlungsod

- (c) **Front Office/Reception.** – There shall be a reception and information counter providing a 24-hour service and staffed by trained and experienced personnel.

Lounge – There shall be a lobby and well-appointed lounge with seating facilities, the size of which is commensurate with the size of the hotel.

Porter Service – There shall be a 24-hour porter service.

Foreign Exchange Counter – There shall be a licensed and authorized foreign exchange counter.

Mailing Facilities – Mailing facilities including sale of stamps, envelopes or internet access for e-mail, shall be available in the premises.

Long Distance/Overseas Call – Long distance and overseas telephone calls shall be made available in the establishment.

Telex and Facsimile – There shall be telex-transceiver and facsimile facilities in the establishment.

Reception Amenities – There shall be a left luggage room and safety deposit boxes in the establishment.

- (d) **Housekeeping.** – Housekeeping shall be of high standards.

Linen – There shall be sufficient supply of linen, blankets, towels, etc. which shall be of high quality and shall be spotlessly clean. These shall be changed daily.

Laundry/ Dry Cleaning Services – Laundry and dry cleaning services shall be available in the establishment.

Carpeting – All public and private rooms shall have high quality carpeting which shall be well-kept at all times.

- (e) **Food and Beverage.** –

Dining Room – There shall be a coffee shop and at least one specialty dining room that are well equipped, well

furnished, and well-maintained, serving good quality cuisine and providing entertainment.

Bar – Wherever permissible by law, there shall be an elegant and well-stocked bar with an atmosphere of comfort.

EDWIN G. GAWARAN
Councilor

AVELINO B. SOLIS
Councilor

REYNALDO M. FABIAN
Councilor

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Councilor

JANAIRO C. SAN MIGUEL
Councilor

REYNALDO D. PALABRICA
Councilor

JAIME M. APANGHILA
Councilor

BAYANI M. DE LEON
Councilor

CATHERINE S. EVARISTO
Councilor - ABC President

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Councilor - SK President

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Secretary to the Sanggunian

Certified by:

ROSETTE MIRANDA FERNANDO
Municipal Vice Mayor/Presiding Officer

Approved by:

STRIKE B. REVILLA
Municipal Mayor



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Office of the Sangguniang Panlungsod

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Councilor

AVELINO B. SOLIS
Councilor

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Councilor

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Councilor

REYNALDO D. PALABRICA
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Councilor

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Councilor/ABC President

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Councilor - SK President

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Secretary to the Sanggunian

Certified by:

ROSETTE MIRANDA FERNANDO
Municipal Vice Mayor/Presiding Officer

Approved by:

STRIKE B. REVILLA
Municipal Mayor

- (b) **LOCATION.** – The locality and environs including approaches shall be pleasant with proper ingress and egress. The façade and architectural features shall be appropriately designed.
- (c) **PARKING AREA.** – An adequate and secured parking space for customers shall be made available.
- (d) **SECURITY.** – Adequate security shall be provided at all times.
- (e) **RECEPTION.** – A well-informed receptionist shall be available to usher in guests. A waiting lounge with telephone shall also be provided.
- (f) **CONFERENCE/AUDITORIUM.** – There shall be a conference and/auditorium provided with audio-visual equipment and made available to the public.
- (g) **LIBRARY.** – There shall be a library adequately equipped and made available to the public.
- (h) **PUBLIC WASHROOMS.** – There shall be adequate and accessible toilet facilities provided separately for male and female. Toiletries shall likewise, be provided.

SECTION 64. MINIMUM REQUIREMENTS FOR ACCREDITATION AS A TOURISM TRAINING CENTER. For purposes of accreditation, the following are the minimum requirements for the operation and maintenance of a tourism training center:

(a) PHYSICAL REQUIREMENTS:

- (1) **Size of Classroom.** - The classroom shall be able to accommodate a minimum of twenty (20) trainees per class. For purposes of workshop, the floor area shall be at a minimum of 1.5 square meters per trainee.
- (2) **Lighting and Ventilation.** – Lighting and Ventilation fixtures shall be so designed to ensure an atmosphere conducive to training. A stand by generator shall be made available.
- (3) **Restrooms.** - There shall be separate male and female restrooms.
- (4) **Refreshment/Dining Area.** - There shall be refreshment/dining area accessible to the trainees.
- (5) **Classroom Facilities, Equipment and Supplies.** - The center shall be provided with classroom complete with basic facilities, equipment and supplies needed in conducting a training program.



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AVELINO B. SOLIS
Councilor


REYNALDO M. FABIAN
Councilor


ATTY. VENUS D. DE CASTRO
Councilor


JANAIRO C. SAN MIGUEL
Councilor


REYNALDO D. PALABRICA
Councilor

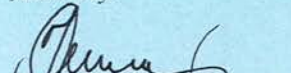

JAIME V. SAPANGHILA
Councilor


BAYANI M. DE LEON
Councilor


CATHERINE S. EVARISTO
Councilor/ABC President


MA. ELIZA H. BAUTISTA
Councilor - SK President

Attested by:


ATTY. KHALID A. ATEGA, JR.
Secretary to the Sanggunian

Certified by:


ROSETTE MIRANDA FERNANDO
Municipal Vice Mayor/Presiding Officer

Approved by:


STRIKE B. REVILLA
Municipal Mayor

Kitchen – The kitchen, pantry and cold storage shall be professionally designed to ensure efficiency of operation and shall be well equipped, well maintained, clean and hygienic. The kitchen shall have an adequate floor area with non-slip flooring and tiled walls and adequate light and ventilation.

Crockery – The crockery shall be of best quality. There shall be adequate supply for it. No piece of crockery in use shall be chipped, cracked or grazed. The silverware shall be kept well plated and polished at all times.

(f) Recreational Facilities. –

Swimming Pool – There shall be a well-designed and properly equipped swimming pool.

Tennis/Golf/Squash/Gym/Facilities – There shall be at least one recreational facility or a tie-up with one within the vicinity of the hotel.

(g) Entertainment. – Live entertainment shall be provided.

(h) Engineering and Maintenance. –

Maintenance – Maintenance of all sections of the hotel (i.e. building, furniture, fixtures, etc.) shall be of very high quality.

Air-conditioning – There shall be centralized air-conditioning for the entire building (except in areas which are at a minimum of 3,000 feet above sea level)

Ventilation – There shall be technologically advanced, efficient and adequate ventilation in all areas at the hotel.

Lighting – There shall be adequate lighting in all public and private rooms.

Emergency Power – There shall be high-powered generator capable of providing sufficient lighting for all guest rooms, hallways, public area/rooms, operating elevators, food refrigeration and water services.

Fire Prevention Facilities – The fire prevention facilities shall conform to the requirements of the Fire Code of the Philippines.

(i) General Facilities. –

Parking/Valet – There shall be an adequate parking space and valet service.



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Function/Conference Facilities - There shall be special rooms for conference/banquet purposes.

Shops - There shall be a recognized travel agency/tour counter, barbershop, beauty parlor and sundries shop.

Security- Adequate security on a 24-hour basis shall be provided on all entrances and exits of the hotel premises.

Medical Service - A medical clinic to service guests and employees with a registered nurse on a 24-hour basis and a doctor on-call shall be provided.

(j) **Service and Staff.** - Highly qualified, trained, experienced, efficient and courteous staff shall be hired. The staff shall be in smart and clean uniforms.

(k) **Special Facilities.** - Facilities for airport transfers shall be provided.

(l) **Insurance Coverage.** - There shall be an adequate insurance against accident for all guests.

SECTION 44. REQUIREMENTS FOR A STANDARD CLASS HOTEL. The following are the minimum requirements for the establishment, operation and maintenance of a standard class hotel:

(a) **Location.** - The locality and environs including approaches shall be suitable for a very good hotel. The architectural features and general construction of the building shall be of very good standard.

(b) **Bedroom Facilities and Furnishings.** -

Size - All single and double rooms shall have a floor area of not less than 18 square meters inclusive of bathroom.

Bathrooms - All rooms shall have bathrooms which shall be equipped with showers and fittings of good standard with cold running water on a 24-hour basis and hot running water at selected hours.

Telephone - There shall be a telephone in each guest room.

Cold Drinking Water - There shall be cold drinking water and glasses in each bedroom.

Room Service - Room service shall be provided at selected hours.

EDWIN G. GAWARAN
Councilor

AVELINO B. SOLIS
Councilor

REYNALDO M. FABIAN
Councilor

ATTY. VENUS D. DE CASTRO
Councilor

JANAIRO C. SAN MIGUEL
Councilor

REYNALDO D. PALABRICA
Councilor

JAIME A. SYLVA
Councilor

BAYANI M. DE LEON
Councilor

CATHERINE S. EVARISTO
Councilor - ABC President

MA. ELIZA H. BAUTISTA
Councilor - SK President

Attested by:

ATTY. KHALID A. ATEGA, JR.
Secretary to the Sangguniang

Certified by:

ROSETTE MIRANDA FERNANDO
Municipal Vice Mayor/Presiding Officer

Approved by:

STRIKE B. REVILLA
Municipal Mayor



Province of Cavite
CITY OF BACOOR

Office of the Sangguniang Panlungsod

- (g) **Bedroom.** – Shall be spacious and provided with comfortable bed. These shall also be provided closet and a mirror.
- (h) **Linen.** – The apartel shall have sufficient number of good and clean linen.
- (i) **Ventilation.** – The apartment shall be sufficiently ventilated.
- (j) **Lighting.** – Lighting arrangements and fixtures in all rooms shall be adequate.
- (k) **Telephone.** – There shall be a telephone or a call bell button.
- (l) **Elevator.** – An elevator shall be provided for a building of more than three (3) storeys whenever possible.
- (m) **Staff and Services.** – Shall be trained, experienced, courteous and efficient. They shall be provided with smart and clean uniforms.
- (n) **Medical Facilities.** – A first aid clinic stocked with appropriate medicines and drugs to service employees and guests shall be provided. Apartels with more than 100 apartments shall hire the services of a physician.
- (o) **Fire-Fighting Facilities.** – Shall be in accordance with the Fire Code of the Philippines.
- (p) **Lounge and Reception Center.** – There shall be a reasonably furnished lounge commensurate with the size of the apartel. The reception counter shall be attended by trained and experienced staff and shall also be provided with telephone.
- (q) **Security.** – Adequate security on a 24-hour basis on all entrances and exits of the apartel premises.

SECTION 47. HOUSE RULES AND REGULATIONS. - The apartel shall prescribe reasonable house rules and regulations to govern the use of apartment and other facilities of the apartel.

SECTION 48. REQUIREMENTS FOR TOURIST INNS. - For purposes of accreditation, the following are the basic requirements for the establishment, operation and maintenance of a tourist inn:

- (a) **Location.** – The tourist inn, except those already existing and licensed by the DOT, shall be located along the principal roads and highways or transportation routes and open to business on a 24-hour basis.

EDWIN G. GAWARAN
Councilor

AVELINO B. SOLIS
Councilor

REYNALDO M. FABIAN
Councilor

ATTY. VENUS D. DE CASTRO
Councilor

JANAIRO C. SAN MIGUEL
Councilor

REYNALDO D. PALABRICA
Councilor

JAIME A. SAPAUGHILA
Councilor

BAYANI M. DE LEON
Councilor

CATHERINE S. EVARISTO
Councilor - ABC President

MA. ELIZA H. BAUTISTA
Councilor - SK President

Attested by:

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Secretary to the Sanggunian

Certified by:

ROSETTE MIRANDA FERNANDO
Municipal Vice Mayor/Presiding Officer

Approved by:

STRIKE B. REVILLA
Municipal Mayor



EDWIN G. GAWARAN

Councilor

AVELINO B. SOLIS

Councilor

REYNALDO M. FABIAN

Councilor

ATTY. VENUS D. DE CASTRO

Councilor

JANAÍRO C. SAN MIGUEL

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REYNALDO D. PALABRICA

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Councilor

BAYANI M. DE LEON

Councilor

CATHERINE S. EVARISTO

Councilor ABC President

MA. ELIZA H. BAUTISTA

Councilor - SK President

Attested by:

ATTY. KHALID A. ATEGA, JR.

Secretary to the Sanggunian

Certified by:

ROSETTE MIRANDA FERNANDO

Municipal Vice Mayor/Presiding Officer

Approved by:

STRIKE B. REVILLA

Municipal Mayor

(b) **Bedroom Facilities and Furnishings.** – All bedrooms shall have attached toilet and bath equipped with 24-hour service of running water. They shall have adequate natural as well as artificial light and ventilation and shall be furnished with comfortable beds and quality furniture (mirror, writing table, chair, closet dresser per room). Wall shall be painted, wall papered or architecturally designed, clean and pleasing to the eyes. Windows shall be furnished with clean and appropriate draperies. Floors shall be of good flooring materials. All single bedrooms shall have a floor area of not less than nine (9) square meters and all twin rooms or double rooms shall have a floor area of not less than 16 square meters. There shall be vacuum jugs or thermoses with drinking water with glasses in each bedroom. There shall be adequate supply of good clean linen, blankets and towels that shall be changed regularly in each occupied room.

(d) **Facilities.** – There shall be adequate parking space proportionate to the number of leasable rooms and other public facilities of the inn. There shall be a reception and information counter attended by qualified, trained and

experienced staff. There shall be a lobby and well-appointed lounge. There shall be adequate telephone facilities. Services for long distance or overseas telephone calls shall be made available to guests. There shall be provisions for radio and/or television for the use of guests upon request. There shall be well-equipped, well-furnished and well maintained dining room restaurant for its guests as well as the public in general. A kitchen, pantry and cold storage shall be designed and organized to ensure efficiency of operation and shall be well maintained, clean and hygienic. Washing of cooking utensils, crockery, cutlery, glass wares, etc. shall be sanitarily done. Adequate security shall be provided to all guests and their belongings. Inns with more than 50 leasable rooms shall have emergency power facilities to light the common areas and emergency exits in case of power failure. Adequate fire-fighting facilities shall be available as required by the Fire Code of the Philippines.

SECTION 49. REQUIREMENTS FOR MOTELS. - For purposes of accreditation, the following are the minimum requirements for the establishment, operation, and maintenance of motels:

(a) **Location.** – The motel, except those already existing, shall be located along or close to the highways or major transportation routes. It shall have at least ten (10) units.

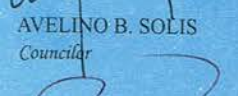
(b) **Garage.** – The motel shall have an individual garage or a common parking space for the vehicle of its guest.

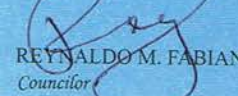


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AVELINO B. SOLIS
Councilor


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Councilor


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Councilor


JANAIRO C. SAN MIGUEL
Councilor


REYNALDO D. PALABRICA
Councilor


JAIME B. GHILA
Councilor

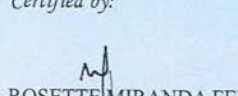

BAYANI M. DE LEON
Councilor


CATHERINE S. DVARISTO
Councilor - ABC President


MA. ELIZA H. BAUTISTA
Councilor - SK President

Attested by:

ATTY. KHALID A. ATEGA, JR.
Secretary to the Sanggunian

Certified by:

ROSETTE MIRANDA FERNANDO
Municipal Vice Mayor/Presiding Officer

Approved by:

STRIKE B. REVILLA
Municipal Mayor

- (u) **MUSEUM.** - Refers to establishments showcasing historical or cultural artifacts or programs.
- (v) **NATIONAL HOMESTAY PROGRAM.** - A program of the Department of Tourism that provides travelers with comfortable accommodations with Filipino families in areas near tourist attractions.
- (w) **OUTBOUND TOUR.** - A tour to, or any other place, outside the Philippines.
- (x) **PENSION HOUSE.** - A privately owned tourist boarding house or tourist lodging house, employing non-professional domestic helpers, regularly catering to tourists and/ or travelers usually containing several independent leasable rooms and provides common facilities such as toilets, bathrooms/ showers, living and dining rooms and/ or kitchen where a combination of board and lodging may be provided.
- (y) **PROFESSIONAL EVENT ORGANIZER.** - Any person engaged in the business of arranging or organizing any event for a fee or valuable consideration.
- (z) **PTA.** - Philippine Tourism Authority
- (aa) **REGISTRATION.** - The listing of tourism-oriented and tourism-related establishments, including those offering training and promotion programs, after such establishments and facilities shall have been certified by the City Government through the CTDO as having complied with the minimum standards/ requirements provided herein.
- (bb) **RESORT.** - A place providing recreation and entertainment especially to vacationers.
- (cc) **RESORT/HOTEL SPA.** - A spa owned by and located within a resort or hotel providing professionally administered spa services, fitness and wellness components.
- (dd) **RESTAURANT.** - Any establishment offering to the public regular and specialized items and souvenir products.
- (ee) **SHOP.** - A small retail establishment specializing in *Filipiniana* or other specialized items and souvenir products.
- (ff) **SPA.** - A commercial establishment providing facilities devoted especially to health, fitness, weight loss, beauty, and relaxation



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- (h) **CODE.** - The Local Government Code of 1991 (Republic Act No. 7160).
- (i) **DAY SPA.**— A business which provides a variety of services for the purpose of improving health, beauty and relaxation through personal care treatments such as massages and facials on a per day basis that contains facilities like sauna, pool, steam room and whirlpool that guests may use in addition to their treatment.
- (j) **DESTINATION SPA.** - An establishment that offers similar services such as that of a day spa but also offers integrated into packages which include diet, exercise programs, instruction on wellness, life coaching, yoga and accommodations where participants reside for the duration of their stay.
- (k) **DOH.** – Department of Health.
- (l) **DOT.** - Department of Tourism.
- (m) **DEPARTMENT STORE.** - Astore that sells or carries several lines of merchandises in separate sections including one devoted to *native/ Filipiniana* items.
- (m) **FOREIGNER.** —Any person who is not a Filipino citizen who came to explore and visit the City.
- (n) **FRONT LINERS** - Refers to employees who have direct contact to customers.
- (o) **GYM.** - Refers to fitness centers or similar establishments intended to help customers lose weight or improve their musculature for health or aesthetic reasons.
- (p) **HOTEL.** - Any building, edifice or premises that serves as a venue for receptions, functions, seminars/ conventions/ forums, accommodations or lodging of travelers or tourists for a fee.
- (q) **INBOUND TOUR.** - A tour of the Philippines or any place within the Philippines.
- (r) **INLAND RESORT.** - Resort located within the city.
- (s) **LICENSE.** - The privilege or authority granted by the **BPLO** to own, operate, manage and maintain a tourist establishment.
- (t) **MOTORISTS HOTEL (MOTEL).** – An establishment that provides lodging and parking and in which the rooms are usually accessible from an outdoor parking area usually located along the highway where motorists may obtain lodging and in some instances, meals.

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Councilor

REYNALDO M. FABIAN
Councilor

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Councilor

JANAIRO C. SAN MIGUEL
Councilor

REYNALDO D. PALABRICA
Councilor

JAIN PANGHILA
Councilor

BAYANI M. DE LEON
Councilor

CATHERINE E. EVARISTO
Councilor ABC President

MA. ELIZA H. BAUTISTA
Councilor - SK President

Attested by:

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Secretary to the Sanggunian

Certified by:

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Municipal Vice Mayor/Presiding Officer

Approved by:

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Municipal Mayor

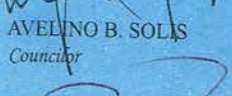


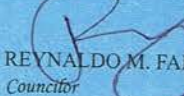
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Councilor

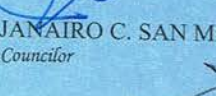

AVELINO B. SOLIS
Councilor

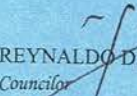

REYNALDO M. FABIAN
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Councilor


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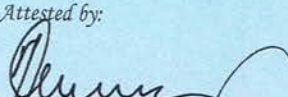

REYNALDO D. PALABRICA
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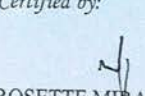

JAIME Y. SAPANGHILA
Councilor


BAYANI M. DE LEON
Councilor


CATHERINE S. EVARISTO
Councilor - BC President


MABELIZA H. BAUTISTA
Councilor - SK President

Attested by:

ATTY. KHALID A. ATEGA, JR.
Secretary to the Sanggunian

Certified by:

ROSETTE MIRANDA FERNANDO
Municipal Vice Mayor/Presiding Officer

Approved by:

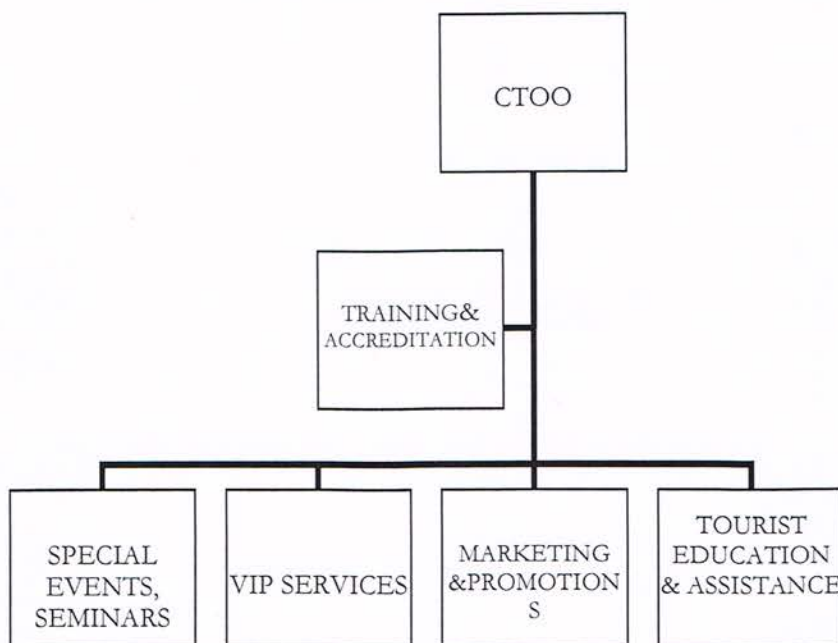
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Municipal Mayor

- (gg) **SPECIAL INTEREST RESORT.** - Refers to resorts providing the facilities and equipment for the conduct of special interest activities like wildlife observation, bird watching, backpacking, camping, trail riding (either motorized or horseback), target shooting, hunting, and other similar activities not commonly offered in ordinary resorts.
- (hh) **SPORTS AND RECREATIONAL FACILITIES.** - Establishments providing sports and recreational facilities to the public for a fee.
- (ii) **TENANT.** - Any tourist or traveler who is registered as a paying occupant of any apartment-hotel.
- (jj) **THEATERS.** - Refers to establishments used as venue for the exhibition of the performing arts.
- (kk) **TOUR GUIDE.** - An individual who is licensed by the BPLO and accredited by the CTDO to guide tourists, both foreign and domestic, for a fee, commission or any other form of lawful remuneration.
- (ll) **TOURISM-ORIENTED ESTABLISHMENT.** - Any CTDO registered and licensed establishment that caters directly to tourists, whether domestic or foreign.
- (mm) **TOURISM-RELATED ESTABLISHMENTS.** - Any establishment or enterprise which may or may not be registered with the CTDO but which caters incidentally to both foreign and local travelers and tourists.
- (nn) **TRAINING CENTER.** - Any establishment that offers one or more training programs for tourism manpower development and which is equipped with training facilities, equipment and instructional staff.
- (oo) **TRAINING PROGRAM.** - A module designed for tourism manpower development.
- (pp) **TRAINER.** - Any individual who conducts training programs as specified in the preceding paragraph.
- (qq) **TOURIST.** - A Filipino citizen or foreigner residing outside of the city who visits the city for business, pleasure, or for both business and pleasure, who may or may not secure lodging at a hotel, pension, apartel, or any similar establishment.
- (rr) **TOURIST LAND TRANSPORT UNIT.** - Any vehicle, carriage or conveyance moving on wheels or tunnels used on public roads and highways and catering to tourists.



CITY OF BACOOR
Office of the Sangguniang Panlungsod

Organizational Set-up of the CTDO (Fig. 1)



Reporting directly under the CTOO shall be an **Administrative Officer 2** who shall take charge of the training and accreditation of tourist guides, tourist transport drivers, and other workers whose job responsibilities are related to the tourism industry and to the service of tourists such as, but not limited to, waitresses, room boys, valets, and the like. Aside from possessing the various qualifications mandated by civil service rules, the Administrative Officer 2 shall be a resident of the City of Bacoor and should possess relevant work experience in the training of service workers. In the absence of the CTOO, the Administrative Officer 2 shall act as the head of the CTDO.

The CTDO shall also have four (4) **Administrative Aides** who shall be directly under the supervision of the CTOO or the Administrative Officer 2 in the absence of the CTOO. Each of the said Administrative Aides shall take charge of (a) Special Events and Seminars, (b) VIP Services, (c) Marketing and Promotions, and (d) Tourist Education and Assistance. Aside from possessing the various qualifications mandated by civil service rules, the Administrative Aides shall be a resident of the City of Bacoor and should possess relevant work experience in the various fields mentioned above to which they shall be assigned.

SECTION 8. FUNCTIONS OF THE CITY TOURISM AND DEVELOPMENT OFFICE. -

- (a) Organize events and activities that will promote the local culture and tourism attractions of the city;
- (b) Supervise the operations and maintenance of city-owned and managed tourist destination areas like parks, convention centers, museum, resorts and picnic areas to ensure the cleanliness and beauty of each facility;

EDWIN G. CAWARAN
Councilor

AVELINO B. SOLIS
Councilor

REYNALDO M. FABIAN
Councilor

ATTY. VENUS D. DE CASTRO
Councilor

JANAIRO C. SAN MIGUEL
Councilor

REYNALDO D. PALABRICA
Councilor

JAIME A. SAPANGHILA
Councilor

BAYANI M. DE LEON
Councilor

CATHERINE S. EVARISTO
Councilor / ABC President

MA. ELIZA H. BAUTISTA
Councilor - SK President

Attested by:
ATTY. KHALID A. ATEGA, JR.
Secretary to the Sanggunian

Certified by:
ROSETTE MIRANDA FERNANDO
Municipal Vice Mayor/Presiding Officer

Approved by:
STRIKE B. REVILLA
Municipal Mayor



CITY OF BACOOR

Office of the Sangguniang Panlungsod

- (ss) **TOURIST TRANSPORT OPERATOR.** -A person or entity which may either be a single proprietorship, partnership or corporation, regularly engaged in providing for a fee or lawful consideration, tourist transport services as hereinafter defined, either on charter or regular run.
- (tt) **TOURIST WATER AND AIR TRANSPORT OPERATOR.** - Anywatercraft or air conveyance catering to tourists.
- (uu) **TRAVEL AGENCY.** - An entity which may either be a single proprietorship, partnership or corporation regularly engaged in the business of extending to individual or groups, such services pertaining to documentation of travel papers, ticketing, sales and/or accommodation, handling and/or conduct of tours within or outside the Philippines whether or not for a fee, commission or any form of compensation.

SECTION 4. SUPERVISION AND CONTROL BY THE CITY MAYOR. - The City Mayor, through the City Tourism Operations Officer (CTOO), shall be the officer in charge of the tourism program of the City of Bacoor. He shall create the committees that will supervise the various scheduled tourism and promotional programs, which are observed and celebrated regularly in the City, and implement the tourism program created and approved by the City Tourism Council (CTC).

SECTION 5. THE CITY TOURISM OPERATIONS OFFICER. - The City Tourism Operations Officer (CTOO) shall head the City Tourism Development Office (CTDO) and shall have a Salary Grade of 11. He shall report directly to the City Mayor. Aside from possessing the various qualifications mandated by civil service rules, the CTOO shall be a resident of the City of Bacoor and should possess relevant work experience in tourism management, marketing and promotions, restaurant and hotel management, or advertising.

SECTION 6. CREATION OF THE CITY TOURISM AND DEVELOPMENT OFFICE. - The City Tourism Development Office (CTDO) is hereby created for the purpose of implementing the various tourism projects created and approved by the City Tourism Council and perform such other tasks as may be assigned to it by law, by ordinance, or by order of the City Mayor.

SECTION 7. ORGANIZATIONAL SET UP OF THE CTDO. - The CTDO shall be headed by the CTOO who shall report directly to the City Mayor.

EDWIN G. GAWARAN
Councilor

AVELINO B. SOLIS
Councilor

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ATTY. VENUS D. DE CASTRO
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JAIME A. SAMPANGHILA
Councilor

BAYANI M. DE LEON
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Councilor - ABC President

MAJELIZA H. BAUTISTA
Councilor - SK President

Attested by:

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Secretary to the Sangguniang

Certified by:

ROSETTE MIRANDA FERNANDO
Municipal Vice Mayor/Presiding Officer

Approved by:

STRIKE B. REVILLA
Municipal Mayor



CITY OF BACOOR
Office of the Sangguniang Panlungsod

Fire Prevention – Shall conform with the requirements of the Fire Code of the Philippines.

(g) General Facilities. -

Shops – There shall be a sundry shop counter.

Security – Adequate security on a 24-hour basis shall be provided on all entrances and exits on the hotel.

Medical Service – The service of a doctor shall be available when needed.

(h) Service Staff. – The staff shall be well-trained, experienced, courteous and efficient.

(i) Special Facilities – Airport transfers shall be provided upon request.

(j) Insurance Coverage – There shall be an adequate insurance against accidents for all guests.

SECTION 46. REQUIREMENTS FOR APARTELS. - For purposes of accreditation, the following are the basic requirements for the establishment, operation and maintenance of an apartel:

(a) Number of Units. – The apartel shall have at least a minimum of 25 leasable apartments.

(b) Apartment. – Each apartment of the apartel shall be provided with living and dining areas, kitchen and bedroom with attached toilet and bath.

(c) Living Area. – The living area shall be provided with essential and reasonably comfortable furniture.

(d) Kitchen. – The kitchen shall be spacious, clean, hygienic and adequately equipped with cooking utensils. It shall also be provided with facilities for storage and refrigeration of foods, for disposal of garbage and for cleaning of dishes and cooking utensils.

(e) Dining Area. – Shall be spacious and provided with dining table and chairs, including all essential dining facilities such as, but not limited to plates, spoons and forks, drinking glasses, etc.

(f) Toilet and Bathroom. – Shall always be clean and have adequate sanitation and running water.

EDWIN G. GAWARAN
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Councilor

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JANAIRO C. SAN MIGUEL
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CATHERINE S. EVARISTO
Councilor/ABC President

MA. ELIZA H. BAUTISTA
Councilor - SK President

Attested by:

ATTY. KHALID A. ATIGA, JR.
Secretary to the Sangguniang

Certified by:

ROSETTE MIRANDA FERNANDO
Municipal Vice Mayor/Presiding Officer

Approved by:

STRIKE B. REVILLA
Municipal Mayor



CITY OF BACOOR
Office of the Sangguniang Panlungsod

- (e) **Food and Beverage Outlets.** - The resort shall have one (1) food and beverage outlet.

SECTION 34. MINIMUM REQUIREMENTS FOR A SPECIAL INTEREST RESORT. - For purposes of registration and licensing, the following are the basic requirements for the establishment, operation, and maintenance of a special interest resort:

- (a) **Location.** - The camp and ground sites shall be well-drained and should not be subject to flooding. It shall be distant from any source of nuisance and shall not endanger sources of any water supply and other natural resources.

- (b) **Lounge and Reception Counter.** - There shall be a reception counter and a reasonably furnished lounge commensurate with the size of the resort.

- (c) **Room Accommodation.** - There shall be at least five (5) bedrooms for permanent site operations. The bedroom shall be reasonably spacious and is provided with comfortable bed(s), as well as sufficient and fresh supply of clean linen and mirror. For movable operation, a minimum of sixteen (16) guests plus the staff shall be accommodated in tents, lean-tos and the like. Where permanent tents are used, flooring shall be at least four (4) inches above the ground. Tents shall be provided with adequate bedding suitable for tropical use. Theme parks may be exempted from these requirements.

- (d) **Toilets and Bathroom.** - There shall be separate clean toilet and bathroom facilities for male and female guests which shall be provided with sufficient supply of running water and situated in appropriate and accessible areas. The same shall be supplied with soap and toilet paper. Adequate portable chemical toilets shall be provided at the camp site for mobile groups. In the absence of chemical toilets, temporary sanitary latrines shall be provided based on acceptable Philippine standards.

- (e) **Lighting, Furnishing and Ventilation.** - Lighting arrangements and furnishing in all rooms shall be either good or standard, and in areas where there is no electrical power, each room shall be provided with non-hazardous portable light. Adequate means of ventilation shall be provided.

- (f) **Staff and Service.** - An adequate number of trained, experienced, courteous, and efficient staff shall be employed. They shall wear clean uniforms at all times. The front-line staff shall have a good speaking knowledge of English.

EDWIN G. GAWARAN

Councilor

AVELINO B. SOLIS

Councilor

REYNALDO M. FABIAN

Councilor

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Councilor

JANAIRO C. SAN MIGUEL

Councilor

REYNALDO D. PALABRICA

Councilor

JAIME NGHILA

Councilor

BAYANI M. DE LEON

Councilor

CATHERINE S. EVARISTO

Councilor ABC President

MA. ELIZA H. BAUTISTA

Councilor - SK President

Attested by:

ATTY. KHALID A. ATEGA, JR.

Secretary to the Sanggunian

Certified by:

ROSETTE MIRANDA FERNANDO
Municipal Vice Mayor/Presiding Officer

Approved by:

STRIKE B. REVILLA

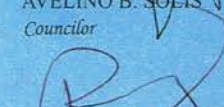
Municipal Mayor

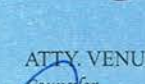


CITY OF BACOR
Office of the Sangguniang Panlungsod


EDWIN G. GAWARAN
Councilor


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Councilor


REYNALDO M. FABIAN
Councilor


ATTY. VENUS D. DE CASTRO
Councilor

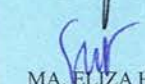

JANAIR O. C. SAN MIGUEL
Councilor


REYNALDO D. PALABRICA
Councilor

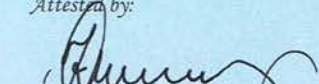

JAIME B. ANGHILA
Councilor


BAYANI M. DE LEON
Councilor

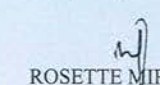

CATHERINE S. EVARISTO
Councilor - PBC President


MA. ELIZA H. BAUTISTA
Councilor - SK President

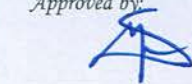
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Certified by:


ROSETTE MIRANDA FERNANDO
Municipal Vice Mayor/Presiding Officer

Approved by:


STRIKE B. REVILLA
Municipal Mayor

- (c) Conduct Tour Packages that will result in the influx of tourists, both foreign and domestic;
- (d) Design and implement the promotional and marketing structure of the City of Bacoor;
- (e) Organize and conduct culture and tourism seminars, summits and trainings;
- (f) Conduct inspection and accreditation of Tourism Establishments;
- (g) Organize fund raising projects and events and accept donations, sponsorships and solicitations, through the City Mayor, for city tourism programs and parks beautification;
- (h) Conduct surveys, research and other data gathering activities to support each tourism program;
- (i) Represent the city in any tourism or promotional activities within the locality, in the region, national and international levels;
- (n) Perform and execute any tourism or promotional related activities and programs;
- (o) Promote the City Tourism Development Program with the use of traditional media and of the internet;
- (p) Submit recommendations to the Sangguniang Panlungsod on possible amendments to this Ordinance or the approval of additional ordinances intended to improve the local tourism industry;
- (q) Assist tourists in making their visit to the city as enjoyable and memorable as possible;
- (r) Maintain a Tourism Information Desk and Tourism Information Hotline to be located at the city government center and in all tourist destinations within the city;
- (s) Coordinate and consult with the private sector and with the City Tourism Council in the development of the local tourism industry; and
- (t) Perform such other tasks and duties that may be assigned to it by law, by ordinance, or by order of the City Mayor.

SECTION 9. CREATION OF THE BARANGAY TOURISM COMMITTEE. -

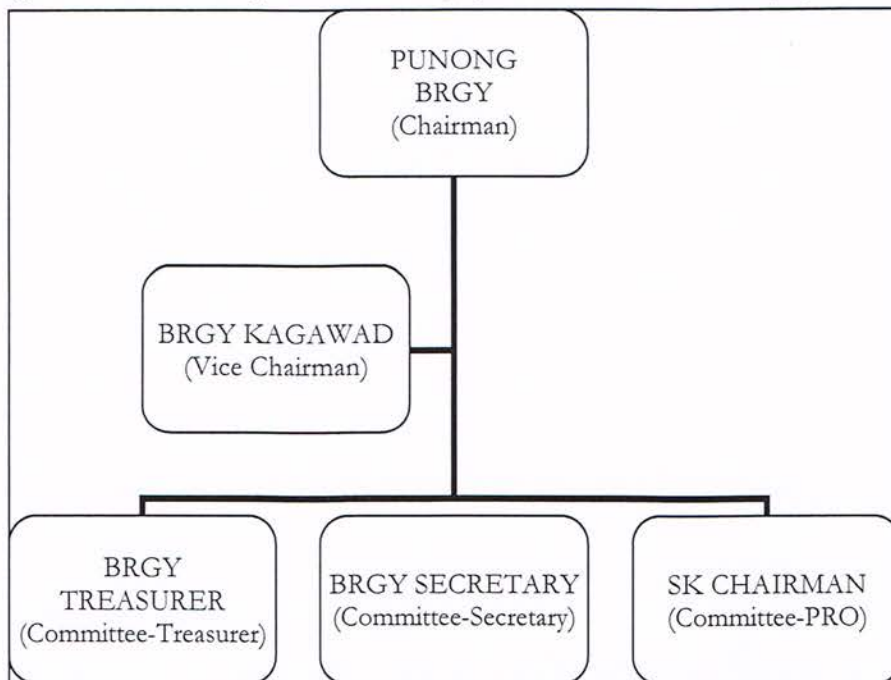
To provide a backbone to all city tourism programs and projects, there shall be created a Committee on Tourism in every Barangay in the City of Bacoor. Each Barangay shall be encouraged to allocate at least five (5) percent of the 20% Development Fund from their Annual Internal Revenue Allotment Share. The Barangay Tourism Committee shall be headed by the Punong Barangay as



CITY OF BACOR
Office of the Sangguniang Panlungsod

Chairman; the barangay kagawad who garnered the most number of votes in the immediately preceding barangay elections shall be the Vice-Chairman; the Barangay Treasurer shall be the Committee Treasurer; the Barangay Secretary shall be the Committee Secretary; and the Barangay SK Chairman shall be the Committee PRO.

Organizational Set-up of the Barangay Tourism Committee (Fig. 2)



SECTION 10. FUNCTIONS OF THE BARANGAY TOURISM COMMITTEE.-

The Barangay Tourism Committee shall meet once every quarter and shall have the following functions, to wit:

- (a) Formulate plans and programs for tourism and beautification in the Barangay level with the assistance of the CTDO;
- (b) Identify possible tourist destination areas in the Barangay with the assistance of the CTDO;
- (c) Manage Barangay tourist destination areas such as the following, but not limited to covered courts, parks, and playground;
- (d) Prepare Barangay facts and figures and marketing materials;
- (e) Design and execute appropriate marketing and promotion plans in conjunction with the CTDO;
- (f) Strive for the creation of a product of their Barangay with the assistance of the relevant department or office of the City Government;
- (g) Organize fund raising projects and events and accept donations, sponsorships and solicitations, through a

EDWIN G. CAWARAN
Councilor

AVELINO B. SOLIS
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BAYANI M. DE LEON
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CATHERINE S. EVARISTO
Councilor/ABC President

MA. ELIZA H. BAUTISTA
Councilor - SK President

Attested by:

ATTY. KHALID AL ATEGA, JR.
Secretary to the Sanggunian

Certified by:

ROSETTE MIRANDA FERNANDO
Municipal Vice Mayor/Presiding Officer

Approved by:

STRIKE B. REVILLA
Municipal Mayor



CITY OF BACOOR

Office of the Sangguniang Panlungsod

Barangay Resolution for Barangay tourism programs and parks beautification;

- (h) Coordinate and participate in all city tourism activities and projects; and
- (i) Prepare and maintain a Barangay security plan for the safety of tourists visiting the Barangay in coordination with the Philippine National Police and the CTDO.

SECTION 11. CREATION OF THE BACOOR CITY TOURISM COUNCIL. –

The Bacoor City Tourism Council (CTC) is hereby created.

SECTION 12. FUNCTIONS OF THE BACOOR CITY TOURISM COUNCIL.

—The CTC shall have the following functions:

(a) Undertake studies on the natural resources and tourism potentialities of the City of Bacoor and submit the results thereof to the Sangguniang Panlungsod, the City Mayor, the CTDO, and the City Planning and Development Council;

(b) Formulate a Tourism Development Plan for the City of Bacoor in collaboration with the DOT and the PTA subject to the approval of the Sangguniang Panlungsod in the form of an ordinance;

(c) Coordinate with the DOT in the development of infrastructure requirements supporting tourist zones within the City;

(d) Coordinate with the City Planning and Development Council, the CTDO, and the Sangguniang Panlungsod as well as other appropriate agencies to formulate and implement zoning regulations within a tourist zone;

(e) Coordinate with the DOT, the National Historical Commission of the Philippines, and the CTDO to arrange for the preservation and/or restoration of city monuments, historical landmarks and other tourist attractions;

(f) Recommend to the City Mayor to engage, retain and/or pay for the services of any professional, expert, artist, artisan, or consultant from the private or government sector in relation to the formulation of the Tourism Development Plan or in the implementation of particular aspects thereof;

(g) Undertake fund raising campaigns such as cultural and benefit shows, and to accept donations from any and all sources for the development of the City's tourism industry. Provided, that all funds donated to the council shall be turned over to the city government and shall be accounted for in accordance with law and pertinent government regulations; and

(h) Do any and all acts necessary, convenient or expedient to carry out the purpose for which the commission is created without violating any law or government regulation.

EDWIN G. GAWARAN

Councilor

AVELINO B. SOLIS

Councilor

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Councilor

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Councilor

JANAÍRO C. SAN MIGUEL

Councilor

REYNALDO D. PALABRICA

Councilor

JAIME F. ANGHILA

Councilor

BAYANI M. DE LEON

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CATHERINE S. EVARISTO

Councilor ABC President

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Councilor - SK President

Attested by:

ATTY. KHALID A. ATEGA, JR.

Secretary to the Sangguniang

Certified by:

ROSETTE MIRANDA FERNANDO

Municipal Vice Mayor/Presiding Officer

Approved by:

STRIKE B. REVILLA

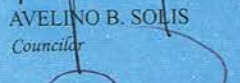
Municipal Mayor



CITY OF BACOOR
Office of the Sangguniang Panlungsod


EDWIN G. DAWARAN
Councillor


AVELINO B. SOLIS
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REYNALDO D. PALABRICA
Councillor

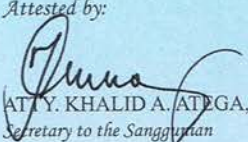
JAINA S. PANGHILA
Councillor

BAYANI M. DE LEON
Councillor

CATHERINE S. EVARISTO
Councillor - ABC President

MA. ELIZA H. BAUTISTA
Councillor - SK President

Attested by:


ATTY. KHALID A. ATEGA, JR.
Secretary to the Sanggunian

Certified by:


ROSETTE MIRANDA FERNANDO
Municipal Vice Mayor/Presiding Officer

Approved by:


STRIKE B. REVILLA
Municipal Mayor

SECTION 13. COMPOSITION OF THE CITY TOURISM COUNCIL. -The City Tourism Council shall be composed of the following:

The City Mayor	-	Chairperson
The Chairman of the Committee on Tourism-		Vice-Chair
CTOO	-	Executive Director
CTDO Administrative Officer 2	-	Council Secretary

Additionally, the General Managers or proprietors of various accredited tourism establishments to be appointed by the City Mayor shall also serve as council members for a period to be determined by the CTC acting as a body.

None of the members of the council shall be entitled to any additional salary, benefit, or remuneration aside from what they are receiving from their main occupation.

SECTION 14. MEETINGS AND INTERNAL RULES OF PROCEDURE.-The CTC shall meet at least once every quarter at the Office of the City Mayor. The exact date, time, and venue of the said quarterly meetings shall be determined by the City Mayor who shall notify each council member in writing at least five (5) working days before the date of such meeting. The CTC shall have the power to devise its own internal rules of procedure, which shall be drafted by the CTOO in his capacity as Executive Director. The draft internal rules of procedure shall be approved by a majority of all the members of the CTC consisting a quorum on the first meeting of the council after the date of effectivity of this Ordinance. A majority of all CTC members may vote to revise the approved internal rules of procedure as the need arises. In no instance shall the City Mayor in his capacity as Chairperson of the CTC be allowed to vote on any matter being deliberated upon by the council except to break a tie.

SECTION 15. THE CITY TOURISM DEVELOPMENT PLAN. - The City Tourism Development Plan shall be the product of the collective and collegial effort of the CTC. In formulating the City Tourism Development Plan, the CTC shall consult with the DOT, the PTA, the various Barangay Tourism Committees, and other stakeholders. The City Government shall appropriate the funds necessary to formulate the City Tourism Development Plan. The CTC is hereby empowered to engage, retain, and pay the services of any professional, expert, artist, artisan, or consultant from the private or government sector in relation to the formulation of the Tourism Development Plan or in the implementation of particular aspects thereof subject to pertinent laws and accounting regulations of the government.

The CTC shall submit the proposed City Tourism Development Plan for the review and approval of the Sangguniang Panlungsod within one hundred (100) days from the date of effectivity of this Ordinance. Once approved by the Sangguniang Panlungsod, the City Tourism Development Plan shall be submitted

*Office of the Sangguniang Panlungsod*

for review to the DOT, the PTA, and to the Sangguniang Panlalawigan of Cavite. Once reviewed and approved by the said agencies, the City Mayor through the CTDO shall implement the City Tourism Development Plan.

The City Government shall appropriate the funds necessary to fully and effectively implement the City Tourism Development Plan within the period specified therein.

SECTION 16. MANDATORY REVIEW OF THE CITY TOURISM DEVELOPMENT PLAN.- The CTC shall conduct a mandatory review of the City Tourism Development Plan once every year. The purpose of the review is to: (a) assess the implementation of the said plan by the CTDO and by the City Mayor, (b) revise portions of the plan if necessary, and (c) recommend to the Sangguniang Panlungsod the approval of additional appropriations or the approval of any local legislation necessary for the successful implementation of the plan.

SECTION 17. TOURISM EVENTS. -The city government through the CTDO shall organize and implement various activities consistent with the City Tourism Development Plan in coordination with the various relevant Barangay Tourism Committees, the management of the various accredited and licensed tourism establishments within the City, and with the DOT. The CTDO shall spearhead and promote the established and recognized annual/regular tourism programs and special events in the City of Bacoor may include, but shall not be limited to, the following:

- (a) Bakood Festival – Last week of every month of September
- (b) Marching Band Competition- Second week of every month of May
- (c) City Fiesta Celebration (every 29th day of September)
- (d) Barangay Fiesta Celebrations (between April to June of every year)
- (e) Bacoor City Graphic Art Festival
- (f) Annual Mangrove Planting Celebration (every second week of August)
- (g) "Paskuhan" (Palamuti, Sayawan, Kulitan, at Kantahan) Festival (every month of December)

SECTION 18. CITY PARKS AND TOURIST DESTINATION AREAS MAINTENANCE. - The City shall continuously upgrade and beautify all its parks and playground. The CTDO shall oversee the various existing city tourist destination areas, while the Barangay Tourism Committees shall manage the various areas which it shall identify as tourist zones within their respective territorial jurisdictions which shall include covered courts, public schools, and playgrounds.


EDWIN G. GAWARAN
Councilor


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Councilor


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JAIMEIRO C. SAN MIGUEL
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REYNALDO D. PALABRICA
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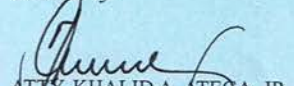

JAIME ANGHILA
Councilor


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Councilor


CATHERINE S. EVARISTO
Councilor - ABC President


MA. ELIZA H. BAUTISTA
Councilor - SK President

Attested by:


ATTY. KHALID A. ATEGA, JR.
Secretary to the Sanggunian

Certified by:


ROSETTE MIRANDA FERNANDO
Municipal Vice Mayor/Presiding Officer

Approved by:


STRIKE B. REVILLA
Municipal Mayor



SECTION 19. THE BACOOR EXCELLENCE STANDARD PROGRAM. -The Bacoor Excellence Standard (BEST) Program is hereby created. It shall be implemented by the CTC in conjunction with the CTDO and the various Barangay Tourism Committees in cooperation with all registered and licensed tourism establishment within the City.

SECTION 20. GOALS OF THE BACOOR EXCELLENCE STANDARD PROGRAM. -The BEST Program is intended:

- (a) To create a culture of excellence within the City of Bacoor by imbibing the best standard practices currently being implemented in the most progressive and popular tourist destinations in the world and making them a vital part of the every day lives of Bacooreños;
- (b) To train managers and employees of tourism establishments to consistently maintain a high standard of excellence in every facet of their operations with particular emphasis on customer satisfaction, sanitation, and innovation;
- (c) To empower various stakeholders in the local tourism industry by allowing them to become proactive partners of the City Government in the implementation of the City Tourism Development Plan; and
- (d) To create jobs and opportunities for the people of Bacoor while making the City the most tourist friendly city in the Philippines.

SECTION 21. IMPLEMENTATION OF THE "BEST" PROGRAM. - The CTC shall devise and formulate projects and programs to be implemented by the CTDO intended to realize the above-mentioned goals of the "BEST" Program. The City Government shall award cash prizes and other incentives to winners or participants in the said projects or programs subject to the recommendation of the CTC in accordance with law and subject to availability of funds. The mechanics and other particulars of each project falling under the BEST Program shall be determined by the CTC.

SECTION 22. SUGGESTED "BEST" PROGRAM PROJECTS. -Among the projects to be formulated by the CTC in relation hereto is the **"BEST" Rating Project** whereby all tourism establishments licensed and accredited within the city shall be rated periodically to determine who among them excels in their respective categories or fields. Aside from cash prizes and other incentives to be determined by the Sangguniang Panlungsod upon the recommendation of the CTC, seals of excellence shall be prominently displayed in the winning tourism establishment and the name and logo of the said establishment shall be published in nationally circulated publications at the expense of the City Government.

Other projects that may be implemented under the BEST Program are the following:

- (a) Mandatory attendance by all employees of the city government in annual Culture of Excellence Seminar/ Workshops;
- (b) Mandatory attendance by all employees of tourism oriented and related establishments within the city to

EDWIN G. CAWARAN
Councilor

AVELINO B. SOLIS
Councilor

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Councilor

ATTY. VENUS D. DE CASTRO
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JANAÍRO C. SAN MIGUEL
Councilor

REYNALDO D. PALABRICA
Councilor

JAIME PANGHILA
Councilor

BAYANI M. DE LEON
Councilor

CATHERINE S. EVARISTO
Councilor - ABC President

MA. ELIZA H. BAUTISTA
Councilor - SK President

Attested by:

ATTY. KHALID A. ATEGA, JR.
Secretary to the Sanggunian

Certified by:

ROSETTE MIRANDA FERNANDO
Municipal Vice Mayor/Presiding Officer

Approved by:

STRIKE B. REVILLA
Municipal Mayor



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Office of the Sangguniang Panlungsod

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Councilor

AVELINO B. SOLIS
Councilor

REYNALDO M. FABIAN
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Councilor - ABC President

MA. ELIZA H. BAUTISTA
Councilor - SK President

Attested by:

ATTY. KHALID A. ATTEA, JR.
Secretary to the Sanggunian

Certified by:

ROSETTE MIRANDA FERNANDO
Municipal Vice Mayor/Presiding Officer

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STRIKE B. REVILLA
Municipal Mayor

- annual Culture of Excellence Seminars/Workshops to be conducted in cooperation with the DOT, the Technical Education Skills and
- (c) Development Authority (TESDA), the Management Association of the Philippines (MAP), and the Hotel and Restaurant Association of the Philippines (HRAP);
 - (d) Mandatory attendance in Culture of Excellence Seminars and Workshops of all Tricycle, Jeepney and Bus Drivers who have been apprehended for violating the Revised Traffic Code of the City of Bacoor;
 - (e) Bi-monthly sanitation inspection of all tourism establishments within the city by the City Health Office; and
 - (f) Strict implementation of the CCTV Ordinance of Bacoor.

Provided that: The City Mayor shall issue an Executive Order creating a Special Committee to devise the Seminar or Workshop Materials, Modules and Examination for assessment purposes.

SECTION 23. CREATION OF THE TOURIST PROTECTION POLICE FORCE.
- The Tourist Protection Police Force (TPPF) is hereby created. The TPPF shall be comprised of combined elements of the Philippine National Police and the officials of the various barangays of the City. The members of the TPPF shall be trained by the PNP and shall use equipment paid for by the City Government. Its prime directive is to protect tourists visiting the city, assist the CTDO in tourism information and assistance work, and assist tourism establishments maintain peace and order within its premises through the development of a quick response system in partnership with the PNP, the CTC, the management of various tourism establishments within the city, and the City Government.

SECTION 24. ACCREDITATION BASIS.- All tourism establishments/activities in the City shall be classified, accredited and registered in accordance with the Rules and Regulations promulgated by the Department of Tourism on 20 April 1992 and 26 August 1992, published in the Supplement of the Official Gazette, Volume 89, No. 20 dated 17 May 1993.

SECTION 25. ACCREDITATION OF TOURISM-ORIENTED/RELATED ESTABLISHMENTS AND TOUR GUIDES. - No person, natural or juridical, shall keep, manage, or operate any building, edifice or premises, or a completely independent part thereof, for the purpose of engaging in the tourism business without having first secured a license permit from the BPLO to operate the same, and a certificate of accreditation of the establishment from the CTDO.

SECTION 26. PERSONS AUTHORIZED TO SIGN THE APPLICATION FOR ACCREDITATION. - In the filing of application for accreditation, the following shall be authorized to sign said application:

- (a) In the case of a sole proprietorship, the owner thereof or his duly authorized representative;
- (b) In the case of a partnership, one of the partners designated in a sworn certification by all the partners to sign the application;



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- (c) In the case of a corporation, the person named in the board resolution authorized to sign the application or the person/s so designated in its by-laws.

Provided that: All applicants who wish to apply for the Accreditation Certificate should submit a copy of their Mayor's Permit to the CTDO.

SECTION 27. INCENTIVES FOR ACCREDITED TOURISM ESTABLISHMENTS. -Tourism-oriented and tourism-related establishments that are duly registered and licensed by the City Government shall be entitled to the following incentives:

- (a) Assistance to the processing of DOT Accreditation;
- (b) "One-Stop-Shop" processing of registration and license which should be completed within a period of five (5) days;
- (c) Free promotion in all publications/brochures/tourism flyers/leaflets/collateral materials of the City Government;
- (d) Inclusion in Lakbay-Aral Tours / tour packages; and
- (e) Incentives provided under the Bacoor Investment Code.

SECTION 28. ACCREDITATION OF TOUR GUIDES.

- (a) **Tour Guides** – Only duly licensed and accredited tour guides may work in the local tourism industry. Accreditation as a tour guide is renewable annually.

(b) Qualifications for Tour Guides:

- (1) Must be a registered voter of the City of Bacoor or a resident of the City of Bacoor for at least two (2) years prior to his/her application for accreditation ;
- (2) Fluent in speaking Filipino, English and other foreign languages;
- (3) Physically and mentally fit;
- (4) Able to read and write;
- (5) With excellent personal hygiene;
- (6) Courteous and with a pleasing personality;
- (7) Computer literate; and
- (8) Preferably a Tourism graduate.

(c) Documentary Requirements:

- (1) Proof that the applicant has passed a seminar for tour guides duly conducted by the DOT, the CTDO, or by other government agencies duly authorized by the DOT to conduct seminars. Provided, however, that this requirement may be waived by the City Government with the concurrence of the Department of Tourism where the applicant possesses special academic or professional qualification relevant to tourism;


EDWIN G. GAWARAN
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AVELINO B. SOLIS
Councilor


REYNALDO M. FABIAN
Councilor

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Councilor

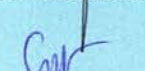

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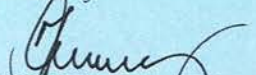

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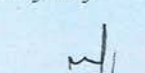

CATHERINE S. EVARISTO
Councilor-ABC President


MA. ELIZA H. BAUTISTA
Councilor - SK President

Attested by:


ATTY. KHALID A. ATEGA, JR.
Secretary to the Sanggunian

Certified by:


ROSETTE MIRANDA FERNANDO
Municipal Vice Mayor/Presiding Officer

Approved by:


STRIKE B. REVILLA
Municipal Mayor



CITY OF BACOOR

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- (2) Certificate of good health issued by any duly accredited government physician;
- (3) Clearance from the National Bureau of Investigation; and
- (4) In the case of a foreigner applying as a Tourist Guide, proof of employment with a duly licensed agency, permit to work or registration certificate from the Department of Labor and Employment, and proof of reciprocity which shall consist of a certificate by the proper official of the home state of the applicant to the effect that the law of such state allows or permits

reciprocal rights to Filipino citizens to engage in tour guiding which must be properly authenticated.

SECTION 29. ACCREDITATION OF A PROFESSIONAL EVENT ORGANIZER. - For purposes of accreditation the following shall be the minimum requirements for all Professional Event Organizers operating within the City of Bacoor:

- (a) **Requirement.** - Proof that the applicant has secured a business permit from the BPLO.
- (b) **Office Requirement.** - It shall be located in a business district and must be easily identifiable.

SECTION 30. CLASSES OF RESORTS. - For purposes of accreditation, resorts shall be classified as follows:

Class "AAA"
Class "AA"
Class "A"
Special Interest Resort

SECTION 31. REQUIREMENTS FOR "AAA" CLASS RESORT. - The following are the minimum requirements for the operation and maintenance of an "AAA" Class Resort:

- (a) **Location and Environment.** - The resort shall be located in a suitable area, free of noise and atmospheric and marine pollution.
- (b) **Parking.** - An adequate parking space with parking security shall be provided free to guests.
- (c) **Facilities and Room Accommodation.** - The resort shall have its rooms, facilities and amenities equivalent to those of a First Class Hotel.
- (d) **Public Washrooms.** - There shall be a first class and adequate public toilets and bathrooms for male and female, provided with sufficient hot and cold running water, toilet paper, soap, hand towel and/or hand drier.

EDWIN G. GAWARAN
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Councilor

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Councilor

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Councilor

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Councilor

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Councilor

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Councilor

CATHERINE S. EVARISTO
Councilor - ABC President

MA. ELIZA H. BAUTISTA
Councilor - SK President

Attested by:

ATTY. KHALID A. AJEOA, JR.
Secretary to the Sanggunian

Certified by:

ROSETTE MIRANDA FERNANDO
Municipal Vice Mayor/Presiding Officer

Approved by:

STRIKE B. REVILLA
Municipal Mayor



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- (e) **Sports and Recreational Facilities.** – The resort shall have at least four (4) recreational facilities.
- (f) **Conference Convention Facilities.** – Conference convention facilities with attached toilets shall be provided.
- (g) **Employees Facilities.** - Uniforms of employees shall be provided by the management of the resort. The front line employees should wear uniforms and IDs. Adequate and well-maintained locker rooms and bathrooms for male and female employees, including cafeteria, shall be provided.

SECTION 32. MINIMUM REQUIREMENTS FOR "AA" CLASS RESORT. –

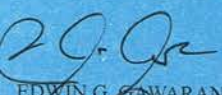
The following are the minimum requirements for the operation and maintenance of "AA" Class Resort:

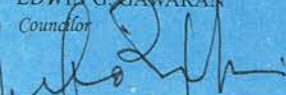
- (a) **Parking.** – An adequate parking space with parking security shall be provided free to guests.
- (b) **Facilities and Accommodations.** – The resort shall have its rooms, facilities and amenities equivalent to those of a Standard Sized Hotel.
- (c) **Public Washrooms.** – There shall be a clean and adequate public toilet and bathrooms for male and female, provided with sufficient running water, toilet paper, soap, hand towel and/or drier.
- (d) **Sports and Recreational Facilities.** – The resort shall offer at least three (3) sports and recreational facilities.
- (e) **Conference/Convention Facilities.** Conference/convention facilities shall be provided.
- (f) **Employees Facilities.** – Uniforms of employees shall be provided by the management of the resort. The front line employees should wear uniforms and IDs. Adequate and well-maintained locker rooms and bathrooms for male and female employees shall be provided.

SECTION 33. MINIMUM REQUIREMENTS FOR "A" CLASS RESORT. – -

The following are the minimum requirements for the operation and maintenance of "A" Class Resort:

- (a) **Parking.** – An adequate parking space with parking security shall be provided free to guests.
- (b) **Facilities and Room Accommodation.** – The resort shall have its rooms, facilities and amenities equivalent to those of an Economy Hotel.
- (c) **Public Washrooms.** – There shall be a clean and adequate public toilet and bathroom for male and female, provided with sufficient running water, toilet paper and soap.
- (d) **Sports and Recreational Facilities.** – The resort shall offer at least two (2) sports and recreational facilities.

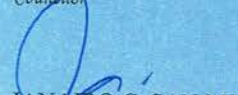

EDWIN G. GAWARAN
Councillor

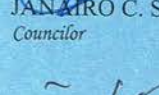

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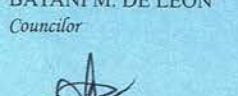

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JAIME SAPANGHILA
Councillor


BAYANI M. DE LEON
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Councillor-ABC President


MA. ELIZA H. BAUTISTA
Councillor - SK President

Attested by:

ATTY. KHALID A. ATEGA, JR.
Secretary to the Sanggunian

Certified by:

ROSETTE MIRANDA FERNANDO
Municipal Vice Mayor/Presiding Officer

Approved by:

STRIKE B. REVILLA
Municipal Mayor



CITY OF BACOOR
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Medical services – There shall be a registered nurse on a 24-hour duty and a doctor on call.

(h) **Service and Staff.** – Only qualified, trained, experienced, efficient and courteous staff shall be employed. The staff shall be in clean uniform.

(i) **Special Facilities.** – Facilities for airport transfer shall be provided.

(j) **Insurance Coverage.** – There shall be an adequate insurance against accident for all guests.

SECTION 45. REQUIREMENTS FOR AN ALL CLASS ECONOMY HOTEL. -

The following are the minimum requirements for the establishment, operation and maintenance of an economy class hotel:

(a) **Location.** – The locality and environs including approaches shall be such as are suitable for a good hotel. The building shall be well constructed and in the case of new building, they shall be designed by a competent architect.

(b) **Bedroom Facilities and Furnishings.** –

Size – All single and double rooms shall have a floor area of not less than 18 square meters inclusive of bathroom.

Bathroom – All rooms shall have bathrooms that shall be equipped with showers and basic fittings of modern sanitation with cold running water on a 24-hour basis and hot running water at selected hours.

Telephone – There shall be a call bell in each guest room.

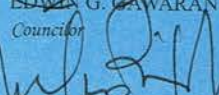
Room Service – Shall be provided at selected hours.

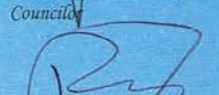
Furnishing and Lighting – All guest rooms shall have the basic furniture of good design; floors shall be well-finished. Lighting arrangements and fixtures in all rooms and bathrooms shall be of good standard.

Information materials – Room tariffs shall be prominently displayed in each bedroom plus prominent notices for services offered by the hotel including food and beverage outlets and hours of operation, fire exit guidelines and house rules for guests.

(c) **Front Office/Reception.** – There shall be a reception and information counter providing a 24-hour service equipped with telephone.

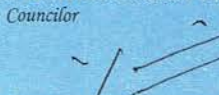

EDWIN G. GAWARAN
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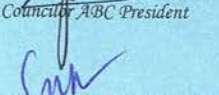

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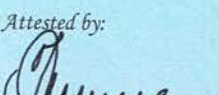

REYNALDO D. PALABRICA
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JAIME A. SAPANGHILA
Councilor


BAYANI M. DE LEON
Councilor


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Councilor ABC President


MA. ELIZA H. BAUTISTA
Councilor - SK President

Attested by:

ATTY. KHALID A. ATEGA, JR.
Secretary to the Sanggunian

Certified by:

ROSETTE MIRANDA FERNANDO
Municipal Vice Mayor/Presiding Officer

Approved by:

STRIKE B. REVILLA
Municipal Mayor



Office of the Sangguniang Panlungsod

Lounge – There shall be reasonably furnished lounge commensurate with the size of the hotel.

Porter service – Shall be made available upon request.

Mailing Facilities – There shall be mailing facilities.

Long distance/Overseas calls – Shall be made available upon request.

Reception amenities – There shall be left-luggage and safe deposit boxes.

Telex Facilities – Shall be optional.

(d) Housekeeping. – Premises shall be kept clean and tidy.

Linen - Clean, good quality linen/blankets/towels etc. shall be supplied and changed daily.

Laundry and Dry Cleaning Services – Shall be available by arrangement.

(e) Food and Beverage. -

Dining Room– There shall be at least one (1) equipped and maintaining dining room/ restaurant serving good, clean and wholesome food.

Kitchen – There shall be a clean, hygienic and well-equipped and maintained kitchen and pantry. The kitchen shall have an adequate floor area with non-slip flooring and tiled walls and adequate light and ventilation.

Crockery– Shall be of good quality.

(f) Engineering and Maintenance. -

Maintenance – Maintenance of the hotel in all sections shall be of good standard.

Ventilation – There shall be a spare generator for ventilation in all rooms.

Lighting – There shall be adequate lighting in all public and private rooms.

Emergency Power – There shall be a spare generator available to provide light and power in emergency cases.

EDWIN G. GAWARAN
Councilor

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Councilor

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Councilor

BAYANI M. DE LEON
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Councilor ABC President

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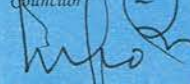
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Municipal Vice Mayor/Presiding Officer

Approved by:

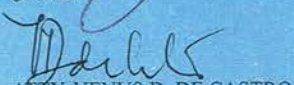
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Municipal Mayor




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AVELINO B. SOLIS
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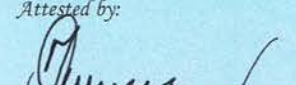

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Councilor


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Councilor


CATHERINE S. EVARISTO
Councilor - ABC President


MA. ELIZA H. BAUTISTA
Councilor - SK President

Attested by:

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Secretary to the Sanggunian

Certified by:

ROSETTE MIRANDA FERNANDO
Municipal Vice Mayor/Presiding Officer

Approved by:

STRIKE B. REVILLA
Municipal Mayor

(c) **Bedroom.** - Each unit shall be provided with a fully air-conditioned bedroom, or at least, an electric fan, and shall be furnished with comfortable bed/s, clean pillows, linen and bed sheets.

(d) **Toilet and Bathroom.** - The unit shall be provided with attached toilet and bathroom with cold and hot water, clean towels, tissue paper and soap.

(e) **Telephone.** - There shall be a telephone or call-bell in each unit.

(f) **Staff and Service.** - The motel staff shall be trained, experienced, courteous and efficient. They shall wear clean uniforms while on duty.

(g) **Medical Services.**- Medical services on an emergency basis shall be made available.

(h) **Fire-fighting Facilities.**- Adequate fire-fighting facilities shall be provided for each separate unit/building, in accordance with the Fire Code of the Philippines.

(h) **Lighting.**- Lighting arrangement and fixtures in all units shall be adequate.

(j) **Housekeeping.**- Efficient housekeeping shall be maintained.

(k) **Maintenance.**- Efficient maintenance of the motel in all its sections (i.e. building, ground, furniture, fixtures public rooms, air-conditioning, etc.) shall be provided on a continuing basis.

(l) **Other Facilities.** - The motel may, at its option, serve food and drinks exclusively to its guests, and install such other special facilities necessary for their business.

(m) **Signboard.**- All motels shall keep and display in a conspicuous place outside the establishment a signboard showing clearly the name of the motel.

SECTION 50. MINORS TO BE ACCOMPANIED BY PARENT OR GUARDIAN. - No motel shall accept for lodging or accommodation any person below 18 years of age unless accompanied by a parent or guardian.

SECTION 51. DEPARTURE OF GUESTS. - On the departure of guests, the motel clerk shall record in the Registry Book the date and hour of their departure.

SECTION 52. ROOM RATES. - In addition to daily rates, motels may likewise impose wash - up rates. No guest who desires to be accommodated



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on a daily rate basis shall be refused. The rental rates shall be posted prominently at the reception counter and/or at the door of each room.

SECTION 53. MINIMUM REQUIREMENTS. – For purposes of accreditation, the following are the minimum requirements for the operation and maintenance of homestay sites in accordance with the DOT's National Homestay Program:

(a) HOMESTAY SITES

- (1) There is prevailing peace and order situation in the area.
- (2) There are existing natural and man-made attractions in the community.
- (3) The site is easily accessible to tourists and with existing transportation services, good road condition and other basic community infrastructures.
- (4) The host community is willing to join the National Homestay Program.
- (5) There is a dearth of commercial accommodation facilities in the area to service tourists.

(b) HOME FACILITIES

- (1) Structures are of durable building materials and are in good, presentable condition.
- (2) The surroundings are pleasant and helpful.
- (3) There shall be at least one (1) adequately furnished guestroom to accommodate paying visitors.
- (4) The following shall be available:
 - extra bed/s
 - adequate lighting system
 - running water or if not available, adequate supply of water
 - clean and well maintained toilet and bathroom facilities
 - meals at reasonable rates
 - electric fan or other means of ventilation

(c) TRAINING

Family members shall have completed the Department's training workshop on Homestay Program.

EDWIN G. GAWARAN
Councilor

AVELINO B. SOLIS
Councilor

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Councilor

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Municipal Mayor



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SECTION 54. PENSION HOUSES REQUIREMENTS. – For purposes of accreditation, the following are the basic requirements for the establishment, operation and maintenance of pension houses:

- (a) **Number of Rooms.** – A pension shall have at least five (5) leasable rooms.
- (b) **Bedrooms.** – The bedrooms shall be provided with sufficient number of comfortable beds commensurate with the size of the rooms. Each room shall have adequate natural as well as artificial light and ventilation. It shall be provided with at least a writing table, closet, and a water jug with glasses proportionate to the number of beds in the room. Rooms shall be clean and presentable and reasonably furnished to depict the true atmosphere of a Filipino home.
- (c) **Common Toilet and Bathroom.** – The establishment shall provide a toilet and bathroom to be used in common by the guests. There shall be at least one (1) bathroom/shower for every five occupants in all leasable rooms.
- (d) **Linen.** – There shall be adequate supply of clean linen and towels. Soap and tissue paper shall be provided at all times.
- (e) **Living Room.** – There shall be a reasonably furnished lounge or living room area commensurate to the size of the pension where guests may receive visitors, watch television or read.
- (f) **Dining Room.** – The pension shall have a dining room, which shall be available for use of its guests.

SECTION 55. TRAVEL AGENCIES OFFICE REQUIREMENTS. – The travel agency shall comply with the following office requirements:

- (a) It shall be located in a commercial district and not in a residential area.
- (b) It shall be used exclusively for the travel agency business.
- (c) It shall be easily identifiable.

Provided that: the travel agency should present an annual in-bound and out-bound tour program for submission to the CTDO and its implementation schedule for the whole year.

SECTION 56. TOURIST LAND TRANSPORTATION VEHICLES REQUIREMENTS. – For purposes of accreditation, the following are the basic requirements for the operation and maintenance of a tourist transport (including taxis):

Address: Evangelista St., Barangay Tabing Dagat, Bacoor, Cavite
Telefax No.: (046) 434-6716

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Councilor

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JAIME A. PANGHILA
Councilor

BAYANI M. DE LEON
Councilor

CATHERINE S. DVARISTO
Councilor - ABC President

MA. ELIZA H. BAUTISTA
Councilor - SK President

Attested by:

ATTY. KHALID A. ATEGA, JR.
Secretary to the Sanggunian

Certified by:

ROSETTE MIRANDA FERNANDO
Municipal Vice Mayor/Presiding Officer

Approved by:

STRIKE B. REVILLA
Municipal Mayor



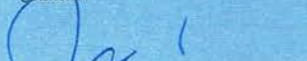
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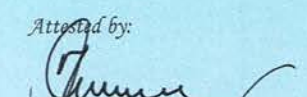

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Councilor


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Councilor


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Councilor/ABC President


MA. ELIZA H. BAUTISTA
Councilor - SK President

Attested by:

ATTY. KHALID A. ATEGA, JR.
Secretary to the Sanggunian

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Approved by:

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Municipal Mayor

- (a) **Registered Carrying Capacity.** – A tourist transport operator shall only be allowed to apply for Accreditation for the number of units covered by its franchise.
- (b) **Road Worthiness.** – To be registrable, every tourist transport must be found road worthy by the CTDO in coordination with the LTO, and shall not, in the case of a bus or coaster, be more than ten years old reckoned from the year of manufacture of the vehicle nor more than five years for a tourist car/taxi.
- (c) **Left-Hand Drive.** – Every tourist transport shall be left-hand drive. Converted right hand drive vehicles shall not be accredited as a Tourist Land Transportation Vehicle.
- (d) **Ventilation.** – Every tourist transport shall be properly equipped with adequate air conditioning units.
- (e) **Fire-Fighting Facilities.** – A tourist transport shall be provided or installed with at least one portable fire extinguisher for the protection of its passengers.
- (f) **Imprint of Company's Name and Logo.** – The company's name, logo, contact number, and accreditation number shall be imprinted at the rear and sides of the tourist transport.
- (g) **Public Address System.** – For tourist buses and coasters a public address system must be installed.
- (h) **First Aid Kit.** – Every tourist transport shall be provided with a first aid kit and an adequate supply of emergency medicines.
- (i) **Seats, Seating Capacity, and Seat Belts.** – Every transport shall be provided with clean and comfortable seats. Every accredited Tourist Land Transport Vehicle shall not carry more than its seating capacity. Every passenger seat of an accredited Tourist Land Transport Vehicle must have a functioning seat belt.
- (j) **Storage Space.** – A tourist transport shall have enough leg room and storage space.
- (k) **Garage.** – Every tourist transport operator shall provide an adequate garage and repair shop for the maintenance of its equipment as well as a parking space sufficient to accommodate all its registered units.

SECTION 57. MINIMUM REQUIREMENTS FOR ACCREDITATION AS A TOURIST WATER TRANSPORTATION VESSEL. - For purposes of accreditation, the following are the minimum requirements for the operation and maintenance of a water transport.



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ATTY. VENUS D. DE CASTRO
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JANAIRIO C. SAN MIGUEL
Councillor

REYNALDO D. PALABRICA
Councillor

JAIME PANGHILA
Councillor

BAYANI M. DE LEON
Councillor

CATHERINE S. EVARISTO
Councillor ABC President

MA. ELIZA H. BAUTISTA
Councillor - SK President

Attested by:

ATTY. KHALID A. ATEGA, JR.
Secretary to the Sanggunian

Certified by:

ROSETTE MIRANDA FERNANDO
Municipal Vice Mayor/Presiding Officer

Approved by:

STRIKE B. REVILLA
Municipal Mayor

- (a) **Restrooms.** – There shall be at least one restroom each with toilet and washing facilities for male and female located at the passenger accommodation area. In addition, there shall be a common toilet and bath at the cabin area for a long haul trip. Tissue paper, soap and hand/paper towel shall also be provided.
- (b) **Reception.**– A receptionist shall be available to usher in guests.
- (c) **Refreshment and Dining Area.**– There shall be a refreshment area which shall be well-stocked at all times. In case of long haul trips, a dining area capable of seating, at least, one-fourth (1/4) of the total passengers at one serving shall be provided with appropriate and well-maintained furniture.
- (d) **Promenade Area.**– There shall be a promenade or airing space at the upper deck for the exclusive use of passengers.
- (e) **Baggage Area.**– There shall be a baggage area provided with racks or similar convenient and safe storage in the passenger accommodation areas.
- (f) **Service and Staff.** – Adequate number of well-trained, well-groomed, experienced, efficient and courteous staff shall be employed. They shall wear clean uniforms at all times. Front-line staff shall have a good speaking knowledge of English.
- (g) **Lighting.**– Adequate lighting arrangement and fixtures shall be installed in all levels of the vessels in accordance with the Philippine Merchant Marine Rules and Regulations.
- (h) **Life-saving equipment.**– Adequate life-saving device shall be provided in accordance with the Philippine Merchant Marine Rules and Regulations.
- (i) **Communication Equipment.** – Adequate communication equipment shall be provided in accordance with the Philippine Merchant Marine Rules and Regulations.

SECTION 58. MINIMUM REQUIREMENTS FOR ACCREDITATION AS A TOURIST FRIENDLY RESTAURANT. – For purposes of accreditation, the following are the minimum requirements that must be complied with to be accredited as a “tourist friendly” restaurant:

- (a) **Location.** – The locality and environs including approaches shall be clean and aesthetically pleasing and shall be provided with proper ingress for customers.



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- (b) **Parking.** – It should be adequate, secured and provided free to customers.
- (c) **Reception.** – A reception shall be available to usher in guests. A waiting lounge with a telephone shall also be provided.
- (d) **Dining Room.** – Shall be adequate in size with sufficient and well-maintained furniture. Cleaning materials shall be kept clean at all times.

Atmosphere– The restaurant shall have a pleasant atmosphere.

Cuisine – There shall be a cuisine of good quality and presentation that may be of special interest to tourists available during normal meal hours and served with distinction. Raw food used shall meet minimum government and international standards of grading quality.

Menu Book– Shall be presentable, clean and easy to read with the menu items listed in logical sequence. All items shall be made available at all times on a best effort basis.

Linen - All tables shall have clean tablecloth, napkins of good quality, not faded nor with frayed edges and should be changed after every service.

Crockery – No piece of crockery, cutlery and tableware in use shall be chipped, cracked or grazed. The silverware shall be kept polished and clean at all times.

- (e) **Service and Staff.** – Adequate number of well-trained, well-groomed, experienced, efficient and courteous staff shall be employed.

- (f) **Bar.** – The bar shall be well stocked at all times.

- (g) **Rest Rooms.** – Shall be equipped with good quality fixtures and fittings and provided with running water. The floor and walls shall be covered with impervious materials of good quality workmanship and shall be kept clean and sanitary at all times. Tissue paper, soap, paper towels and/or hand drier shall be provided.

- (h) **Kitchen.** – The kitchen pantry and cold storage shall be in good operating condition at all times and shall be well-equipped and hygienic. Equipment necessary to maintain a high standard of sanitation and hygiene shall be installed and used.


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Councilor


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Councilor


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Councilor


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Councilor


JANAIRO C. SAN MIGUEL
Councilor


REYNALDO D. PALABRICA
Councilor

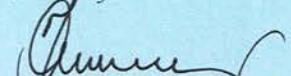

JAIME PANGHILA
Councilor


BAYANI M. DE LEON
Councilor


CATHERINE S. EVARISTO
Councilor - ABC President


MA. ELIZA H. BAUTISTA
Councilor - SK President

Attested by:


ATTY. KHALID A. ATEGA, JR.
Secretary to the Sanggunian

Certified by:


ROSETTE MIRANDA FERNANDO
Municipal Vice Mayor/Presiding Officer

Approved by:


STRIKE B. REVILLA
Municipal Mayor



Province of Cavite
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- (i) **Lighting.** – Adequate lighting arrangement and fixtures shall be installed in the dining rooms, public rooms, comfort rooms, corridors and other public areas.
- (j) **Maintenance.** – All sections of the restaurant shall be maintained properly at all times. A periodic vermin control program shall be maintained for all establishments.
- (k) **Fire-Fighting Facilities.** – Adequate fire fighting facilities shall be provided in accordance With the Fire Code on the Philippines.
- (l.) **Ventilation.** The restaurants should have proper ventilation. An exhaust fan may be necessary to maintain the pleasant air inside the establishment.

SECTION 59. MINIMUM REQUIREMENTS FOR ACCREDITATION AS A BAR. The following are the minimum basic requirements for accreditation as a bar as defined in this Ordinance:

- (a) **Location.** – Subject to the provisions of existing laws and ordinances, locality and environment including approaches should be pleasant with an atmosphere of comfort. The facade and architectural features of the building shall be appropriately designed.
- (b) **Reception Counter.** – There shall be a reception counter with a telephone attended by highly qualified, trained and experienced staff. A receptionist shall be available to usher in customers.
- (c) **Engineering and Maintenance.** -

Lighting – Technologically advanced, efficient and adequate lighting arrangement and fixtures shall be installed in all areas of the establishment.

Ventilation – The premises shall be well ventilated.

Emergency Power– There should be high-powered generator capable of providing sufficient lighting in all areas of the establishment, including food refrigeration and water services.

Maintenance – Shall be of acceptable standard and shall be on a continuing basis, taking into consideration the quality of materials used as well as its upkeep. Regular and hygienic garbage disposal system shall be maintained. Sanitation measures shall be adopted in accordance with the Sanitation Code of the Philippines.

Fire-Fighting Facilities– Shall be provided in accordance with the Fire Code of the Philippines.

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Councilor

AVELINO B. SOLIS
Councilor

REYNALDO M. FABIAN
Councilor

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JANAÍRO C. SAN MIGUEL
Councilor

REYNALDO D. PALABRICA
Councilor

JAIME APANGHILA
Councilor

BAYANI M. DE LEON
Councilor

CATHERINE S. EVARISTO
Councilor ABC President

MA. ELIZA H. BAUTISTA
Councilor - SK President

Attested by:

ATTY. KHALID A. ATEGA, JR.
Secretary to the Sanggunian

Certified by:

ROSETTE MIRANDA FERNANDO
Municipal Vice Mayor/Presiding Officer

Approved by:

STRIKE B. REVILLA
Municipal Mayor



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Signboard – Shall be conspicuously displayed outside the establishments showing clearly the name of the bar, cocktail lounge and night club subject to the issuance of necessary permits and payment of fees. A periodic vermin program shall be maintained.

- (d) **Food and Beverage.** – Dining Room should be well-equipped, well-furnished and well-maintained, serving a good quality cuisine with good presentation which may be of special interest to tourists. It should be available during normal meal hours and served with distinction. Raw food used shall meet minimum government and international standards of grading and quality. Flooring materials shall be kept clean at all times. Bars should be well-stocked at all times with an atmosphere of comfort.
- (e) **Kitchen/Pantry/Cold Storage.** – Should be professionally designed to ensure efficiency of operation and should be well-equipped, well-maintained clean and hygienic. Should have an adequate floor area with non-slip flooring and tiled walls and adequate light and ventilation.
- (f) **Crockery.** – Should be best designed, made with good quality and should have adequate supply. No piece of crockery in use should be chipped, cracked or grazed. The silverware should be kept well-plated and polished at all times.
- (g) **Menu/Beverage Book.** – Shall be presentable, clean and easy to read with items listed in logical sequence and should be made available at all times on a best effort basis.
- (h) **Linen.** – All tables shall have clean table cloths and napkins of good quality. They should not be faded nor with frayed edges and stains and should be changed after every service.
- (i) **Comfort room.** – Shall be of good quality fixtures and fittings and provided with running water. The floor and walls shall be covered with impervious materials of good quality workmanship and shall be kept clean and sanitary at all times. Tissue paper, soap, paper towels and/or hand drier shall be provided.
- (j) **Parking Space.** – Adequate parking space with security shall be provided free to guests and customers.
- (k) **Entertainment.** – Live entertainment should be provided but strictly no lewd, obscene or bold shows as prescribed by law.
- (l) **Staff and Service.** – Adequate number of trained, experienced, courteous and efficient staff shall be

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Councillor

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Councillor

JAIME ANGHILA
Councillor

BAYANI M. DE LEON
Councillor

CATHERINE S. EVARISTO
Councillor ABC President

MA. ELIZA H. BAUTISTA
Councillor - SK President

Attested by:

ATTY. KHALID A. ATEGA, JR.
Secretary to the Sanggunian

Certified by:

ROSETTE MIRANDA FERNANDO
Municipal Vice Mayor/Presiding Officer

Approved by:

STRIKE B. REVILLA
Municipal Mayor



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employed. They shall wear smart and clean uniforms at all times.

Security – adequate security shall be provided on all entrances and exits of the establishments.

- (m) **Employee Facilities.** – Adequate and well-maintained locker rooms and bathrooms for male and female employees shall be provided.

SECTION 60. PRECAUTIONARY MEASURES. – Management shall post sufficient and visible signs in strategic areas of the cocktail lounge/night clubs/bars to warn and/or inform the guests and customers of the rules and regulations, fire exit guidelines including hours of operation to observe while inside the premises.

SECTION 61. PROHIBITED ACTS AND PRACTICES. – Littering in cocktail lounges, night clubs and bars shall be strictly prohibited. Cocktail lounge, nightclub and bar owners shall keep their premises clean and shall adopt their own anti-littering measures. Cocktail lounge, night club, and bar owners/operators shall not allow gambling of any form and disorderly conduct of any kind in its premises specifically lewd shows. Minors are not allowed to enter the premises. Guests/customers wearing sando and slippers shall not be allowed to enter. Firearms and deadly weapons are strictly prohibited inside the premises.

SECTION 62. SHOPS/DEPARTMENT STORES REQUIREMENTS. – The following are minimum basic requirements for purposes of accreditation a Shop/Department Store:

- (a) **Physical Requirements.** – The establishments shall be fronting a major street or thoroughfare or situated in a shopping center/mall. The entrance and display windows shall, be attractively designed and adequately illuminated. The furniture and decor of the establishment shall be presentable and functional at all times. Well-maintained restrooms shall be provided for by the establishment or in the event that the shop is located in a shopping mall or commercial building, the common/public rest rooms shall be made available to the clients and visitors. In case of Department Stores the store shall be an edifice or a building or may form part of a shopping mall/center. Parking area shall be made available to clients. There shall be appropriate directional signs.

- (b) **Staff.** – All members of the staff shall be well-groomed, courteous and efficient at all times.

- (c) **Services.** – Goods displayed in the shop window or show cases shall be provided with clearly written price tags. A wide selection of goods shall be in stock. A receipt shall be supplied to the tourist for its purchase. The full name and

EDWIN G. GAWARAN
Councilor

AVELINO B. SOLIS
Councilor

REYNALDO M. FABIAN
Councilor

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Councilor

JANAIRO C. SAN MIGUEL
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Councilor

JAIME APANGHILA
Councilor

BAYANI M. DE LEON
Councilor

CATHERINE S. EVARISTO
Councilor - ABC President

MA. ELIZA H. BAUTISTA
Councilor - SK President

Attested by:

ATTY. KHALID A. ATEGA, JR.
Secretary to the Sanggunian

Certified by:

ROSETTE MIRANDA FERNANDO
Municipal Vice Mayor/Presiding Officer

Approved by:

STRIKE B. REVILLA
Municipal Mayor



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address of the establishment shall be printed on the receipt. Purchase shall be itemized together with the price and any addition or tax paid or discount granted on the good shall be indicated. The business shall be responsible for the maintenance of its facilities and premises and its immediate surrounding. In case of antique shops, a certificate confirming authenticity shall be attached to each article in accordance with guidelines/instructions of the National Museum.

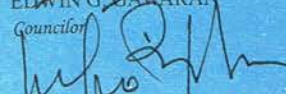
SECTION 63. MINIMUM REQUIREMENTS FOR ACCREDITATION AS A SPORTS AND RECREATIONAL CLUB. - For purposes of accreditation, the following are the minimum basic requirements for the operation and maintenance of a sports and recreational club:

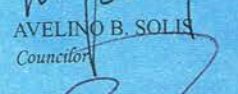
- (a) **LOCATION.** - The locality and environs including approaches shall be pleasant with proper ingress and egress. The facade and architectural features shall be appropriately designed.
- (b) **PARKING.** - Adequate and secured parking space shall be provided at all times.
- (c) **SECURITY.** - Adequate security shall be provided at all times.
- (d) **RECEPTION.** - A receptionist shall be available to usher in guests. A waiting lounge with telephone shall also be provided.
- (e) **DINING ROOM.** - There shall be a dining outlet adequate in size, with pleasant atmosphere and furnished with appropriate and well-maintained furniture.
- (f) **SPORTS AND RECREATIONAL EQUIPMENT.** - There shall be adequate sports and recreational equipment available for rent.
- (g) **PUBLIC WASHROOMS.** - There shall be provided adequate and accessible toilet facilities separately for male and female. Tissue paper, soap, hand/paper towel shall also be provided.
- (h) **LOCKER AREA AND FACILITIES.** - There shall be adequate number of lockers for male and female. Dressing areas and shower cubicles shall also be provided.

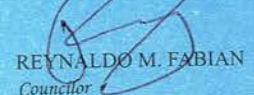
SECTION 63. MINIMUM REQUIREMENTS FOR ACCREDITATION AS MUSEUM. - For purposes of accreditation, the following are the minimum requirements for the operation and maintenance of a museum:

- (a) **MEMBERSHIP.** - The institution shall be a member of the National Committee on Museums.


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Councilor

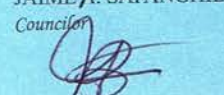

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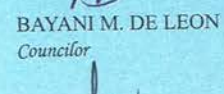

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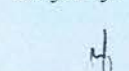

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Councilor ABC President


MA. ELIZA H. BAUTISTA
Councilor - SK President

Attested by:


ATTY. KHALID A. ATEGA, JR.
Secretary to the Sanggunian

Certified by:


ROSETTE MIRANDA FERNANDO
Municipal Vice Mayor/Presiding Officer

Approved by:


STRIKE B. REVILLA
Municipal Mayor



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- (b) **LOCATION.** – The locality and environs including approaches shall be pleasant with proper ingress and egress. The façade and architectural features shall be appropriately designed.
- (c) **PARKING AREA.** – An adequate and secured parking space for customers shall be made available.
- (d) **SECURITY.** – Adequate security shall be provided at all times.
- (e) **RECEPTION.** – A well-informed receptionist shall be available to usher in guests. A waiting lounge with telephone shall also be provided.
- (f) **CONFERENCE/AUDITORIUM.** – There shall be a conference and/auditorium provided with audio-visual equipment and made available to the public.
- (g) **LIBRARY.** – There shall be a library adequately equipped and made available to the public.
- (h) **PUBLIC WASHROOMS.** – There shall be adequate and accessible toilet facilities provided separately for male and female. Toiletries shall likewise, be provided.

SECTION 64. MINIMUM REQUIREMENTS FOR ACCREDITATION AS A TOURISM TRAINING CENTER. For purposes of accreditation, the following are the minimum requirements for the operation and maintenance of a tourism training center:

(a) PHYSICAL REQUIREMENTS:

- (1) **Size of Classroom.** - The classroom shall be able to accommodate a minimum of twenty (20) trainees per class. For purposes of workshop, the floor area shall be at a minimum of 1.5 square meters per trainee.
- (2) **Lighting and Ventilation.** – Lighting and Ventilation fixtures shall be so designed to ensure an atmosphere conducive to training. A stand by generator shall be made available.
- (3) **Restrooms.** - There shall be separate male and female restrooms.
- (4) **Refreshment/Dining Area.** - There shall be refreshment/dining area accessible to the trainees.
- (5) **Classroom Facilities, Equipment and Supplies.** - The center shall be provided with classroom complete with basic facilities, equipment and supplies needed in conducting a training program.

EDWIN G. GAWAYARAN
Councilor

AVELINO B. SOLIS
Councilor

REYNALDO M. FABIAN
Councilor

ATTY. VENUS D. DE CASTRO
Councilor

JANAIRO C. SAN MIGUEL
Councilor

REYNALDO D. PALABRICA
Councilor

JAIME PANGHILA
Councilor

BAYANI M. DE LEON
Councilor

CATHERINE S. EVARISTO
Councilor/ABC President

MA. ELIZA H. BAUTISTA
Councilor - SK President

Attested by:

ATTY. KHALID A. ATEGA, JR.
Secretary to the Sanggunian

Certified by:

ROSETTE MIRANDA FERNANDO
Municipal Vice Mayor/Presiding Officer

Approved by:

STRIKE B. REVILLA
Municipal Mayor



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EDWIN G. GAWARAN
Councilor


AVELINO B. SOLIS
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REYNALDO M. FABIAN
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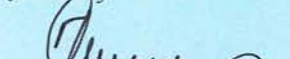

JAIMEL A. PANGHILA
Councilor


BAYANI M. DE LEON
Councilor


CATHERINE S. EVARISTO
Councilor - ABC President


MA. ELIZA H. BAUTISTA
Councilor - SK President

Attested by:


ATTY. KHALID A. ATEGA, JR.
Secretary to the Sanggunian

Certified by:


ROSETTE MIRANDA FERNANDO
Municipal Vice Mayor/Presiding Officer

Approved by:


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Municipal Mayor

(6) **Workshop/on-the-Job Facilities and Equipment** - Depending on the training program/s being offered, there shall be adequate supply of the appropriate facilities and equipment.

(7) **Reading Room.** - There shall be a reading room adequately provided with relevant reference materials, books, journals, magazines and the like.

(8) **Other Support Facilities.** - There shall be tool/storage facilities provided.

(b.) TRAINING PROGRAM:

(1) **Relevance.** - The training program shall respond to the needs of the tourism industry.

(2) **Objectives.**- Its objectives shall be clearly defined, realistic and attainable.

(3) **Content/Curriculum.** - The content/curriculum of the training program shall be in consonance with its objectives. Topics shall be in proper and logical sequence with due consideration to effectiveness of presentation in terms of trainees comprehension.

(4) **Methodology.** - There shall be an effective, simple, and comprehensive presentation of topics; clear description of examination scheme and test instruments related to course objectives. There shall likewise be a relevant and practical application of theories and concepts.

(5) **Minimum Requirements/Qualifications of Participants.** - Minimum qualifications of participants shall be based on the standards acceptable to the tourism industry.

(6) **Instructional Staff.**- The instructional staff shall have thorough experience and knowledge on the subject matter and effective communication skills and teaching style.

(7) **Monitoring and Evaluation Procedures.** - The training program shall carry effective monitoring and evaluation tools.

(c.) TRAINER/FACULTY

(1) **Qualifications.** - Must have successfully completed the Training-the-Trainers Program of the Department of Tourism and the Tourism Industry Board Foundation, Inc. In lieu thereof, the trainer



CITY OF BACOOR Office of the Sangguniang Panlungsod

must show proof that she/he has thorough experience and knowledge of the subject matter she/he is handling as well as effective communication skills and teaching style.

SECTION 65. MINIMUM REQUIREMENTS FOR THE OPERATION OF REST AREAS IN GASOLINE STATIONS. - For purposes of accreditation, the following are the minimum requirements for the operation and maintenance of rest areas in gas stations:

- (a) **LOCATION.** - The locality and environs including approaches shall be pleasant with proper ingress and egress and shall be located along a major highway or road.
- (b) **PARKING.** - There shall be adequate parking area for customers.
- (c) **REST ROOM.** - There shall be a rest room with adequate, clean and well-maintained toilet and washing facilities. Tissue paper, soap, hand paper/towel shall also be provided.
- (d) **SIGNAGE.** - There shall be a restroom signage visible from major approaches and which shall be well illuminated at night.
- (e) **SERVICE AND STAFF.** - Adequate number of well trained, properly groomed, efficient and courteous staff shall be employed. They shall wear clean uniforms at all times.
- (f) **GASOLINE STATION.** - The gasoline station shall be clean and well maintained. It shall also be well illuminated at night.
- (g) **SUNDRIES SHOP.** - There shall be an adequately stocked sundries shop, which shall be clean and well maintained.
- (i) **CLOSED CIRCUIT TV CAMERAS.** - CCTV Cameras shall be placed at strategic locations within the premises of the gas station including the near the door of its rest areas.

SECTION 66. CATEGORIES OF SPA. For purposes of accreditation, spas shall be categorized as follows namely:

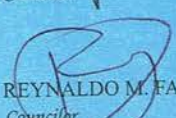
- a.) Day Spa
- b.) Destination Spa
- c.) Resort Spa

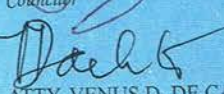
SECTION 67. MINIMUM REQUIREMENTS FOR ACCREDITATION AS A SPA. For purposes of accreditation the following are the minimum standard requirements for the operation and maintenance of spa:

Address: Evangelista St., Barangay Tabing Dagat, Bacoor, Cavite
Telefax No.: (046) 434-6716


EDWIN G. GAWARAN
Councilor


AVELINO B. SOLIS
Councilor


REYNALDO M. FABIAN
Councilor


ATTY. VENUS D. DE CASTRO
Councilor

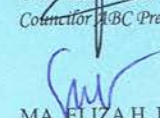

JANAIRO C. SAN MIGUEL
Councilor


REYNALDO D. PALABRICA
Councilor

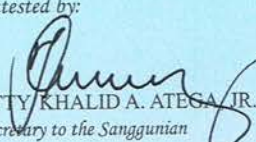

JAIME B. ANGHILA
Councilor


BAYANI M. DE LEON
Councilor


CATHERINE S. EVARISTO
Councilor / ABC President


MA. ELIZA H. BAUTISTA
Councilor - SK President

Attested by:


ATTY. KHALID A. ATEGA, JR.
Secretary to the Sanggunian

Certified by:


ROSETTE MIRANDA FERNANDO
Municipal Vice Mayor/Presiding Officer

Approved by:


STRIKE B. REVILLA
Municipal Mayor



CITY OF BACOOR

Office of the Sangguniang Panlungsod

EDWIN G. CAWARAN

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Secretary to the Sanggunian

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ROSETTE MIRANDA FERNANDO

Municipal Vice Mayor/Presiding Officer

Approved by:

STRIKE B. REVILLA

Municipal Mayor

- (a) **LOCATION AND ENVIRONMENT.** – The Spa shall be situated in a safe and reputable location with clean, calm and relaxing environment.
- (b) **LOUNGE AND RECEPTION COUNTER.** – There shall be a reception counter attended by qualified and trained staff and a reasonably furnished lounge with seating facilities commensurate with the size of the spa.
- (c) **FOOD BAR.** – There shall be a well-maintained and well-stocked food bar for clients.
- (d) **WASHROOMS.** – There shall be separate clean and adequate washrooms for male and female provided with running water, hand dryer and toiletries.
- (e) **LOCKER ROOMS.** – There shall be separate male and female locker rooms for guests.
- (f) **SHOWER ROOMS.** - There shall be separate male and female shower and changing rooms.
- (g) **TREATMENT ROOMS.**- There shall be separate unlocked treatment rooms for male and female.
- (h) **SERVICES.**- The Spa shall provide all of the following services in addition to other spa-related amenities which it may offer:
- (1) Massages – Swedish, Lymph Drainage and reflexology, etc.
 - (2) Steam, Sauna and/or Water Baths; and
 - (3) Body Treatments – one or more of the following: body packs and wraps, exfoliation, body toning/contouring, waxing, hand and foot care.
- i.) **STAFF.** – There shall be adequate number of well-trained, well-groomed, experienced, courteous and efficient staff. There shall be at least one (1) DOH-registered massage therapist supervising a maximum of twenty (20) massage attendants and the staff shall wear clean, proper and non-transparent uniform at all times.
- j.) **STEAM, SAUNA AND WATER BATHS.** – The steam, sauna and water baths shall be maintained in a level of temperature which will not cause adverse reactions to user. Safety signages shall be provided to include information on allowable maximum temperature, duration of stay and guide in operating temperature regulator.



CITY OF BACOOR

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Secretary to the Sangguniang

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ROSETTE MIRANDA FERNANDO
Municipal Vice Mayor/Presiding Officer

Approved by:

STRIKE B. REVILLA
Municipal Mayor

k.) **LINEN.** – There shall be adequate supply of linen, towels and appropriate garments such as robes or sarongs of good quality which shall be kept clean.

l.) **EMPLOYEE FACILITIES.** - There shall be adequate and well-maintained locker rooms and bathrooms for male and female employees.

m.) **PARKING.** – There shall be adequate, secured parking space provided for free to customers/guests.

n.) **EMERGENCY GENERATOR.** - There shall be high-powered generator capable of providing full power in all areas of the establishment except those spas located in a commercial building with its own emergency generator capable of supplying the power requirements of its tenants.

o.) **FIRST AID CABINET.** – There shall be a well-stocked first aid cabinet available at all times.

p.) **FACILITIES FOR DISABLED.**-There shall be facilities and provisions for the disabled in accordance with Batas Pambansa Blg. 344 promulgated on May 1985, otherwise known as an "Act Enhancing the Mobility of Disabled persons".

q.) **MAINTENANCE.** – Maintenance of all sections of the spa shall be on a continuing basis taking into consideration the quality of equipment and supplies.

r.) **SANITATION.** – Sanitation measures like cleaning and sterilizing of equipment, robes, sheets, blankets, pillow case, towels or other materials which may come in direct contact with the client's body shall be adopted in accordance with the standards prescribed under Presidential Decree No. 856 otherwise known as the Sanitation Code of 1976.

s.) **SIGNBOARDS.** – Appropriate sign boards shall be conspicuously displayed outside the establishment showing clearly the name of the spa while safety signages shall be prominently posted in strategic locations inside the spa.

SECTION 68. FIRE FIGHTING FACILITIES. - Fire –fighting facilities shall be provided in all tourism establishments within the City in accordance with the Fire Code of the Philippines.

SECTION 69. MAINTENANCE. -All facilities of the establishment concerned shall be properly maintained at all times. A periodic vermin control program shall be conducted by the management of all tourism establishments within the City including all public buildings and facilities.



Office of the Sangguniang Panlungsod

SECTION 70. AIRCONDITIONING/VENTILATION. – All enclosed areas of the establishment concerned shall be fully air-conditioned or well-ventilated.

SECTION 71. PROHIBITED ACTS AND PRACTICES.

- (a) No pets or animals shall be allowed within the premises.
- (b) Ambulant vendors shall be prohibited from peddling their wares within the premises.
- (c) All forms of gambling, drunkenness or disorderly conduct of any kind shall be prohibited in the establishments and within its immediate premises.
- (d) Keepers, managers or operators shall exert all possible efforts not to permit any person whom they know or have reason to

believe to be either a prostitute, pedophile or of questionable character to use the establishment for purposes of immoral/illegal activities. They shall immediately report to the nearest police station the presence of any such person.

SECTION 72. ACCREDITATION TEAM. – An Accreditation Team is hereby created to be comprised by the CTOO, the Chairperson of the Sangguniang Panlungsod Committee on Tourism and the members of the City Tourism Council;

SECTION 73. FUNCTION OF THE ACCREDITATION TEAM/ POWER TO INSTITUTE INSPECTION RULES AND PROCEDURES. The Accreditation Team shall have exclusive authority to conduct inspection in all Tourism Establishments for purposes of facility assessment, accreditation and classification. The Accreditation Team is hereby empowered to devise its own inspection rules and procedures.

SECTION 74. FREQUENCY AND TIME OF REGULAR INSPECTION. – Inspection shall be made at least once every six (6) months during business hours or as frequently as the Accreditation Team deems necessary.

SECTION 75. SPECIAL INSPECTIONS. – When public interest so requires, the recommendation of the CTOO, approved by the City Mayor, may serve as basis for an authorization for the Accreditation Team or any member or members thereof, to conduct a special inspection.

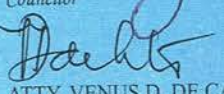
SECTION 79. CHECKLIST TO BE ACCOMPLISHED DURING INSPECTION. – The CTDO shall provide the necessary checklist to be accomplished by all teams in carrying out its inspection. All findings and/or observations of the teams to be indicated in the checklist should be made in the presence of an authorized representative of the establishments and duly signed/noted by the said authorized representative.

SECTION 80. REPORT OF THE ACCREDITATION TEAM. – Within five (5) days from the date of inspection, the Accreditation Team shall submit a report of its finding and recommendation to the Office of the City Mayor.


EDWIN G. GAWARAN
Councilor


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Councilor


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Councilor


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Councilor

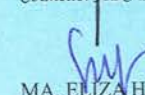

JANAIRO C. SAN MIGUEL
Councilor

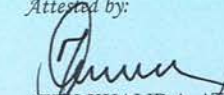

REYNALDO D. PALABRICA
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JAIMI PANGHILA
Councilor


BAYANI M. DE LEON
Councilor


CATHERINE S. EVARISTO
Councilor/ABC President


MA. ELIZA H. BAUTISTA
Councilor - SK President

Attested by:

ATTY. KHALID A. ATEGA, JR.
Secretary to the Sanggunian

Certified by:

ROSETTE MIRANDA FERNANDO
Municipal Vice Mayor/Presiding Officer

Approved by:

STRIKE B. REVILLA
Municipal Mayor



CITY OF BACOR
Office of the Sangguniang Panlungsod

SECTION 81. ACCESS OF INSPECTION TEAM TO RECORDS AND PREMISES. - The Accreditation Team shall have access to the registry book or card of the tourism establishments and all parts and facilities thereof, and the right to interview any employee and investigate any fact, condition, or matter which may be necessary to determine any violation or aid in arriving at a just and correct conclusion.

SECTION 82. DEFECTS AND DEFICIENCIES FOUND DURING THE INSPECTION. - Where certain defects or deficiencies have been found in the course of inspection, the CTDO shall give directions to the manager/operator of the tourism establishments concerned to rectify/remedy the defects or deficiencies within a period of one (1) week from notice thereof.

SECTION 83. ISSUANCE OF CERTIFICATE OF ACCREDITATION AND STICKER. After having determined that all requirements set forth in the preceding Sections have been satisfied and/or completed by the applicant, the City Government through the BPLO and the CTDO shall issue the corresponding License and Certificate of Excellence (Annex A) as well as the Seal of Excellence

sticker. The CTDO shall adopt a seal (sticker) for accreditation purposes (Annex B).

SECTION 84. OBJECTION TO APPLICATION FOR ACCREDITATION OF TOURISM RELATED/ORIENTED ESTABLISHMENTS. - Any person may file a written objection to the CTDO for the issuance or renewal of a Certificate of Accreditation and/or sticker to an applicant for accreditation. The applicant shall be furnished with a copy of the objection within three (3) days from its receipt by the CTDO. The applicant shall then be required to answer the objection within five (5) working days from receipt thereof. Within seven (7) days from receipt of the answer of the applicant, the CTDO shall then conduct a hearing with both parties duly notified and present. The CTDO in coordination with the City Legal Office shall render a decision on the objection within seven (7) days from the start of the hearing.

SECTION 85. VALIDITY OF CERTIFICATE OF ACCREDITATION. - The Certificate of Accreditation of tourism-oriented and tourism-related establishments shall be valid until revoked or canceled for a valid cause. If the tourism-oriented and/or tourism-related establishment concerned has ceased operation for at least three (3) months, it shall re-apply for accreditation.

SECTION 86. RENEWAL OF ACCREDITATION. - Application for the renewal of accreditation shall be supplied with the same documents previously submitted together with the Accreditation given by the CTDO.

SECTION 87. DISPLAY OF CERTIFICATE AND STICKER OF ACCREDITATION. - The Certificate of Accreditation and Seal of Excellence shall be displayed in a conspicuous area in their place of business. Stickers shall be posted in entrances/doors, gates of such establishments for easy identification purposes.

SECTION 88. PROMOTION/DEMOTION. - An establishment may be promoted or demoted from one class to another as the facts may warrant.

SECTION 89. PROMOTION TO A HIGHER CLASS. - Any establishment

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JANAIR O C. SAN MIGUEL
Councillor


REYNALDO D. PALABRICA
Councillor

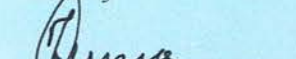

JAIME B. ANGHILA
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Councillor / ABC President


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Councillor - SK President

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ATTY. KHALID A. ATEGA, JR.
Secretary to the Sanggunian

Certified by:


ROSETTE MIRANDA FERNANDO
Municipal Vice Mayor/Presiding Officer

Approved by:


STRIKE B. REVILLA
Municipal Mayor



CITY OF BACoor Office of the Sangguniang Panlungsod

which has upgraded its facilities and services among others, to comply with the requirements of a higher class, may apply to the CTDO for promotion to such higher class.

SECTION 90. DEMOTION TO A LOWER CLASS. Where after due investigation by the Accreditation Team it has been established that an establishment is not being kept or managed in a manner conformable to the established standards, the CTDO shall give notice to the manager/operator or such fact granting the establishment a period of time stated in the notice within which to comply with the required standards. If the establishment fails to comply within the period granted in the notice, the CTDO shall remove the registration of the establishment from the class it originally holds and place it by a lower class.

SECTION 91. CANCELLATION AND/OR NON-RENEWAL OF ACCREDITATION. The following are the grounds for the cancellation or non-renewal of a Certificate of Accreditation:

- (a) Making any false declaration or statement or making use of any such declaration or statement or any document containing the same or committing fraud or any act of misrepresentation for the purpose of obtaining the issuance, grant or renewal of any certificate of registration/accreditation/reaccreditation or license;
- (b) Failure to comply with or contravene any of the conditions set forth in Accreditation;
- (c) Failure to meet the standards and requirements for the operation of tourism establishments, as prescribed in these rules;
- (d) Serious physical injury or loss of life of any guest due to the fault or negligence of its official or employee (for resort/hotel/tourist inn/apartelle/other tourism-related establishments);
- (d) Allowing or permitting the tourism establishment, including any of its facilities, to be used for illegal, immoral, illicit activities, such as: gambling, prostitution, etc. (for resort/hotel/tourist inn, apartelle or other tourism-related establishment);

* Managers and/or Operators shall exert all possible efforts not to permit a person whom they know to be drunk and/or have reason to believe either to be a prostitute, a pedophile or a person of bad character to occupy any room or to frequent the premises. To accomplish this end, they shall immediately report to the nearest police station the presence in the premises of any such person.

- (f) Violation of any of the conditions of the LTFRB franchise (for tourist transport operation);

- (g) Tolerance of gross misconduct, discourtesy, dishonesty, misrepresentation and/or fraudulent solicitation of

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Secretary to the Sanggunian

Certified by:

ROSETTE MIRANDA FERNANDO
Municipal Vice Mayor/Presiding Officer

Approved by:

STRIKE B. REVILLA
Municipal Mayor



CITY OF BACOOR

Office of the Sangguniang Panlungsod

business committed by any of the officers or employees against their clients to the detriment of the tourism industry;

- (h) Willful violation of agreements and/or contracts entered into by the tourism establishment and its clients;
- (i) Failure to replace or renew the Surety Bond within fifteen (15) days the date when said bond is ordered forfeited not confiscated in accordance with these rules or cancelled and/or revoked for whatever, cause (in case of travel agency);
- (j) Failure to pay fine, as well as fees, dues and contributions imposed under existing laws;
- (k) Employment/hiring of employees (Tour Guides) who are not holders of license issued by the BPLO or non-Filipino employees, whether contractual or permanent, without valid working visa and working permit;
- (l) Any other acts/omissions that worked against the interest of the tourism industry.

SECTION 92. GROUNDS FOR CANCELLATION AND SUSPENSION OF LICENSE OF TOUR GUIDES.

The following are grounds for cancellation and suspension of license of tour guides:

(a) Cancellation of accreditation.

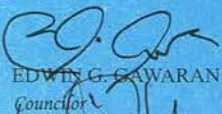
- (1) Conviction of a crime involving moral turpitude; and
- (2) Conviction of more than one of any of the acts enumerated below.

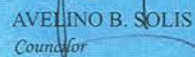
(b) Suspension of accreditation

- (1) Any overt act of dishonesty, misrepresentation or misconduct committed against a member of his/her tour group or against his/her employer or co-employee.
- (2) Forced tipping or contributions from tourist.
- (3) Failure to comply with the requirements as to the compulsory wearing of identification cards.

SECTION 93. CONFIDENTIAL CHARACTER OF CERTAIN DATA.

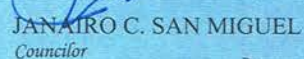
Information and documents received by or filed with the CTDO in pursuance of the requirements of this Ordinance shall be treated as confidential and shall not be divulged without the consent of the party concerned when public interest so requires. Any official or employee of the CTDO, including those that are temporarily assigned therewith, who shall violate the provision of this Section shall be guilty of an administrative offense for violating this Ordinance.

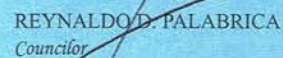

EDWIN G. GAWARAN
Councilor

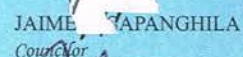

AVELINO B. SOLIS
Councilor

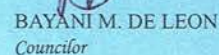

REYNALDO M. FABIAN
Councilor


ATTY. VENUS D. DE CASTRO
Councilor

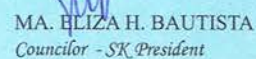

JANAIRO C. SAN MIGUEL
Councilor


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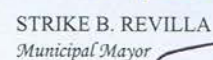
Attested by:


ATTY. KHALID A. ATEGA, JR.
Secretary to the Sanggunian

Certified by:


ROSETTE MIRANDA FERNANDO
Municipal Vice Mayor/Presiding Officer

Approved by:


STRIKE B. REVILLA
Municipal Mayor



CITY OF BACOOR
Office of the Sangguniang Panlungsod

SECTION 94. IMPLEMENTING RULES.- The City Mayor may, from time to time, shall issue rules and regulations as he may deem fit and necessary for the effective implementation of this Ordinance.

SECTION 95 FUNDING.- The funds necessary for the implementation of this Ordinance shall be taken from the annual appropriations of the CTDO, if any, or from that of the Office of the City Mayor. Said funds shall be included in the preparation of the Annual Budget of the City Government.

SECTION 96. SEPARABILITY CLAUSE.- If for any reason or reasons, any part or provision of this Ordinance shall be held unconstitutional or invalid, other parts which are not affected thereby shall continue to be in full force and effect.

SECTION 97. REPEALING CLAUSE.- Any Ordinance, Executive Order, Local Issuances, or Rules and Regulations, or parts thereof, which are inconsistent with this Ordinance are hereby repealed and/or modified accordingly.

SECTION 98. EFFECTIVITY.- This Ordinance shall take effect on the 1st day of January 2013 following its publication in a newspaper of general circulation.

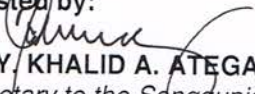
APPROVED by the Sangguniang Panlungsod of the City of Bacoor, Cavite on the 29th day of October 2012.

I hereby certify that the foregoing City Ordinance is true and correct and that the same was duly approved in accordance with law.

Certified by:


HON. ROSETTE M. FERNANDO
City Vice Mayor/Presiding Officer

Attested by:


ATTY. KHALID A. ATEGA JR.
Secretary to the Sangguniang Panlungsod

Approved by:


HON. STRIKE B. REVILLA
City Mayor


EDWIN G. GAWARAN
Councilor


AVELINO B. SOLIS
Councilor


REYNALDO M. FABIAN
Councilor


ATTY. VENUS D. DE CASTRO
Councilor

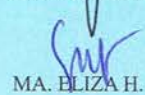

JANAIRO C. SAN MIGUEL
Councilor


REYNALDO D. PALABRICA
Councilor


JAIME V. PANGHILA
Councilor


BAYANI M. DE LEON
Councilor


CATHERINE S. EVARISTO
Councilor - ABC President


MA. ELIZA H. BAUTISTA
Councilor - SK President

Attested by:

ATTY. KHALID A. ATEGA, JR.
Secretary to the Sanggunian

Certified by:

ROSETTE MIRANDA FERNANDO
Municipal Vice Mayor/Presiding Officer

Approved by:

STRIKE B. REVILLA
Municipal Mayor