




# Department of Tourism **ACCREDITATION**

PROCESS FLOW	IN CHARGE	PROCESS DESCRIPTION	RECORDS
<p><b>START</b></p> 			
Create an account in the DOT Accreditation Portal through <a href="https://accreditation.tourism.gov.ph/login">https://accreditation.tourism.gov.ph/login</a>	Applicant	Provide necessary information about your entity and attached forms needed	<p>Accomplished Self - Assessment Form</p> <p>Sworn Statement of Undertaking</p> <p>Valid Mayor's Permit</p> <p>For Accommodation Establishments: Valid Waste Water Discharge Permit &amp; Comprehensive General Liability Insurance of at least P200,000.00 coverage.</p>
Receiving and Evaluation of Application	Accreditation Officer (Evaluator)	The Evaluator shall receive the application and evaluate the completeness and correctness of documents submitted	Acknowledgement Receipt
Evaluation and Application Tagging	Accreditation Officer (Evaluator)	Shall accomplish the Evaluation Report form and tag the application as for inspection	Evaluation Report
Scheduling and Conduct of Inspection of Tourism Facilities and Premises	Accreditation Officer (Evaluator)	Shall schedule and conduct ocular inspection of the tourism facility and premises to determine the compliance with the prescribed minimum standard for the operation of tourism facilities and services	Mission Order & Inspection Checklist
Submission of Inspection Report	Accreditation Officer (Evaluator)	Shall submit a finalized inspection report to the Division Chief for review and approval	<p>Accomplished Inspection Checklist</p> <p>Inspection Report</p>

		<p>Shall attach the inspection report and accomplished inspection checklist to the Application for Accreditation</p> <p>Upon submission of the report, remarks indicating “For Approval” – Division Chief shall be indicated in the Evaluation Form</p>	Evaluation Form
Review and Approval of Application	Division Chief	Shall review the report and forward the approved report, recommended classification, and application to the Regional Director for approval	<p>Accreditation Application</p> <p>Evaluation Form</p>
Approval of Accreditation	Regional Director	<p>Shall approve the accreditation and forward to the releasing officer</p> <p>Note: If not approved, the application shall be returned to the Division Chief for further review</p>	Accreditation Application
Payment for Accreditation Fee <b>(temporarily waived)</b>	Applicant	The DOT shall receive the Accreditation fee from the Applicant	Payment Receipt
Updating and Monitoring	Accreditation Officer	Shall update the record/database of DOT Accredited Tourism Enterprises	List of DOT Accredited Tourism enterprises
Issuance of DOT Accreditation Certificate	Accreditation Officer		
<b>END</b>			