

LIST OF DOCUMENTARY REQUIREMENTS FOR DOT ACCREDITATION

ACCOMMODATION ESTABLISHMENT

New Application

- Accomplished Application Form (need not be notarized);
- Accomplished Self-Assessment Form;
- Valid Mayor's or Business Permit;
- Letter of Intent;
- Sworn Statement of Undertaking; and
- Valid Waste Water Discharge Permit

Renewal of Application

- HRA or MAB Application Form (need not be notarized);
- Valid Mayor's or Business Permit;
- Letter of Intent;
- Sworn Statement of Undertaking; and
- Valid Waste Water Discharge Permit

TRAVEL AND TOUR AGENCY

New Application

- Accomplished Application Form (need not be notarized);
- Accomplished Self-Assessment Form;
- Valid Mayor's or Business Permit;
- Sworn Statement of Undertaking;

Additional requirements if operation is on Work-From-Home Arrangement:

- A Declaration of Work-From-Home Operation
- A Barangay Certificate of Residency stating that the applicant has been a resident of the said Barangay for at least ONE YEAR; and
- A copy of the Contract of Lease, if the place declared as residence is leased and not owned.

Renewal Application

- Accomplished Application Form (need not be notarized);
- Valid Mayor's or Business Permit;
- Sworn Statement of Undertaking;

Additional requirements If operation is on Work-From-Home Arrangement:

- A Declaration of Work-From-Home Operation
- A Barangay Certificate of Residency stating that the applicant has been a

- resident of the said Barangay for at least ONE YEAR; and
- A copy of the Contract of Lease, if the place declared as residence is leased and not owned.

RESTAURANTS

New Application

- Accomplished Application Form (need not be notarized);
- Accomplished Self-Assessment Form;
- Valid Mayor's or Business Permit; and
- Sworn Statement of Undertaking

Renewal Application

- Accomplished Application Form (need not be notarized);
- Valid Mayor's or Business Permit; and
- Sworn Statement of Undertaking

TOURIST SHOPS (DIVE SHOP) / TOURISM RECREATION / SPORTS & RECREATIONAL

New Application

- Accomplished Application Form (need not be notarized);
- Accomplished Self-Assessment Form;
- Valid Mayor's or Business Permit; and
- Sworn Statement of Undertaking

Renewal Application

- Accomplished Application Form (need not be notarized);
- Valid Mayor's or Business Permit; and
- Sworn Statement of Undertaking