



MAYOR'S OFFICE

SANTOL TOURISM AND INVESTMENT PROMOTION CENTER

External Services



1. TOUR GUIDING

The Santol Tourism and Investment Promotion Center (STIPC) provides information and assistance to locals and tourists visiting the tourist destinations of the Municipality..

Office or Division:		OFFICE OF THE MUNICIPAL MAYOR SANTOL TOURISM AND INVESTMENT PROMOTION CENTER		
Classification:		Simple		
Type of Transaction:		GOVERNMENT TO CLIENT		
Who may avail:		All locals/tourists visiting the tourist destinations of the Municipality.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire at the Tourism Information Desk	1. Provide the needed information/details	Local tourist 25.00 Foreigner \$1	5 minutes	<i>Municipal Information and Tourism Officer Administrative Aide MITO OFFICE</i>
2. Inform the place of destination	2.1 Set the schedule and itinerary of travel 2.2 Pre- arrange the use of transportation (if requested)	None	22 minutes	<i>Municipal Information and Tourism Officer Administrative Aide MITO OFFICE</i>
3. Register in the tourist arrival logbook	1. Provide the logbook, assist the client and verify the information for record purposes	None	2 minutes	<i>Municipal Information and Tourism Officer Administrative Aide MITO OFFICE</i>
4. Travel to the tourist destination	1. Provide tour guiding assistance	None	1 day or as required by the client/s	<i>Municipal Information and Tourism Officer Administrative Aide MITO OFFICE</i>
	TOTAL	25.00	1 Day and 29 Minutes	



2. TOURIST ASSISTANCE AND INFORMATION

The center shall be managed by a tourism officer who shall perform matters relative in promoting Santol as a tourism destination by properly disseminating relevant information's pertaining to tourist locations, products; and assisting tourists and tourism enterprises.

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Who may avail:		All locals/tourists visiting the tourist destinations of the Municipality.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register in the logbook and fill-up the required information	1. Provide the logbook, assist the client and verify the information for record purposes	None	3 minutes	<i>Municipal Information and Tourism Officer</i> Administrative Aide I
2. Request the needed data on tourism related information	2.1 Receive and answer client's inquiry 2.2 Verify and review if information requested is available 2.3 Provide list or give brochure or any tourism related data/information	None	12 minutes	<i>Municipal Information and Tourism Officer</i> Administrative Aide I
3. Receive the data/information requested	3. Release the data on tourism related information	None	12 minutes	<i>Municipal Information and Tourism Officer</i> Administrative Aide I
	TOTAL	None	27 minutes	