



CITY TOURISM OFFICE



EXTERNAL SERVICES

1. The City Tourism Office manages and coordinates Tuguegarao City's tourism related projects

Service Description: Programs and Activities to promote and strengthen Tuguegarao City as a tourist destination.

Office or Division:	City Tourism Office	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	ALL	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Signed Tourism Guestbook	City Tourism Office
	2. Letter of Request with Valid POI state the data needed. Tourism Data, Tourism Brochure, Published Articles about Tourism, Culture and Arts, Academic Research, Information about Tourism, Culture and Arts, History of Tuguegarao City, Pancit Batil Patung, Ibanag Longganisa and AFI Festival and other local data about Tuguegarao City.	Present the Letter with Valid POI at City Tourism Office
	3. Assist Local and Foreign Tourists on the activities they want to experience and Tourist spots they want to visit.	City Tourism Office
	4. Assist Local and Foreign Tourists in Tour Package.	City Tourism Office
	5. Create Itinerary.	City Tourism Office
	6. Assist Government Agencies and Private Companies for the destination and Attraction shooting and food trips in the City.	City Tourism Office
	7.. Answer Letters addressed to the City Tourism Office	City Tourism Office
	8. Attend and Answers all inquiries posted in the official Facebook of City Tourism Office	City Tourism Office



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>For Walk-in clients</p> <p>1. Client fill-up Tourism Guest Book.</p>	<p>1. Client must fill up the important details: Name, Address, Contact Number, Name Private Companies, Government Agencies, Schools Colleges and Universities, Purpose of visit and Request .</p> <p>1.1. Present Letter with Valid POI</p>	None	15 minutes	<p><i>Tourism Operations Officer II</i></p> <p><i>City Tourism Officer-Designate</i></p>
<p>2. Through Social Media maintained and answers all inquiries posted in our official Facebook Page tuguegaraocitytourismoffice.</p>	<p>1. Through Facebook Messenger Maintain and Answers all inquiries and concerns posted in the group chat with Tourism Stakeholders in Tuguegarao, The Accommodation Establishments and Travel Agencies and Tour Operators.</p>	None	Reply in 30 minutes	<p><i>Tourism Officer Designate</i></p> <p><i>Tourism Operations Officer II</i></p>