



BACOLOD CITY TOURISM DEVELOPMENT OFFICE

Bacolod City

Bacolod City Tourism Office is a division of the Office of the Mayor created by City Ordinance No. 158, Series of 1996. It is mandated with four major functions: (1) information dissemination, reception, and visitor's facilitation, (2) inspection and regulation of tourism-related establishments, (3) development of tourism infrastructures, (4) Promotion and marketing, (5) coordination with private tourism stakeholders for increased tourism investment.

1. Provision of Tour Assistance

The service provides referral assistance. Groups are referred to tour agencies/tour operators and tour guides. If it is an official event, the City Tourism Office provides actual coordination.

Office or Division:	Bacolod City Tourism Development Office			
Classification:	<input checked="" type="checkbox"/> Simple <input type="checkbox"/> Complex <input type="checkbox"/> Highly Technical			
Type of Transaction:	<input checked="" type="checkbox"/> G2C – Government to Citizen <input checked="" type="checkbox"/> G2B – Government to Business Entity <input checked="" type="checkbox"/> G2G – Government to Government			
Who may avail:	Tourists, students, researchers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Letter of request addressed to City Mayor/ Tourism Office 		<ul style="list-style-type: none"> Company, School or Client 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit written request addressed to the Mayor thru Chief Tourism Operations Officer	1.1 Receive and log written request 1.2 Endorse to City Mayor's Office	None	10 minutes	<i>Tourism Office Reception Staff</i> <i>Administrative Assistant III</i>

2. Wait for the approval of the City Mayor's Office	2.1 Wait for the approval of the City Mayor's Office 2.2 Contact requester and inform of approval of the Mayor's Office	None	7 days	<i>Tourism Office Reception Staff</i> <i>Administrative Assistant III</i>
3. Coordinate with City Tourism Office for Tour details	3. Provide tour	None	3 days	<i>Admin. Asst. III</i> <i>Senior Tourism Operations Officer</i>
TOTAL:		None	10 days & 25 minutes	

2. Registration Of Tourism-Related Establishments

City Ordinance 370, Series of 2004 known as the Tourism Code of Bacolod City, classifies all tourism-related businesses and imposes assessment/license fees according to establishment classification e.g., Class A, Class B restaurants, or first class or economy hotels. A one-time registration fee for establishments is required. The Ordinance supersedes all previous city ordinances on assessment and regulatory fees of tourism-oriented establishments. This is a pre-requisite for tourism-oriented businesses in securing a business permit.

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Type of Transaction:	<input type="checkbox"/> G2C – Government to Citizen <input checked="" type="checkbox"/> G2B – Government to Business Entity <input type="checkbox"/> G2G – Government to Government	
Who may avail:	Owners of existing tourist establishments, those who desire to operate one.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE

New Registrants <ul style="list-style-type: none"> • Duly accomplished Registration Form • Clearance 		<ul style="list-style-type: none"> • Bacolod Permits and Licensing Office 		
Renewal <ul style="list-style-type: none"> • Duly accomplished Registration Form 		<ul style="list-style-type: none"> • Bacolod Permits and Licensing Office 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Bring duly accomplished registration form and clearance (for new registrants) from the Bacolod Permits and Licensing Office to the City Tourism Office for assessment	1.1 Receives, reviews, and evaluates duly accomplished registration form for the signature of Tourism Officer 1.2 Inform clients of fees to be paid and release signed forms	None	20 minutes	<i>Tourism Office Reception Staff</i> <i>Tourism Operations Officer II</i>
2. Receive Signed forms and proceed to the City Treasurer's Office cashier for payment of fees	2. Direct clients to the City Treasurer's Office payment area	Refer to the table below (Fees are according to Establishment Category under Revenue Code 2011)	5 minutes	<i>Tourism Office Reception Staff</i>
TOTAL:		Depends on type of business	25 minutes	

TOURISM FEE'S PER REVISED LOCAL REVENUE: CODE OF 2011

ACCOMMODATIONS		NEW	RENEWAL	EACS-CODE
APPARTEL	:W/75 OR LESS APARTMENT	1,830	830	TRE-AP
	: FROM 125 – 75 UNITS	2,030	1,530	
	: FROM 125 UNITS OR MORE	2,530	1,530	
RESORTS	: LESS THAN 20 COTTAGES	1,830	830	TRE- R
	: 20 OR MORE COTTAGE	2,230	1,230	
HOTELS	: FIRST CLASS	11,230	2,030	
	: STANDARD CLASS	8,030	2,030	
	: ECONOMY CLASS	5,530	1,530	
MOTELS		2,030	1,030	TRE – MT
PENSION HOUSE	:LESS THAN 20 RENTABLE ROOMS	1,830	830	TRE - PH
	:W/ 21 ROOMS BUT NOT EXCEEDING 50 ROOMS	2,030	1,030	
RESORT	: CLASS AAA	9,530	2,530	TRE - TI
	:SPECIAL INTEREST RESORTS	4,030	1,030	
TOURIST INN'S	:LESS THAN 20 RENTABLE ROOMS	2,030	1,030	TRE - TI
	:W/ 21 ROOMS BUT NOT EXCEEDING 50 ROOMS	2,030	1,030	
RESTAURANTS	CLASS A (DELUXE)	2,480	1,230	TRE - RES
	: CLASS B (FIRST CLASS)	1,930	930	
	: CLASS C (FIRST CLASS)	1,230	1,230	
	: CLASS D- CAFETERIA/COFFEE SHOPS	830	330	TR – CF
	: GRILL / RESTO - BAR			OTRE-BAR-RES
DINNER		830	330	TRE – DN
SNACK BAR / FOOD KIOSK		830	330	TRE – FK/SB
CANTEEN		830	330	OTRE - CTR
CATERING SERVICES		830	330	TRE - CN
TRAVEL AGENCIES		1,780	780	TRE – FK/SB
	: BRANCH / TICKETING OFFICE	1,780	780	TRE - TS
TOURIST TRANSPORT OPERATORS	: TOURIST BUS	2,030	1,030	TRE - TA
	: COASTER	1,730	830	TRE - CS
	:VAN	1,230	630	TRE - V
	: CAR/TAXI	830	430	TRE – C/TX
TOURISM ORIENTED ESTABLISHMENT: DEP'T STORE/MALL		3,530	1,530	OTRE - DPT
	DEP'T STORE/MALL	2,030	1030	OTRE SS
	BOUTIQUES	2,030	1030	OTRE-DPT
	GIFT SHOP	1,530	780	
W/ IN CITY PROPER AIRCON/SIZE/LOC	SOUVENIRS (A)	2,030	1030	OTRE -SS
OUTSIDE CITY PROPER (B)/AIRCON SIZE/ LOC	SOUVENIRS	1,530	780	
PASALUBONG HOUSES (TOURIST SHOP): W/ AIRCON SIZE/LOC		1,530	1030	TRE-TS
	: W/ OUT/AIRCON SIZE/LOC	1,530	780	

INTERNET GAMING	:LESS THAN 10 UNITS	1,030	530	OTRE-IG
	:11 UNITS TO 50 UNITS	1,030	530	

	:50 UNITS OR MORE	1,030	1530	
BILLARD	:LESS THAN 5 TABLES	1,030	530	TRE-B
	: MORE THAN 5 TABLES	2,030	1030	
Money Remittance Center: LBC/PALAWAN/MLHUIILLER/PUREGOLD		2,030	1030	OTRE-MR
SPA -Wellness Services / Salon		2,030	1030	OTRE/SP/SL
Tertiary Hospital		2,030	1030	OTRE-SP/SL
Target shooting Range				
Mice – organizer / Facility - venue				
Tourist Land Transport Operator (Car Rental/taxi/Tourist bus/)				
Tourist Water Transport Operator (Oceanjet/Weesam/2Go)				
Tourist Air Transport operator				
TOURISM RELATED ESTABLISHMENT				
*ADVENTURE / SPORT AND ECOTOURISM FACILITIES				
OTHER TOURISM RELATED ESTABLISHMENT				
*Farm Tourism Camp	OTRE - FTC			
*Gallery Museum:	OTRE – G/M			
*Tourism Entertainment Complex:	OTRE- TEC			
*Tourism Recreation Center:	OTRE - TRC			

BUSINESS ESTABLISHMENT		CLASS	NEW	RENEW	CLASS CODE
APPARTELLE	-A	75 OR LESS ROOMS	1,830.000	830.00	AP-A
APPARTELLE	-B	75 -125 ROOMS	2,030.000	1,030.00	AP-B
APPARTELLE	-C	125 AND MORE ROOMS	2,230.000	1,230.00	AP-C
BEACH RESORT	-A	20 OR LESS COTTAGE	1,830.000	830	BR - A
BEACH RESORT	-B	19 OR MORE COTTAGE	2,030.000	1,030.00	BR - B
RESORT CLASS	-AAA		9,530.000	2,530.00	R-3A
RESORT CLASS	-AA		6,530.000	1,30.00	R-2A
RESORT CLASS	-A		5,030.000	1,030.00	R-2A
SPECIAL INTEREST RESORT			4,030.000	1,030.00	R-A
HOTEL	DELUXE	DELUXE	13,530.000	2,530.00	H - D
HOTEL	FIRST CLASS	FIRST CLASS	11,230.000	2,230.00	H – 1C
HOTEL	STANDARD	STANDARD	8,030.000	2,230.00	H - ST
HOTEL	ECONOMY	ECONOMY	13,530.000	2,030.00	H - EC
HOTEL	(TRE – MT)		4,030.000	1,030.00	MT
PENSION	-A	20 OR LESS ROOMS	1,830.000	830.00	PH - A
PENSION	-B	21 – 50 ROOMS	2,030.000	1,230.00	
TOUR GUIDE			345.000	195.00	TG

TOURIST INN -A	20 OR LESS ROOMS	1,830.000	830.00	PH - A
TOURIST INN -B	21-50 ROOMS	2,230.000	1,030.00	PH - B
TRAVEL AGENCY		3,530.00	1,780.00	TR - T
TRAVEL AND TOURS		3,530.00	1,780.00	TR - T
TOURIST LAND TRANSPORT				
-TOURIST BUS		2,030.00	1,030.00	TLT- B
-COASTER		1,730.000	1,030.00	TLT – CS
-VAN		1,230.000	830.00	TLT – V
-CAR/TAXI		830.000	430.00	TLT -TX
RESTAURANT – TRE - RES				
A DELUXE		2,480.00	1,030.00	RES-DL
B FIRST CLASS		1,730.00	830.00	RES-FC
C TOURIST CLASS		1,230,	630.00	RES- TC
D TOURIST ECHO				
OTRE – CR CARENDERIA		830.00	330.00	RES – CR
(Food kiosk) SNACK BAR		830.00	330.00	RES - SB
DINER		830.00	330.00	RES - DN
CANTEEN		830.00	330.00	RES - DN
CATERING		830.00	330.00	RES-CTR
CAFETERIA		830.00	330.00	RES-cf
BARS / COCK TAIL LOUNGE	-NIGHT CLUB OTRE/BAR/RES	2,030.00	1,030.00	RES-B/NT
TOURISM EST. (OTRE)		NEW	RENEWAL	TRE
DEPARTMENT STORE		3,530.000	1,530.00	DPT
BOUTIQUE		2,030.000	1,030.00	BT
GIFT SHOP (OTRE-GS)		1,530.000	780.00	GS
SOUVENIR SHOP -A		2,030.000	1,030.00	SSA
SOUVENIR SHOP -B		1,530.000	780.00	SSB
PASALUBONG HOUSE-A (OTRE-GS)	w/ AIRCON/, SIZE/LOC.	2,030.000	1,030.00	PH-A
PASALUBONG HOUSE-B	WITH OUT	1,530.000	780.00	PH-B
INTERNET GAMING -A	1 – 10 UNITS	1,030.000	530.00	IG-A
INTERNET GAMING -B	11 – 50 UNITS	2.030.00	1,030,00	IG-B
BILLIARDS -A	5 OR LESS TABLE	1,030.00	530.00	B - A
BILLIARDS -B	5 UP TABLES	2,030.00	1,030.00	B- B
SPA/SALON		2,030.00	1,030.00	SP- SL
TICKETING		2,030.00	1,030.00	TCK
OTHER TOURISM RELATED EST.		2,030.00	1,030.00	OTRE