

## ACCREDITATION GUIDANCE NO. 2023 – 004

**SUBJECT : CLARIFICATORY GUIDELINES ON THE IMPOSITION OF MANDATORY ACCREDITATION PRIOR TO ISSUANCE OF BUSINESS PERMITS**

The following guidance is issued in response to concerns and inquiries from Regional Accreditation Officers seeking clarification on the submission of previous year business permit as part of the legal requirements for new and renewal applications.

Based on Memorandum Circular No. 2022-001, or the Revised Interim Guidelines Governing Applications for Accreditation During the State of Calamity Due to COVID-19, a "*valid Mayor's/Business Permit*" must be submitted for new and renewal applications.

The Department of Interior and Local Government (DILG) also issued an Advisory dated August 26, 2022, to all Local Government Units (LGUs) reiterating DILG Memorandum Circular 2019-17 on the Reiteration of RA 9593 or the Tourism Act of 2009, requiring Primary Tourism Enterprises (PTEs) to secure DOT accreditation prior to the issuance of license or permit to operate in accordance with Section 122 on Accreditation.

For purposes of these guidance, the following terms are hereby defined as follows:

***Newly established tourism enterprise*** – shall refer to a newly established tourism enterprise operating for the first time.

***Existing tourism enterprise*** – shall refer to a tourism enterprise that is currently operational.

***New Application*** – shall refer to an application filed by a tourism enterprise who has never been accredited by the Department.

***Renewal application*** – shall refer to an application filed by a previously accredited tourism enterprise that failed to apply during the application period or missed an accreditation cycle.

In view of the foregoing, the Office of Tourism Standards and Regulation provides the following guidance to the regional offices:

### 1. For New Applications of newly established tourism enterprise

- The requirement of a valid Business Permit may be deferred and application shall be processed. If the enterprise successfully completed the

accreditation application process, complying with all other requirements, including the inspection, a Certified True Copy (CTC) of the Accreditation Certificate shall be issued with note *“This Certified True Copy is being issued for the purpose of renewal of Mayor’s/Business Permit and valid only within 3 months from the date of issuance”*.

## 2. For New and Renewal Applications of Existing Tourism Enterprises

- To support the call of the LGUs to ensure the timely renewal of business permits, issued business permits from previous fiscal year (e.g. FY 2022) shall only be accepted up to March 31<sup>st</sup> of the current year (e.g. FY 2023).
- If the enterprise successfully completed the accreditation application and has complied with all other requirements, including the inspection, a Certified True Copy (CTC) of the Accreditation Certificate shall be issued with note *“This Certified True Copy is being issued for the purpose of renewal of Mayor’s/Business Permit and valid only within 3 months from the date of issuance”*.

Further, for both new and renewal applications, the following shall be strictly observed:

- The Certified True Copy must be signed by the Head of the Tourism Regulation Division – Accreditation Unit.
- The applicant shall be given three (3) months to submit a copy of a valid Business Permit to the DOT. Otherwise, its accreditation shall be considered null and void.
- *“Letter of Non-Compliance”* shall be issued to the tourism enterprise when certain deficiency/ies are found during the inspection.
- All tourism enterprises, whether primary or secondary, not covered by RA 9593 for accreditation, shall be issued a *“Letter of Non-Coverage”*, copy furnished the concerned LGU.

Attached is the prescribed template for your reference.

For the guidance of all concerned.

Thank you.

17 March 2023

  
**VIRGILIO M. MAGUIGAD, EnP**  
Director  
Office of Tourism Standards and Regulation

cc: Usec. SH Tamano, TRCRG  
Asec. MRC Bueno, TRCRG  
Asec. CV Morales, RMS



# NAME OF TOURISM ENTERPRISE

*with address at*

## BUSINESS ADDRESS

*having complied with the requirements prescribed by the Department of Tourism is hereby granted  
ACCREDITATION as a*

# TYPE OF ENTERPRISE / CLASSIFICATION

*pursuant to the provisions of Republic Act No. 9593 and the Rules and Regulations promulgated by the Department  
of Tourism to implement the intent and purpose of the said Republic Act.*

*Issued on (date of issuance) in the (city/municipality), Philippines.*

Certified True Copy must cover  
the QR Code and the validity of  
Accreditation.

Encircle whichever is applicable

**CERTIFIED TRUE COPY  
FROM THE ORIGINAL**



Name and Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Note: This Certified True Copy is issued for the purpose  
of application (new/renewal) of Mayor's/Business  
Permit and valid only within 3 months from the date  
of issuance.

*This accreditation is valid  
unless sooner cancelled, revoked, or suspended for cause.*

**FOR THE SECRETARY:**

**NAME OF REGIONAL DIRECTOR  
Regional Director**



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
DILG-NAPOLCOM Center, EDSA cor. Quezon Avenue, West Triangle, Quezon City  
[www.dilg.gov.ph](http://www.dilg.gov.ph)

### ADVISORY

**FOR : ALL CITY/MUNICIPAL MAYORS, DILG REGIONAL DIRECTORS, DILG FIELD OFFICERS AND ALL OTHER CONCERNS**

**SUBJECT : REITERATION OF THE DILG MEMORANDUM CIRCULAR 2019-17 OR THE "REITERATION OF REPUBLIC ACT NO. 9593 OR THE TOURSIM ACT OF 2009, RULE 8 CHAPTER 1 SECTION 122 ACCREDITATION"**

**DATE : AUG 26 2022**

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In accordance to the Section 122 *Accreditation* of the Implementing Rules and Regulations of the Republic Act 9593 otherwise known as "An Act Declaring a National Policy for Tourism as an Engine of Investment, Employment, Growth, and National Development, and Strengthening the Department of Tourism and its Attached Agencies to Effectively and Efficiently Implement that Policy, And Appropriating Funds Therefor" which requires Primary Tourism Enterprises (PTEs) such as hotels, resorts, etc. to obtain mandatory accreditation from the Department of Tourism (DOT) prior to the issuance of license or permit to operate by the Local Government Units (LGUs).

In line with this, all LGUs are hereby enjoined to ensure that all PTEs have complied with and have obtained DOT accreditation before functioning.

All DILG Regional Offices are hereby directed to cause the widest dissemination of DILG Memorandum Circular 2019-17 to all local government units within their respective area of jurisdiction.

For guidance and compliance.

  
**MARLO L. IRINGAN**

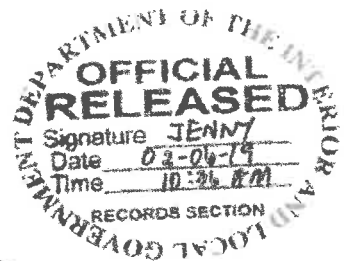
Undersecretary for Local Government

Encl: DILG MC No. 2019-17

BLGD-LFRDD/AFB/BFC/LLVDP/fsv/drc



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
 DILG-NAPOI.COM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City  
 http://www.dilg.gov.ph



February 6, 2019

**MEMORANDUM CIRCULAR**

**NO. 2019-17**

**TO : ALL LOCAL GOVERNMENT UNITS**

**SUBJECT : REITERATION OF REPUBLIC ACT NO. 9593 OR THE "TOURISM ACT OF 2009", RULE 8 CHAPTER 1 SECTION 122 ACCREDITATION**

In line with the Implementing Rules and Regulations (IRR) of Republic Act No. 9593, "Primary Tourism Enterprises" (PTEs) such as hotels, resorts, inns and other accommodation establishments **are required to secure accreditation from the Department of Tourism (DOT)** for issuance of license or permit to operate.

Local government units (LGUs) have to ensure that all PTEs **have complied with and have obtained DOT accreditation** before operations.

Concerned LGUs will be notified by the DOT of failure of compliance of respective PTEs, and will have to issue necessary closure orders should PTEs fail to rectify the same.

Please be guided accordingly.

**EDUARDO M. ANO**  
 Secretary





# NAME OF TOURISM ENTERPRISE

*with address at*

## BUSINESS ADDRESS


*having complied with the requirements prescribed by the Department of Tourism is hereby granted  
ACCREDITATION as a*

# TYPE OF ENTERPRISE / CLASSIFICATION

*pursuant to the provisions of Republic Act No. 9593 and the Rules and Regulations promulgated by the Department of Tourism to implement the intent and purpose of the said Republic Act.*

*Issued on (date of issuance) in the (city/municipality), Philippines.*

**CERTIFIED TRUE COPY**  
FROM THE ORIGINAL



Name \_\_\_\_\_ and Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Note: This Certified True Copy is issued for the purpose of application (new/renewal) of Mavor's/Business Permit

Certified True Copy must cover the QR Code and the validity of Accreditation.

Encircle whichever is applicable

**FOR THE SECRETARY:**

**NAME OF REGIONAL DIRECTOR**  
Regional Director

*This accreditation is valid ~~until (validity of accreditation)~~  
unless sooner cancelled, revoked, or suspended for cause.*