



## ACCREDITATION GUIDANCE NO. 2024 - 002

**SUBJECT : CLARIFICATORY GUIDELINES ON THE SUBMISSION OF LEGAL AND OTHER REQUIREMENTS IN LINE WITH THE IMPLEMENTATION OF THE UPDATED PROGRESSIVE ACCREDITATION (UPAS) AND OTHER ISSUANCES**

In line with the implementation of **Memorandum Circular No. 2023-0003** or the *Updated Progressive Accreditation System (UPAS)* and **Memorandum Circular No. 2021-002** or the *Rules and Regulation Governing the Accreditation of Tour Guides*, this guidance is hereby issued to provide clarification on the inquiries and concerns raised by the Tourism Quality Advisers (TQAs) relative to the submission of documentary and other requirements for accreditation applications.

For purposes of consistency, uniform interpretation, and application, the following legal and other requirements for tourism enterprises and frontliners shall be observed:

| PROVISIONS  | CLARIFICATIONS  |
|---|---|
| <b>DOT Memorandum Circular No. 2023-0003</b>  |   |
| <b>TRAVEL AND TOUR SERVICES</b>   |   |
| <p><i>For renewal, Audited Financial Statements (AFS) or any documents to prove that the establishment has a minimum working capital of ₱300,000.00 (for Basic); ₱500,000.00 (for Regular); and ₱1,500,000.00 (for Premium).</i></p>  | <p>The AFS may be substituted by the following documents based on the type of entity:</p> <p><b>For Corporation &amp; Partnerships</b></p> <ul style="list-style-type: none"> <li>- Latest General Information Sheet indicating the infusion of capitalization and Latest Bank Certificate</li> </ul> <p><b>For Single Proprietorship</b></p> <ul style="list-style-type: none"> <li>- Latest Bank Certificate</li> </ul>   |
| <p><i>For Regular Accreditation, the requirement for General Managers: Proof of three (3) years managerial experience in the operations of travel and tours, MICE, airlines, tourist transports, or accommodation establishments as certified by previous employer.</i></p> | <p><b>a. If the General Manager is the Owner/Sole proprietor of the TTA</b>, a copy of the past three Business Permits showing the name of the Owner/Sole Proprietor. Alternatively, a certification may be secured from the concerned Local Government Unit where the establishment is located to confirm that he/she has been engaged in the travel/tour business for three (3) years or more.</p> <p><b>b. If the General Manager is not the Owner/Sole Proprietor but has rendered at least three-years managerial experience in their current employment</b>, the certification may be secured from the employer, as certified by the President / Owner / Human Resources Manager.</p> |
| <b>MICE ORGANIZER</b>   |   |
| <p><i>For renewal, Audited Financial Statements (AFS) or any documents to prove that the establishment has a minimum working capital of ₱300,000.00 (for Basic); ₱500,000.00 (for Regular); and ₱1,500,000.00 (for Premium)</i></p>   | <p>The AFS may be substituted by the following documents based on the type of entity:</p> <p><b>For Corporation &amp; Partnerships</b></p> <ul style="list-style-type: none"> <li>- Latest General Information Sheet indicating the infusion of capitalization and Latest Bank Certificate</li> </ul> <p><b>For Single Proprietorship</b></p> <ul style="list-style-type: none"> <li>- Latest Bank Certificate</li> </ul>   |



Likewise, to further clarify **Section 11 of DOT MC 2023-0003** on compliance with environmental requirements, "tourism enterprises" as indicated in the Section shall refer to the following enterprises:

| Type of Enterprise   | Categories  |
|----------------------|---|
| <b>Accommodation</b> | Hotels<br>Resorts<br>Apartment Hotels<br>Mabuhay Accommodation with at least 10 rooms |
| <b>MICE</b>          | MICE Venues   |

Further, the following documentary requirements for tour guides under DOT Memorandum Circular No. 2021-002 is clarified as follows:

| DOT Memorandum Circular No. 2021-002   |  |
|--|--|
| TOUR GUIDES (Regional and Community Guides)  |  |
| <p><b>Requirements for New and Renewal Applications:</b><br/>xxx<br/>Valid Certificate of Training on Basic First-aid and / or Advanced First-aid / Basic Life Support conferred by DOT, Philippine Coast Guard or DOLE Recognized Training Providers (Department of Health (DOH), Philippine Red Cross (PRC), Bureau of Fire Protection (BFP) and Technical Education and Skills Development Authority (TESDA);</p> | <p>Only Certificates of Training issued by DOT, PCG, and DOLE recognized Training Providers shall be accepted, which include the following:</p> <ol style="list-style-type: none"> <li>a. Philippine Red Cross;</li> <li>b. Department of Health;</li> <li>c. Bureau of Fire Protection;</li> <li>d. <b>Local Disaster Risk Reduction and Management Councils (DOLE DO No. 244, April 4, 2024)</b></li> <li>e. DOLE-accredited TVIs with TESDA-registered Emergency Medical Service National Certification (EMS-NC) programs;</li> <li>f. and Other DOLE-accredited first aid training providers."</li> </ol> <p>The list of DOLE-accredited First Aid Training Providers may be found in their website: <a href="https://oshc.dole.gov.ph/first-aid-training-provider/">https://oshc.dole.gov.ph/first-aid-training-provider/</a></p> <p>Valid training certificates or identification cards issued by the aforementioned recognized training providers shall be considered as proof of compliance.</p> <p>The period of validity must be visible on the certificate or identification card. Alternatively, the training must have been completed within three years preceding the date of application.</p> |

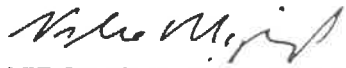
However, in order to facilitate the ongoing **renewal application** of accredited tour guides for CY 2024, as to the requirement of Valid *Certificate of Training on Basic First-aid and / or Advanced First-aid / Basic Life Support* will be **VOLUNTARY**, to give them ample time to acquire the said training. Certificates issued earlier than the past three years or those whose validity has already expired will likewise be accepted. However, for renewal applications received in 2025 or the next renewal periods, the said requirement will be strictly enforced.

For all **new** applications for accreditation as Regional Guide, the Valid *Certificate of Training on Basic First-aid and / or Advanced First-aid / Basic Life Support* will be required if the applicant did not undergo Tour Guiding Training with the DOT or DOT-accredited training institutions.

Please be reminded to closely coordinate with your respective TISP team for the preparation of requirements and scheduling of such activities to ensure that training components needed by your respective tourism frontliners or enterprises are provided prior to their application for accreditation, The regional cluster teams of SMED will be available as usual for other accreditation-related issues.

For the information and guidance of all concerned.

30 April 2024.



**VIRGILIO M. MAGUIGAD, EnP**

Director

Office of Tourism Standards and Regulation

cc: Usec. SH Tamano, TRCRG  
Asec. MRC Bueno, TRCRG  
OIC-Asec. JS Quiachon, RMS