



RECEIVED  
JUNE 07, 2020

BY TIME:  
DOC NO.

AG-2020-03120

02:00pm

## MEMORANDUM CIRCULAR NO. 2020 - 005

### INTERIM GUIDELINES FOR APPLICATIONS FOR ACCREDITATION

WHEREAS, Proclamation No. 922, series of 2020, declared a State of Public Health Emergency in recognition of the Coronavirus Disease (COVID-19) as a threat to national security and to prompt a whole-of-government approach in addressing the COVID-19 situation in the country;

WHEREAS, as a consequence of the declaration of a State of Public Health Emergency, various areas in the country were placed under different levels of Community Quarantine;

WHEREAS, to facilitate the processing of accreditation applications notwithstanding travel and transaction restrictions as a consequence of the imposition of Community Quarantine, there is a need to issue interim guidelines for applications for accreditation;

NOW, THEREFORE, based on the foregoing, these Interim Guidelines for New and Renewal Applications for Accreditation are hereby issued:

#### I.GENERAL PROVISIONS

**Section 1. Short Title.** This Circular shall be known as "*The Interim Accreditation Guidelines.*"

**Section 2. Definition of Terms.** For purposes of these Guidelines, the term:

- (a) "Accommodation Establishments" shall refer to establishments operating primarily for accommodation purposes including, but not limited to, hotels, resorts, apartment hotels, tourist inns, motels, pension houses, private homes used for homestay, ecolodges, serviced apartments, condotels, and bed and breakfast facilities.
- (b) "Accreditation" refers to a Certification issued by the Department of Tourism (DOT) to a tourism enterprise that officially recognizes it as having complied with the minimum standards for the operation of tourism facilities and services.
- (c) "Barangay Certificate of Residency" refers to a document issued by the barangay certifying that the applicant is a bona fide a resident of the said barangay.
- (d) "Mabuhay Accommodation" refers to tourist inns, pension houses, motels, bed and breakfasts, guest houses, hostels, and other similar accommodation establishments.
- (e) "Minimum Public Health Standards" refers to guidelines set by the Department of Health (DOH), as well as sector-relevant guidelines to aid all sectors in all settings to implement non-pharmaceutical interventions (NPI), which refer to public health measures that do not involve vaccines, medications, or other pharmaceutical interventions, which individuals and communities can carry out in order to reduce transmission rates, contact rates, and the duration of infectiousness of individuals in the population to mitigate COVID-19.
- (f) "Physical Inspection" refers to the ocular inspection of the premises of a Tourism Enterprise conducted by the DOT Regional Office who are physically present on site.
- (g) "Provisional Accreditation" refers to a certification issued by the DOT that a Tourism Enterprise has satisfactorily applied for and has not yet fulfilled all requirements for accreditation, but may be deemed accredited by the DOT subject to the execution of a Statement of Undertaking.

- (h) "Regular Accreditation" shall refer to the accreditation issued to tourism enterprises found to be compliant with both basic and minimum standards for the operation of tourism facilities and services. It shall be valid for a period of two (2) years and shall be renewable thereafter unless sooner cancelled for cause.
- (i) "State of Public Health Emergency" refers to the declaration by the President under Proclamation No. 922 declaring that the Philippines is in a state of public health emergency due to COVID-19.
- (j) "Sworn Statement of Undertaking" refers to sworn statement executed by the authorized representative of a Tourism Enterprise stating that it undertakes to complete the requirements for a DOT Accreditation and comply with relevant DOT standards, rules, and regulations.
- (k) "Tourism Enterprises" shall refer to facilities, services, and attractions involved in tourism, such as, but not limited to: travel and tour services; tourist transport services, whether for land, sea or air transportation; tour guides; adventure sports services involving such sports as mountaineering, spelunking, scuba diving, and other sports activities of significant tourism potential; convention organizers; accommodation establishments, including, but not limited to, hotels, resorts, apartelles, tourist inns, motels, pension houses, and home stay operators; tourism estate management services, restaurants, shops and department stores, sports and recreational centers, spas, museums and galleries, theme parks, convention centers, and zoos.
- (l) "Virtual Inspection" refers to the ocular inspection of the premises of a Tourism Enterprise conducted remotely by the DOT Regional Office remotely with the aid of a video conferencing online platform.

**Section 3. Coverage.** These Guidelines shall cover all new applications for accreditation or renewal of accreditation of all Tourism Enterprises; provided, that for Accommodation Establishments, only the following are covered:

- (a) Hotels;
- (b) Resorts;
- (c) Apartment Hotels;
- (d) Mabuhay Accommodations; and
- (e) Homestays.

**Section 4. Nature and Effectivity.** These Guidelines shall be temporary in nature and shall be in effect until further notice by the Department. These Guidelines may be revised at any time should prevailing circumstances merit.

## II. REQUIREMENTS FOR APPLICATION

**Section 5. Documentary Requirements for New Applications.** With the exception of tour guides and homestays, all Tourism Enterprises applying for Accreditation for the first time are required to submit the following documentary requirements:

- (a) Accomplished Application Form which need not be notarized;
- (b) Accomplished Self-Assessment Form;
- (c) Valid Mayor's or Business Permit; and
- (d) Sworn Statement of Undertaking.

**Section 6. Documentary Requirements for Renewal Applications.** With the exception of tour guides, Tourism Enterprises applying for renewal of their DOT Accreditation shall submit the following:

- (a) Accomplished Application Form, which need not be notarized;
- (b) Mayor's or Business Permit issued either the current year or the previous year; and
- (c) Sworn Statement of Undertaking.

**Section 7. Inspection of Premises.** As part of the accreditation process and to ensure that it complies with Minimum Public Health Standards, the applicant shall allow the physical inspection of its premises. If physical inspection is impracticable, Virtual Inspection of premises shall be conducted, in which case, the Accommodation Establishment shall be issued a Provisional Accreditation.

**Section 8. Submission of Other Documentary Requirements.** The submission of other documentary requirements in accordance with DOT Memorandum Circular (MC) No. 2018-03 on the Progressive Accreditation System shall be suspended until further notice.

### **III.ACCREDITATION**

**Section 9. Regular Accreditation.** A Certificate of Accreditation shall be issued to a Tourism Enterprise that:

- (a) is found to be compliant with Minimum Public Health Standards, as well as both basic and minimum standards for the operation of tourism facilities and services; and
- (b) has undergone Physical Inspection of its premises.

The Certificate of Accreditation shall be valid for two (2) years and shall be renewable thereafter unless sooner revoked for cause.

**Section 10. Provisional Accreditation.** A Certificate of Provisional Accreditation shall be issued to a Tourism Enterprise that:

- (a) is found to be compliant with Minimum Public Health Standards, as well as both basic and minimum standards for the operation of tourism facilities and services; and
- (b) has undergone Virtual Inspection of its premises.

The Certificate of Provisional Accreditation shall be valid for one (1) year and shall be renewable thereafter unless sooner revoked for cause.

**Section 11. Basic Registration.** A Certificate of Registration shall be issued to a Tourism Enterprise that is found to be compliant with only the basic requirements for the operation of tourism facilities and services.

The Certificate of Registration is valid for a period of one (1) year unless sooner revoked for cause.

### **IV.SPECIFIC GUIDELINES FOR TOURISM ENTERPRISES**

**Section 12. Tour Guides.** Applicants for new accreditation and renewal of accreditation as tour guides must still comply with the requirements under DOT MC No. 2015-06 on the Accreditation of Travel and Tour Agencies

**Section 13. Homestays.** New applicants for accreditation as homestays must still comply with the requirements for new applications for accreditation under Memorandum Circular No. 2018-03 on the Progressive Accreditation System.

**Section 14. Accommodation Establishments.** In accordance with DOT Administrative Order No. 2020-002, Accommodation Establishments that seek to operate during the Community

Quarantine shall, in addition to securing DOT Accreditation, apply for a DOT Certificate of Authority to Operate.

An Accommodation Establishment that has been granted a Certificate of Provisional Accreditation shall automatically be granted a Provisional Certificate of Authority to Operate.

**Section 15. Tour and Travel Agencies with Work-From-Home Arrangement.** Tour and travel agencies applying for DOT Accreditation, whether new or renewal, whose operations shall be under a Work-From-Home arrangement for employees, shall submit, in addition to the documentary requirements under Sections 5 and 10:

- (a) a Declaration of Work-From-Home Operation (**ANNEX A**);
- (b) a Barangay Certificate of Residency stating that the applicant has been a resident of the said Barangay for at least ONE YEAR; and
- (c) a copy of the Contract of Lease, if the place declared as residence is leased and not owned.

## V. OTHER GUIDELINES

**Section 16. Templates and Submission.** All documentary requirements may be requested from, and submitted personally or via e-mail to, the DOT Regional Office with jurisdiction over the area where the Tourism Enterprise has its official address.

The list of the official e-mail addresses of the DOT Regional Offices is attached as **ANNEX B**.

**Section 17. Waiver of Accreditation Fees.** Accreditation fees, whether for new application or renewal, shall be waived until further notice.

**Section 18. Separability Clause.** If any portion or provision of this Circular is declared null and void or unconstitutional, the other provisions not affected shall continue to be in force and effect.

**Section 19. Effectivity.** These Guidelines shall take effect immediately and shall remain effective until otherwise superseded, amended, or repealed accordingly.

For guidance and strict compliance.

06 June 2020.

  
**BERNADETTE ROMULO-PUYAT**  
Secretary 



**ANNEX A**

**DECLARATION OF WORK-FROM-HOME OPERATION**

I, (name of signatory in the application form), (position) in (name of travel and tour agency), with primary business address at \_\_\_\_\_, do hereby declare that:

1. That (name of travel and tour agency) will be conducting our operations under a **Work-From-Home Arrangement** during the pendency of the State of Public Health Emergency or Community Quarantine;
2. That such operations shall be conducted primarily at the residence of (name of President / General Manager / Authorized Person), (position) at (name of travel and tour agency);
3. That I am attaching herewith a **Barangay Certificate of Residency** valid for at least **One (1) Year** covering the above-stated address;
4. That if such residence is leased, I am attaching herewith a copy of the **Contract of Lease** covering the above-stated address.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

## ANNEX B

### Directory of DOT Regional Accreditation Offices

REGION	EMAIL ADDRESS	CONTACT DETAILS
NATIONAL CAPITAL REGION	ncrtourismregulationdivision@gmail.com	8459-5200 loc. 108
CORDILLERA ADMINISTRATIVE REGION	dotcaraccreditation@gmail.com	(074) 442 7014
REGION I	regionone.accreditation@gmail.com	0929-182-1225 0910-241-6174 0927-211-0293
REGION II	accreditation.dotr2@gmail.com	(078)373-0785/304-1503;0915-2750679;0917-5177853
REGION III	centralluzonaccreditation@yahoo.com	(045) 458,2358 /0999 670 4482 /0921 951 4154
REGION IV-A	accreditationdot4a@gmail.com	(049) 508-0741/62; (0917) 8710045; (0933) 3949792
REGION IV-B	dot.mimaropa@gmail.com dot4bonline@gmail.com	(8) 890-0945 / (8) 890-1014 / (8) 459-5200 Loc. 210
REGION V	dot5accreditation@gmail.com	(052) 472-5004 09175142851
REGION VI	dotr6accreditation@gmail.com trd6arow@gmail.com	(033) 503-2705
REGION VII	dot7accreditation@gmail.com dot7eaccreditation@gmail.com	(032) 254-2811
REGION VIII	accreditationdot8@gmail.com	0998 888 9715 0917 132 5299 0917 562 6671 0956 194 4233 0905 760 0242
REGION IX	dotr9accreditation@gmail.com	(062) 993-0030 / 955-2477 0915-331-1525 0935-966-2801
REGION X	dotx.accred@gmail.com	0995-358-8515 09559140480
REGION XI	accreditation.davao@gmail.com	(082) 221-0070 / 225-1940 0917-7955459 0917-1783762 0917-7055516 0906-2581064
REGION XII	tourism@dot12.org	(083) 520-1274 / 228-8667
REGION XIII	accreditationdot13@gmail.com	(085) 815-6040 / 0915-337-4606 / 0938-158-0681