



OFFICE OF THE SANGGUNIANG PANLUNGSOD

EXCERPT TAKEN FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG PANLUNGSOD OF THE CITY OF ALAMINOS, PANGASINAN HELD ON NOVEMBER 11, 2013.

- PRESENT:**
- | | |
|----------------------------------|-------------------------------------|
| Hon. Earl James C. Aquino | - City Vice Mayor/Presiding Officer |
| Hon. Joseph T. Bacay | - Majority Floor Leader |
| Hon. Oscar A. Boling | - Minority Floor Leader |
| Hon. Jan Marianne R. Fontelera | - Member |
| Hon. Margielou Orange D. Humilde | - Member |
| Hon. Rany S. De Leon | - Member |
| Hon. Perlito V. Rabago | - Member |
| Hon. Fatima Ann S. Isla | - Member |
| Hon. Orlando R. Go | - Member |
| Hon. Emerlina B. Ravarra, LBP | - Ex-Officio Member |
- ABSENT:**
- | | |
|-------------------------------------|------------|
| Hon. Jose Antonio Miguel Y. Perez | - on leave |
| Hon. Rufina J. Gabriel | - on leave |
| Hon. Moriah Diorella V. Ranoy, SKFP | - absent |

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ORDINANCE NO. 2013-10

ORDINANCE ENACTING THE ALAMINOS CITY TOURISM CODE OF 2013

EXPLANATORY NOTE

WHEREAS, it is the thrust of the city government of the city of Alaminos to vigorously promote tourism, stimulate local growth and revenue conformably with the dictates of Republic Act 7160, otherwise known as the Local Government Code of 1991;

WHEREAS, these policy directions are embodied in, "I CHOOSE HUNDRED ISLANDS, ALAMINOS CITY PARA SA LAHAT";

BE IT ORDAINED AS IT IS HEREBY ORDAINED, BY THE SANGGUNIANG PANLUNGSOD OF ALAMINOS CITY, IN SESSION DULY ASSEMBLED, and on motion of *Councilor Margielou Orange D. Humilde*, duly seconded by *Councilor Fatima Ann S. Isla*, co-sponsored by *Councilor Joseph T. Bacay* and *Councilor Jan Marianne R. Fontelera* that:

CHAPTER I

GENERAL PROVISIONS

SECTION 1. TITLE - This ordinance shall be known as the "Alaminos City Tourism Code of 2013".

SECTION 2. SCOPE - This ordinance shall govern and regulate tourism development and promotion programs of and within the City of Alaminos, including the licensing, registration, regulation and supervision of the operations of tourism oriented related establishments and activities.

The Ordinance shall apply to all persons, natural or juridical, who are engaged in tourism oriented and/or related undertakings such as, but not limited to the management of, hotels, restaurants, tourist inns, pension/transient houses, motorist hotels, homestays, dormitories, apartels, travelling agencies, operators/organizers, tourguides, professional congress, transport units,

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organizations and other similar tourism oriented/related establishments whose operation is domestic or international in scope.

SECTION 3. OBJECTIVES

- a. To initiate its own program, encouraging and developing tourism as means of projecting Alaminos City's culture, history, traditions and natural beauty, and as an instrument of accelerating the development of the City of Alaminos.
- b. To provide a forum to renew and/or update the commitments of the LGU and the private sector to expedite and ensure sustainable development and promotion of tourism in the City of Alaminos.
- c. To promote local tourism via pronounced theme.
- d. To institutionalize networking between and among NGA's, LGU's, and the private sector.
- e. To educate and inform the people of Alaminos City through the City Tourism Council of the cost-benefits of the tourism development.

SECTION 4. MANIFESTO OF COMMITMENTS - The City Government of Alaminos commits to accomplish the following:

- a. Adopt our City's rich history, nature, culture and arts as our industry's central theme to bring forth social cohesion and unity of direction;
- b. Encourage the adoption and enactment of legislative measures for the protection and enhancement of the environment through awareness campaigns aimed at preventing, counteracting or mitigating the negative impacts of tourism development;
- c. Strengthen the capabilities of the LGU and the Tourism Council in planning, developing and promoting the City's natural and man-made resources for sustainable growth;
- d. Work towards a pleasant experience and stay for the tourists while at the same time protecting the interests, welfare and rights of the host community;
- e. Promote quality tourism and endeavor to improve tourism facilities, professionalize tourism services and provide favorable atmosphere for investment flows in tourism development projects;
- f. Counteract unfavorable/unfair media coverage with positive news feedback;

SECTION 5. ACRONYMS AND DEFINITION OF TERMS - For the purpose of this ordinance, the terms and phrases enumerated in this Section shall be construed or interpreted to mean or refer to, as follows:

- a. **ACTC** - Alaminos City Tourism Council
- b. **ACTO** - Alaminos City Tourism Office
- c. **APARTMENT** - HOTEL (APARTEL) - any building or edifice containing several independent or furnished or semi-furnished apartments, regularly leased to tourists and travelers for a period of not less than one day.
- d. **ASSOCIATION** - An organization of persons/entities having the subject of tourism as a common interest.
- e. **BAR (KTV/Videoke), COCKTAIL LOUNGE (NIGHT OR DAY)** - are establishments where intoxicating and fermented liquors or malt are sold in addition to cooked food; it may also feature entertainment or live bands.



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- Night or day club includes any place frequented at night-time or day-time, as the case maybe, where patrons are served food and drinks and allowed to dance with partners or dance instructors. There may be presence of musicians or record players installed within its premises.
- f. **BPLO** - Business Permit and Licensing Office
- g. **BTC** - Barangay Tourism Committee
- h. **CITY** - The City Government of Alaminos
- i. **DOT** - Department of Tourism
- j. **HINT** - Hundred Islands National Park
- k. **HUNDRED ISLANDS NATIONAL PARK** - For this purpose, it refers to a vast or portion of land reserved by the City Government of Alaminos Pangasinan for tourism and public use.
- k. **HOTEL** - any building, edifice or premise which offers a venue for receptions, seminars/convention/forums, accommodations or lodging of travelers or tourist for a fee.
- l. **INBOUND TOUR** - a tour of the Philippines or any places within the Philippines.
- m. **INLAND RESORT** - resort located within the town proper or city.
- n. **MAYOR'S PERMIT** - the privilege or authority granted by the City Mayor to own operate manage and maintain a tourist establishment.
- o. **LTFRB** - Land Transportation Franchising and Regulatory Board.
- p. **LTO** - Land Transportation Office
- q. **MASSAGE THERAPIST** - is a certified/licensed who has undergone extensive training either local or internationally regarding anatomy, physiology and multitude of massage technique.
- r. **MUSEUM** - refers to establishment showcasing historical artifacts.
- s. **OUTBOUND TOUR** - a tour to any place outside the Philippines.
- t. **PAMB** - Protected Area Management Board
- u. **PENSION HOUSE/ TRANSIENT HOUSE** - a private or family-oriented tourist boarding house or tourist lodging house, employing non-professional domestic helpers, regularly catering to tourists and/or travelers, containing several independent gettable rooms, providing common facilities such as toilets, bathrooms/showers, living and dining rooms and/or kitchen and where a combination of board and lodging may be provided.
- v. **REGISTRATION** - the listing in the registry of licensed tourism-oriented and tourism related establishment, including those offering training and promotion programs, after such establishments and facilities shall have been certified by the City Government of Alaminos, through the ACTO as having conformed with the minimum standards/requirements in the accordance with this Ordinance.
- w. **RESORT** - any place or places with a pleasant environment and atmosphere conducive to a comfortable, healthful relaxation, offering food, sleeping accommodations and recreational facilities to the public for a fee.
- x. **RESTAURANT** - any establishment offering to the public regular and special meals or menu, cooked foods or short orders, beverage and drinks.
- y. **SPA** - refers to establishment that has a holistic approach to health and wellness, rest and relaxation that aims to treat the body, mind and spirit by integrating a range of professionally administered health, wellness, fitness and beauty, water treatment and services.
- z. **SPECIAL INTEREST RESORT** - refers to resorts providing facilities and equipment for the conduct of special interest activities, wildlife observation and bird watching, backpacking, camping, trail riding (either motorized or horseback), target shooting or hunting, and theme parks.



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- aa. **SPORTS AND RECREATIONAL FACILITIES** - establishments/resorts providing sports and recreational facilities such as swimming pools, bowling lanes, tennis courts, pelota or squash sports, golf course, riding range, shooting range, archery range, aquatic/water sports arrangement, fishing, water skiing and similar facilities forming parts of the resorts.
- bb. **TENANT** - any tourist or traveller who is registered as paying occupant of any accommodation establishments.
- cc. **THEATERS** - refers to the establishment use as venues for the performing arts.
- dd. **TIEZA** - Tourism Infrastructure and Enterprise Zone Authority.
- ee. **TOUR GUIDE** - an individual who either as an employee or affiliate of a duly licensed tour operator, accompanies tourists, both foreign and domestic, for a fee, commission or any other form of lawful remuneration on local sight seeing, excursion/tour; licensed by the PBLO and registered with ACTO.
- ff. **TOURISM-ORIENTED ESTABLISHMENT** - any establishment which is registered and licensed by the appropriate offices of the City Government which caters directly to tourist, whether domestic or foreign.
- gg. **TOURISM-RELATED ESTABLISHMENT** - any establishment or enterprise which may or may not be registered with the ACTO but which caters incidentally to both foreign and local travelers and tourists.
- hh. **TOURISM TRAINING PROGRAM** - any training program that caters or involved in the tourism industry.
- ii. **TOURIST INN** - a lodging establishment catering to local and foreign tourist not meeting the minimum requirements of an economy hotel.
- jj. **TOURIST LAND TRANSPORTATION UNIT** - any vehicle, carriage or conveyance moving on wheels or tunnels used in public roads and high ways and catering to tourists.
- kk. **TOURIST TRANSPORT OPERATOR** - a person or entity which may either be a single proprietorship or corporation, regularly engaged in providing for a fee of lawful consideration, tourist transport services as hereinafter defined, either in charter or regular run.
- ll. **TOURIST WATER AND AIR TRANSPORT OPERATOR** - any water craft or air conveyance catering to tourists.
- mm. **TOUR OPERATOR** - an entity which may either be a single proprietorship, partnership or corporation regularly engaged in the business of extending to individual or groups, such services pertaining to arrangement and bookings for transportation and/or accommodation, handling and/or conduct of in-bound tour whether or not for a fee, commission, or any form of compensation.
- nn. **WPCCI** - Western Pangasinan Chamber of Commerce and Industry.

CHAPTER II

SUPERVISION AND CONTROL

A. OFFICE OF THE CITY MAYOR

SECTION 6. OFFICE OF THE CITY MAYOR - The City Mayor as the local chief executive shall be the chief operating officer of all tourism programs of the City of Alaminos. He shall designate the chairperson of all institutionalized government tourism programs, which are observed and celebrated yearly or regularly in the City.

B. THE ALAMINOS CITY TOURISM COUNCIL (ACTC)



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SECTION 7. CREATION AND FUNCTION - For purposes of implementation of the provisions of this Ordinance, Alaminos City Tourism Council (ACTC) is hereby created as a policy-making body that is tasked to perform the following functions:

- a. Recommended policies and guidelines for the efficient and effective management of the Hundred Islands National Park (HINP) and other tourist destinations and the City of Alaminos for the approval of the Sangguniang Panlungsod.
- b. Initiate plans and programs like information dissemination on tourism awareness and other related activities that will encourage participation and involvement from all sectors of society for the development, promotion and in maximizing the tourism potential of the HINP.
- c. See to it that HINP shall be used primarily for tourism and the city shall provide support to coastal folks desiring to set up or develop tourism business/facilities within the HINP area.
- d. Ensure that the privilege of the private sector to develop and utilize tourism resources shall be exercised or continued to be exercised only under the basic concept that the grantee, licensee or permittee shall not only be a privileged beneficiary of the City but shall also be an active participant and partner of the City Government in the management, development conservation and protection of the tourism resources.
- e. Ensure that all tourism and tourism-related development and the City of Alaminos shall be in accordance with the comprehensive tourism master plan for the City of Alaminos.
- f. Shall likewise ensure that all tourism development project are community based.

The head of the Alaminos City Tourism Council (ACTC) shall work with the Office of the City Mayor on the promotion of tourism related projects. He shall be assisted by a City Tourism Officer who shall closely coordinate with different officers as regards to the implementation of tourism projects and programs in the City.

SECTION 8. COMPOSITION - The members of the City Tourism Council shall not be less than five (5) and nor more than fifteen (15) members, 60% of whom shall come from private sector and 40% from the government sector. The members shall be appointed by the Local Chief Executive whose term of office shall expire three years after appointment unless sooner revoked for cause. The Council Chairman and Vice-Chairman shall be elected by the members among themselves.

The City Tourism Council shall be composed of the following:

| | |
|--|-------------------|
| City Mayor | Honorary Chairman |
| City Administrator | Chairman |
| Chairman, Committee on Education, Culture & Arts, Public Information, Tourism, Environmental Protection And Waste Management | Member |
| Coastal Resources Management Officer | Member |
| ABC President | Member |
| Representative, Accredited NGO | Member |
| City Planning and Development Officer | Member |

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 Mrs. E. M. Pung
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| | |
|---|--------|
| PAMB Chairman | Member |
| Representative, ACTO | Member |
| Representative, WPCCI | Member |
| Representative, Tourism Related Organizations | Member |
| Representative, Environmental Orgs. | Member |
| President, Motorboat Association | Member |
| President, Market Vendors Association | Member |
| DEPED District Officer | Member |
| Representative of the Land Transportation Group | Member |

SECTION 9. COUNCIL MEETING - The Council shall conduct their regular meetings twice a month at a schedule they may hereinafter agree upon within the jurisdiction of Alaminos City. The Council Members shall perform their duties on a voluntary basis however, they shall be entitled for reimbursement of their actual expenses (Transportation, Meals) incurred in attending council meeting.

C. THE COMMITTEE ON EDUCATION, CULTURE AND ARTS, PUBLIC INFORMATION, TOURISM ENVIRONMENTAL PROTECTION & WASTE MANAGEMENT IN THE SANGGUNIANG PANLUNGSOD

SECTION 10. THE COMMITTEE ON EDUCATION, CULTURE & ARTS, PUBLIC INFORMATION, TOURISM, ENVIRONMENTAL PROTECTION & WASTE MANAGEMENT IN THE SANGGUNIANG PANLUNGSOD - The committee on Tourism and Culture and Arts shall be responsible for introducing legislative measures concerning the promotion of tourism in the City of Alaminos.

D. ALAMINOS CITY TOURISM OFFICE

The Alaminos City Tourism Office (ACTO) and Barangay Tourism Committee (BTC) in coordination with concerned national agencies and instrumentalities, shall perform the following duties and functions:

- To ensure a sustainable funding mechanism for the implementation of tourism plans, policies, programs and activities;
- To generate revenues to fund local tourism development plans;
- To collect tourism charges and fees as may be deemed necessary in relation to the mandate of the Code;
- Supervise and coordinate the implementation of tourism policies, plans and projects of the City Government;
- Supervise the operations and maintenance of city-owned and managed tourist destination areas like parks, convention centers, museums, resorts and picnic areas to ensure the cleanliness and beauty of each facility;



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- f. Design and implement the promotional and marketing structure of the City of Alaminos;
- g. Conduct inspection and accreditation of tourism establishments;
- h. Organize events and activities that will promote the local culture and tourism attractions of the city;
- i. Conduct tour packages that will result in the influx of tourist, both foreign and domestic;
- j. Organize and conduct culture and tourism seminars, summits and trainings;
- k. Organize fund raising projects and events, accept donations, sponsorships and solicitations, through the City Mayor, for city tourism programs and parks beautification;
- l. Conduct surveys, research and other data gathering activities to support each tourism programs;
- m. Represent the city in any tourism or promotional activities within the locality, in the region, national and international levels;
- n. Perform and execute any tourism or promotional related activities and programs;
- o. Promote the City Tourism Development Program with the use of traditional media and of the internet;
- p. Submit recommendations to the Sangguniang Panlungsod on possible amendments to this Ordinance or the approval of additional ordinances intended to improve the local tourism industry;
- q. Assist tourists in making their visit to the city as enjoyable and memorable as possible;
- r. Maintain a Tourism Information Desk and Tourism Information Hotline to be located at the city government center and in all tourist destinations within the city;
- s. Coordinate and consult with the private sector and with the City Tourism Council in the development of the local tourism industry; and
- t. Perform such other tasks and duties that may be assigned to it by law, by ordinance, or by order of the City Mayor.

There shall be created a Barangay Tourism Committee which shall provide the backbone of all tourism programs and/or projects in the City of Alaminos. Each Barangay shall be encouraged to allocate at least five (5) percent of the 20% Development Fund from their Annual Internal Revenue Allotment Share. The Barangay Tourism Committee shall be headed by the Punong Barangay as Chairman; the Barangay Kagawad who garnered the most number of votes in the immediately preceding barangay elections shall be the vice-chairman; the Barangay Treasurer shall be the Committee Treasurer; the Barangay Secretary shall the Committee Secretary; and the Barangay SK Chairman shall be the Committee PRO.

SECTION 11. CREATION AND FUNCTIONS

- a. There is hereby created Alaminos City Tourism Office, under the control and supervision of the Office of the Mayor, and a Barangay Tourism Committee (BTC) in every barangay to be headed by the Barangay Captain.
- b. The City Tourism Officer (CTO) shall head the City Tourism Office (ACTO) and report directly to the City Mayor who is the Chief Operating Officer. He shall be assisted by additional subordinate staff members as follows:

| TITLES/POSITIONS | GRADE/STEP |
|--|------------|
| 1. City Government Dept. Head I | 25/1 |
| 2. Administrative Officer V (Accountant III) | 19/1 |
| 3. Administrative Assistant VI (Computer Operator III) | 12/1 |
| 4. Park Maint. General Foreman | 10/1 |
| 5. Administrative Assistant II (Bookkeeper) | 8/1 |
| 6. Tourism Operations Assistant | 7/1 |



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CHAPTER III

CLASSIFICATION OF TOURISM ESTABLISHMENTS

SECTION 12. All tourism establishments/activities in the City of Alaminos must be classified, accredited, and registered in accordance with the Rules and Regulations promulgated by the Department of Tourism on 20 April 1992 and 26 August 1992, and published in the Supplement of the Official Gazette, Volume 89, No. 20 dated 17 May 1993. Said establishments must likewise comply with existing local laws, rules and regulations covering their business operations in the City.

CHAPTER IV

GOVERNMENT TOURISM PROGRAMS, SPECIAL EVENTS, FACILITIES, PARKS, INSTITUTIONS, INFORMATION CENTERS

SECTION 13. GOVERNMENT- SPONSORED TOURISM PROGRAMS AND SPECIAL EVENTS - The City Government hereby establishes and recognizes annual/regular government-sponsored tourism programs and special events such as but not limited to as follows:

1. Alaminos Mass Wedding; February
2. Annual City Fiesta; March
3. Longganisa Festival; March
4. Hundred Islands Global Homecoming; March
5. Alaminos City Day Anniversary Celebration; March 28
6. Famers & Fisherfolks Festival/Agri-Trade and Food Fair; March and May
7. Various summer activities in Alaminos City; April-May
8. Hundred Islands Turn-over Anniversary, September 29
9. Hundred Islands Festival;
10. Christmas Activities in Alaminos; December
11. Visits of foreign delegations and recognition affair;
12. Promotion of arts and culture consciousness;
13. DOT-PTA and LGU sponsored tourism promotion activities;
14. Activities of Pangasinan Travelers Bureau; and
15. Activities of Tourism-related Organizations

Other special events under the sponsorship of the City of Alaminos to promote arts, culture, environmental awareness and tourism.

SECTION 14. PARKS, PLAZAS, RIVER PARKS AND MAJOR ROADLINES - The City Government shall provide measures, assistance and activities for the establishment, rehabilitation, development and maintenance of cleanliness of the existing parks, gardens, plazas, rivers and roads and other parks, gardens and plazas which may hereafter be created.

SECTION 15. INSTITUTIONAL AND HISTORICAL LANDMARKS - The City Government shall provide measures, assistance, and activities to protect, develop, promote and maintain the cleanliness of the following institutional and historical landmarks in line with the general tourism program. Historical landmarks be separated from the rest as Institutional Landmarks or Historical Landmarks.



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A. INSTITUTIONAL LANDMARKS

- a. The Alaminos City Hall
- b. Alaminos City Library
- c. Central Business District
- d. Alaminos City Malls and Market
- e. Adopt a Mountain
- f. Techno-Demo Farm
- g. Mangrove Plantation
- h. Materials Recovery Facility (MRF)
- i. Others

B. HISTORICAL LANDMARKS

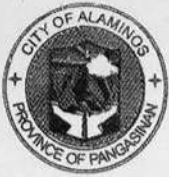
- a. The Saint Joseph Cathedral
- b. Heritage Houses near the plaza of Alaminos City
- c. The Limahong and Urduja Shrine
- d. The Quezon Monument in Quezon Island
- e. The Bonifacio Monument
- f. Baleyadaan Church Ruins
- g. Embarcadero Bridge
- h. Don Leopoldo Sison Auditorium
- i. Others

SECTION 16. FACILITIES AND SERVICES - The City Government shall provide measures, assistance and activities for the establishment, provision and maintenance of the following facilities at strategic places for the enhancement of tourist services:

- a. Tourism Welcome Center, Brgy. Lucap
- b. Tourism Information Center, Brgy. Poblacion
- c. Automated Teller Machine (ATM) at Lucap Wharf
- d. City Coaster and City Tourists Bus
- e. Food Courts/Souvenir Shops
- f. Playgrounds
- g. Pasalubong Centers (especially Alaminos specialties)
- h. Restrooms and Bath Houses

SECTION 17. GOVERNMENT TOURISM INFORMATION CENTERS - The City Government shall provide measures, assistance and activities that will establish, put to use and improve the Tourism Information Centers. The Hundred Islands Management Board shall determine uses, assignments, or similar programs relative to the same:

- a. Lucap Wharf
- b. Hundred Islands National Park
- c. Bolo Beach
- d. Alaminos City Plaza



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CHAPTER V

INTEGRATION OF AGRICULTURE IN ALAMINOS CITY ON TOURISM PROGRAM

SECTION 18. AGRI-TOURISM - Agricultural projects of the City shall be included among the tourist destinations in the City.

SECTION 19. AGRICULTURAL PRODUCTS AND DELICACIES - Agricultural products and delicacies of the City shall be included in the menu of hotels, restaurants and other food establishment.

CHAPTER VI

REGISTRATION AND INSPECTION OF TOURISM ORIENTED/RELATED ESTABLISHMENT, ACCREDITATION OF TOUR GUIDES AND MASSAGE THERAPISTS

SECTION 20. MAYOR'S PERMIT OF THE BUSINESS OF TOURISM-ORIENTED ESTABLISHMENTS - Any person, natural or juridical who keep, manage or operate any building, edifice or premises or a completely independent part thereof, for the purpose of engaging in a tourism-oriented business shall secure a Mayor's Permit to operate the same.

SECTION 21. REGISTRATION OF TOURISM-ORIENTED ESTABLISHMENT - All tourism-oriented establishments shall register with the ACTO.

SECTION 22. REGISTRATION OF TOUR OPERATORS - Tour Operators with business address, either as principal or branch office, in the City of Alaminos must apply for registration and license, as follows:

- Partnership organized under the laws of Philippines, at least 60% of the capital of which are owned by the Filipino Citizens;
- Corporation organized under the laws of Philippines, at least 60% of the capital of which are owned by the Filipino Citizens; and
- Such other establishments not covered by the preceding paragraphs of this Section may apply for the same privileges; provided they first comply with all requirements of the rules and regulations as provided in this ordinance and existing laws.

SECTION 23. SECURING MAYOR'S PERMIT OF TOUR GUIDES - All tour guides are hereby required to acquire Mayor's Permit and register with the ACTO. Tour guides must undergo training with any government accredited training providers. Permit is renewable annually.

Licensed Tour Guides of the City Government must possess the following qualifications:

- Bonafide residents of the City of Alaminos;
- Must be 18 years old onward;
- Fluent in speaking Filipino and English;
- Physically and mentally fit;
- Preferably knowledgeable in other dialects and foreign languages;
- At least high school graduate or college level; and
- Such other qualifications as may be deemed necessary.



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SECTION 24. SECURING MAYOR'S PERMIT OF MASSAGE THERAPIST - All massage therapists are hereby required to acquire Mayor's Permit and register with the ACTO and must undergo training with any government accredited training providers. Permit of massage therapist is renewable annually.

Licensed Massage Therapist must possess the following qualifications:

- a. Bonafide resident of Alaminos City;
- b. Able to speak basic English;
- c. Of good mental and physical health; and
- d. Of good reputation.

For the purposes as provided in SECTION 23 and 24, the Alaminos City Tourism Office shall undertake to conduct and/or facilitate the trainings for tour guides and massage therapists by competent, reliable and reputable persons or institutions.

SECTION 25. WHO ARE AUTHORIZED TO SIGN THE APPLICATION FOR REGISTRATION AND LICENSE - In the filing of application for registration and licenses, the following are authorized to sign:

- a. For sole proprietorship, the owner thereof or his duly authorized representative.
- b. For partnership, one of the partners designated on a sworn certification by all partners to sign the application.
- c. For corporation, the persons named in the board resolution authorized to sign the application or person designated in its by-laws.

SECTION 26. APPLICATION REQUIREMENTS FOR REGISTRATION AND MAYOR'S PERMIT - For newly established tourism businesses, copies of the following documents must be submitted:

A. RESORT

- 1. For corporation or partnership:
 - a. A certified true copy of the Articles of Incorporation, its by-laws, or Articles of partnership and Amendments thereof,
 - b. Certified Copy of the Certificate of Registration with the SEC,
 - c. And the business name certificate and amendments thereof, if any.
 - d. List of officials and employees and their respective designations, nationality, home address, for alien personnel; valid visa from the Bureau of Immigration and the proper permit from the Department of Labor and Employment shall be submitted.
 - e. Annual General Liability Insurance for guest in the amount of not less than the following:

| | |
|-------------------------------|----------------|
| Class "AAA" | Php 100,000.00 |
| Class "AA" | Php 50,000.00 |
| Class "A" | Php 20,000.00 |
| Special Interest Resort | Php 20,000.00 |

- f. Schedule of current room rates.

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- g. List of proprietors, principal owners, major partners, major stockholders, controlling members, their nationalities, capital contribution, stock or participation; in the case of corporation, such list must indicate the quantity, par value and type (whether voting or non-voting) of the stock with an indication of the absolute total value of the outstanding voting stock and its ratio to the total value of the outstanding non-voting stock; and in all cases the list shall be accomplished by proof of their financial capacity such as sworn statements of assets and liabilities, and income tax returns.
- h. Sworn Certificate or list containing the names of the hotel keeper/manager, assistant hotel keeper/manager and other members of the hotel staff and their respective designations, nationalities, home address and accompanied by a passport size photo of each of them.
- i. Joint venture and/or technological assistance agreements, if any, existing or proposed and about to be entered into with foreign nationals.

B. HOTEL

1. For corporation, partnership, single proprietorship or other entity:
 - a. Certified copy of articles of incorporation and by-laws, constitution and by-laws, articles of partnership or association;
 - b. Registration of Business Name and amendments thereof,
 - c. Copy of the Certificate of Registration with the Securities and Exchange Commission and other registering government agency as the case maybe.
2. Resolution of the Board of Directors of the corporation, association and other entity authorizing the filing of the application and designating its representative authorized to act for and its behalf.
3. List of directors and other principal officers and their respective nationalities. If any director or officer is a naturalized Filipino Citizen, such fact should be stated, accompanied by a copy of his certificate of naturalization or citizenship.
4. List of proprietorships, principal owners, major partners, major stockholders or controlling members, their nationalities, capital contribution, stock or participation; in case of a corporation, such list must indicate the quantity, per value and type (whether voting or non-voting) of the stock with an indication of the absolute total value of the outstanding voting stocks and its ratio to the total value of the outstanding non-voting stocks, and in all cases, the list should be accompanied by proof of the financial capacity such as sworn statements of assets and liabilities and income tax returns.
5. Sworn Certificate or list containing the names of the hotel keeper/manager, assistant hotel keeper/manager and other members of the hotel staff and their respective designations, nationalities, home address and accompanied by a passport size photo of each of them.
6. Joint venture and/or technological assistance agreements, if any, existing and proposed and about to be entered into with foreign nationals.
7. Schedule of current room rates, Food and Beverage (F&B) prices of menu for hotels.
8. Comprehensive General Liability Insurance for guests.

| | |
|----------------------|--------------|
| De Luxe Class | P 100,000.00 |
| First Class | 100,000.00 |
| Standard Class | 50,000.00 |
| Economy Class | 50,000.00 |

Handwritten signatures and initials on the left margin:
 - A large signature at the top left.
 - A signature in the middle left.
 - A signature below it.
 - A signature further down.
 - A signature at the bottom left.
 - A signature at the very bottom left.



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9. Such other papers or documents as maybe required by pertinent laws, rules and regulations.

C. TOURIST INN/APARTEL

1. For corporation or partnership:
 - a. Certified true copy of the Articles of Incorporation, its by-laws or Articles of Partnership and amendments thereof,
 - b. Copy of the Certificate of Registration with the Securities and Exchange Commission
 - c. Business Name Certificate.
2. A list of names of all officials and employees and their respective designations, nationalities and their home address; and for alien personnel, valid visa from the Bureau of Immigration and the proper permit from the Department of Labor and Employment.
3. Annual General Liability Insurance for guests in the amount of not less than the following:

| | |
|---------------|-------------|
| Apartel | P 10,000.00 |
| Inn | 10,000.00 |

D. TOUR OPERATOR

1. Documents required for registration:
 - a. A Copy of the Certificate of Registration with the Securities and Exchange Commission;
 - b. A Copy of the Registration of the Business Name, if sole proprietorship;
 - c. Two- year projected financial statements to reflect, among other things, a minimum working capital of Five Hundred Thousand Pesos (P500,000.00);
 - d. Surety bond in the amount of Five Hundred Thousand Pesos (P500,000.00) issued by a duly accredited bonding company of good standing in favor of the City Government and condition to answer for any and all liabilities resulting from or incurred in the course of travel or tour operation, which shall be valid for a period of one (1) year from the date of issuance of the license;
 - e. Complete list of personnel together with one (1) 1x1 photo of each and notarized certification of the manager that they are without criminal record;
 - f. List of names or addresses of Tour Guides and Travel Representatives;
 - g. For alien personnel, valid visa from the Bureau of Immigration and the proper working permit from the Department of Labor and Employment;
 - h. Contract of Lease or Contract to Lease the office space intended for the use of the agency and in the case of the owner of the agency is also the owner of the building or the premises concerned, proof of ownership must be submitted;
 - i. A Board resolution designating the person authorized to and transact the business;
 - j. Such other documents required pursuant to existing laws, ordinances and other legal issuances.
2. Additional requirement for Tour Operators using Motor Vehicle shall use motor vehicles which are registered with the Land Transportation Office.
3. Establishment of Branch within Alaminos City – Before the establishment or operation of a branch, the tour operator shall give notice to and secure Certificate of Registration from ACTO.



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E. TOUR GUIDE

1. Proof that the applicant has passed a seminar for tour guides duly conducted by any of the following: the Department of Tourism, City Government or other Government Agencies, duly authorized by the Department of Tourism to conduct seminar. Provided, however, that this requirement maybe waived by the City Government with the concurrence of the Department of Tourism where the applicant possesses special academic or professional qualification relevant to tourism.
2. Certificate of good health issued by any duly accredited government physician.
3. Clearance from the National Bureau of Investigation.
4. In the case of alien applicants, proof of employment with duly licensed agency, permit to work or registration certificate from the Department of Labor and Employment and proof of reciprocity which shall consist of a certificate by the proper official of the home state of the applicant to the effect that the law of such state allows or permits reciprocal rights to Filipino citizens to engage in tour guiding which must be properly authenticated.

F. TOURIST TRANSPORTATION OPERATION

1. Documents required to support application for license to operate:
 - a. For Corporation or partnership:
 1. Certified True Copy of Business Name Certificate and all amendments thereto, if any,
 2. Copy of Articles of Incorporation, its By-laws or Articles of Partnership and Amendments thereto, if any,
 3. Copy of the Certificate of Registration with the Securities and Exchange Commission;
 - b. Proof of ownership or lease over an area adequate to serve as maintenance depot and garage for all its units;
 - c. List of names of all officials and employees and their respective designation, nationalities, home addresses, certified correct under oath by the Secretary of the firm of the proprietor himself;
 - d. Surety bond in the amount of Ten Thousand Pesos (P10,000.00) issued by a duly licensed insurance or bonding company of good standing in favor of the City Government and condition to answer for any and all liabilities resulting from or incurred in the course of the tourist transport operation; and
 - e. Such other papers or documents as maybe required from time to time pursuant to existing laws, ordinances and other legal issuances.
2. Documents Required to Support Application for Registration of Vehicle as Tourist Transport.
 - a. LTO registration of the Tourist Transport/Taxis;
 - b. A copy of the LTFRB Certificate of Public Convenience franchise or authorization;
 - c. A copy of the transportation rates as approved by the LTFRB;
 - d. A compulsory motor vehicle liability insurance in the amount of not less than the following:

Third Party Liability - P 20,000.00 /unit
Passenger accident - P 12,000.00/unit



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- e. Pictures of the vehicle showing the side, back, front view thereof, with the company's name and logo imprinted at its rear and sides, respectively; and
- f. Such other papers and documents as may be required from time to time pursuant to existing laws, ordinances and other legal issuance.

G. TOURISM RELATED ESTABLISHMENTS

1. For corporation or partnership,
 - a. A certified copy of the Articles of Incorporation,
 - b. Copy of By-laws or Articles of Partnership Amendments thereof,
 - c. Copy of the Certificate of Registration with the Securities and Exchange Commission,
 - d. Business Name Certificate, in case of single proprietorship, Business Name Certificate and amendments thereof, if any;
2. List of names of all officials and employees and their addresses for alien personel-valid visa from the Bureau of Immigration and the proper permit from the Department of Labor and Employment; and
3. Such other requirements as maybe requested and/or deemed necessary.

H. MASSAGE THERAPISTS

Establishments catering exclusively to international tourists with offices in the City shall also be required to secure license and permit from the BPLO.

CHAPTER VII

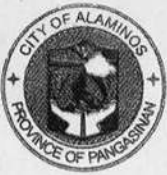
CERTIFICATION OF REGISTRATION/FEEES

SECTION 27. ISSUANCE OF CERTIFICATE OF REGISTRATION FROM THE ALAMINOS TOURISM OFFICE.

- a. After having determined that all requirements set forth in the preceding Section have been satisfied and/or completed by the applicant and after payment of the required fees and in the absence of any objection to the application, the ACTO shall issue the corresponding Registration Certificate and seal of registration within five (5) working days.
- b. The ACTO shall adopt a seal (sticker) for registration purposes.

SECTION 28. REGISTRATION FEES - An annual registration fee shall be paid in accordance with the following schedule:

| | |
|----------------------------|-------------------|
| 1. HOTELS | REGULAR FEE/ANNUM |
| De Luxe Class | Php 2,220.00 |
| First Class | Php 1,980.00 |
| Standard Class | Php 1,650.00 |
| Economy Class | Php 1,100.00 |
| 2. TOURIST INNS | Php 550.00 |
| 3. APARTEL | Php 385.00 |
| 4. PENSION/TRANSIENT HOUSE | Php 220.00 |



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| | | |
|--|-----|---------------------------------|
| 5. MOTORIST HOTEL (MOTEL) | Php | 220.00 |
| 6. DORMITORIES | Php | 500.00 |
| 7. RESORT (INLAND) | | |
| Class "AAA" | Php | 2,200.00 |
| Class "AA" | Php | 1,100.00 |
| Class "A" | Php | 550.00 |
| Special Interest Hotel | Php | 550.00 |
| 8. TOURISM RELATED EQUIPMENTS | | |
| Tourist Bus | Php | 275.00/unit |
| Coaster | Php | 165.00/unit |
| Van | Php | 150.00/unit |
| Tricycle | Php | 110.00/unit |
| Motorboat | Php | 110.00/unit |
| 9. TOURISM RELATED ESTABLISHMENTS | | |
| Tour Operator/Travel Agencies | Php | 1,100.00/annum (main office) |
| | Php | 550.00/annum (branch) |
| 10. TOUR GUIDES | Php | 250.00/annum |
| 11. MASSAGE THERAPISTS | Php | 250.00/annum |
| 12. PROFESSIONAL CONGRESS ORGANIZERS (Conventions, Seminars and Others()) | Php | 550.00/annum/ Organizer |

SECTION 29. OBJECTION TO APPLICATIONS OF TOURISM RELATED/ORIENTED ESTABLISHMENTS - Applications for registration of tourism related/oriented establishments shall be posted in three(3) conspicuous places designated by the ACTO to allow the public to know the existence of pending applications. Accordingly, any person may file a written objection before the ACTO to the issuance or renewal of Certificate of Accreditation and/or sticker to the applicant. The objection shall state the facts upon which it is based and shall be sworn to before a person authorized to administer oaths. Upon receipt of such objection the ACTO shall, within three (3) days, furnish the applicant with a copy of the objection and require them to answer within five (5) working days from receipt hereof. Within seven (7) days from receipt of the answer of the applicant, the ACTO shall then conduct a hearing with both parties duly notified and present. The ACTO in coordination of the City Legal Office shall render a decision on the objection within seven (7) days from the start of the hearing.

SECTION 30. VALIDITY OF CERTIFICATE OF REGISTRATION - The Certificate of Registration of tourism-oriented and tourism-related establishments shall be valid until revoked or cancelled for valid cause. If the tourism-oriented and/or tourism-related establishment concerned has ceased operation for at least six (6) months, the same shall be treated as "CLOSED" without prejudice to re-application.

SECTION 31. DOCUMENTS/REQUIREMENTS TO BE SUBMITTED FOR THE RENEWAL OF REGISTRATION - The application for the renewal of registration shall be supported by the following documents;



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- a. A copy of the amended Articles of Partnership and By-Laws, if any;
- b. List and information sheets of additional personnel, if any, or any change in the manpower complement;
- c. Latest Income Tax Return and Audited Financial Statements covering the preceding year's operation; provided, that if this requirement is not available at the time of renewal, the same shall be submitted not later than April 30 of the current year;
- d. A resolution of the Board of Directors authorizing the continuation of the business;
- e. Proof of renewal of General Liability Insurance (additional requirements for resort and tourist inn/apartel).
- f. Renewal of surety bond referred to in SECTION 26 (f), (1) d. of additional requirements for tourist transport operation;
- g. Barangay Clearance;
- h. Previous Certificate of Registration; and
- i. Certification from the Department of Labor of compliance with Labor Laws.

CHAPTER VIII

COMPOSITE INSPECTION TEAM

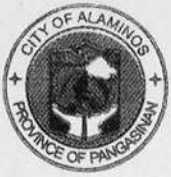
SECTION 32. CREATION OF A COMPOSITE INSPECTION TEAM - There is hereby created one (1) Composite Inspection Team, to be headed by a team leader from the ACTO office. The other members of the team shall be composed of a representative from each of the following offices/departments;

- a. The Business Permits and Licensing;
- b. The Office of the City Engineer;
- c. The City Health Office;
- d. The Alaminos City Police Office;
- e. The Office of the City Treasurer;
- f. The Sangguniang Panlungsod Committee on Tourism;
- g. Alaminos City Tourism Office;
- h. City Coastal Resource and Management Office;
- i. Tourism-Related Organizations
- j. Bureau of Fire and Protection

SECTION 33. FUNCTIONS OF THE COMPOSITE INSPECTION TEAM - For all establishments already in operation, the Composite Inspection Team shall have exclusive authority to conduct regular inspections for the purpose of verifying compliance with the requirements of this Code and other existing laws.

SECTION 34. FREQUENCY AND TIME OF REGULAR INSPECTION - Inspection shall be made once every six (6) months during office hours.

SECTION 35. SPECIAL INSPECTIONS - When public interest so requires, the recommendation of the ACTO may serve as basis for an authorization for the Composite Inspection Team or any members thereof, to conduct a special inspection.



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SECTION 36. CHECKLIST TO BE ACCOMPLISHED DURING INSPECTION - The ACTO shall provide the necessary checklist to the team in carrying out its inspection. A copy of the checklist should be furnished to any duly authorized representative.

SECTION 37. ACCESS OF INSPECTION TEAM TO RECORDS AND PREMISES - The Composite Inspection Team shall have access to the registry book or card of the tourism establishments all parts and facilities thereof and the right to interview any employee and investigate any fact, condition, or matter which may be necessary to determine any violation or aid in arriving at a just and correct conclusion.

SECTION 38. REPORT OF THE COMPOSITE INSPECTION TEAM - Within five (5) days from the date of inspection, the Composite Inspection Team must have completed its report on its findings and/or recommendation. The report must be submitted by the ACTO to the office of the local executive.

SECTION 39. DEFECTS AND DEFICIENCIES FOUND DURING THE INSPECTION - Where certain defects or deficiencies have been found in the course of inspection, the ACTO shall give directions to the manager/operator of the tourism establishments concerned to rectify/remedy the defects or deficiencies within the period of one (1) week from the notice thereof.

SECTION 40. EXTENSION OF THE PERIOD - For good cause, the period within which to remedy the defects or deficiencies noted may be extended, but in no case shall be period of extension granted exceed two (2) months.

SECTION 41. PENALTY FOR FAILURE TO REMEDY THE DEFECT - If the management, of any tourism-related establishments fails to remedy the defect or deficiencies noted within the prescribed period, the following penalty shall be imposed:

- a. Resort - fine of Php 400.00 for every day of delay in complying with the directions;
- b. Hotel - fine of Php 500.00 for every day of delay.
- c. Apartel/Tourism Inn - fine of Php 400.00 for every day of delay.
- d. Others - fine of Php 300.00 for every day of delay:

Provided that, in no case shall the violation continue for more than fifteen (15) days upon the expiration of the grace period. Should the tourism establishment concerned fail to rectify the defects or complete the deficiencies noted, the license and certificate of accreditation shall be revoked/suspended; as may be justified under the circumstances.

CHAPTER IX

REGULATION, CONTROL AND SUPERVISION ON THE OPERATION OF TOURIST-ORIENTED AND TOURIST-RELATED ESTABLISHMENTS

SECTION 42. COMPLIANCE WITH CITY ORDINANCES AND OTHER LAWS - All tourism related/oriented establishments must comply with City Ordinances pertaining to, the following matters:

- a. Sanitation
- b. Zoning/set-back/parking



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- c. Regulation on the use, operation and construction of "VIP rooms" inside the videoke/KTV bars, internet cafes or computer rental shops/gaming centers.
- d. Regulation of establishments catering to minors.
- e. Ecological Solid Waste Management policies

Likewise, all tourism oriented/related establishments must comply with the National Building Code and other national laws.

SECTION 43. TRANSFER OF CERTIFICATE OF REGISTRATION - The Certificate of Registration is a matter of privilege and maybe issued only to qualified applicants. Accordingly, no owner and/or operator shall transfer or alienate in any manner said certificate and license.

SECTION 44. DISPLAY OF CERTIFICATE OF REGISTRATION - The Certificate of Registration and license shall be displayed in a conspicuous area in their place of business. Stickers shall be posted in entrances/doors, gates of such establishments for easy identification purposes.

SECTION 45. REGISTRY - Resort/Hotel/Apartel/Tourist Inn/Pension/Transient House/Lodge shall keep a registry or record book. All guest /visitor seeking accommodations shall be required to register the following particulars in the registry and/or record book:

- a. His/her full name;
- b. Particular of any identity card, passport or other travel documents issued to him/her;
- c. The place of his/her origin and his/her permanent, regular or known address;
- d. The probable duration of his/her stay and his/her intended destination;
- e. The occupation or place of employment;
- f. His/her nationality;
- g. The hour and date of his/her arrival.
- h. Contact details

SECTION 46. GUEST SUFFERING FROM CONTAGIOUS AND/OR INFECTIOUS DISEASE - The manager/operator shall immediately report to the City Health Office any guest, tenant or member of any tourism establishment concerned who is suspected and/or found to be suffering from a dangerous, contagious and/or infectious disease for appropriate action. A copy of a report shall be transmitted to the ACTO.

SECTION 47. DEATH AT THE TOURISM ESTABLISHMENT - The manager/operator shall immediately report incidence of death, serious physical injuries and illness in his/her establishment to the nearest police station. A copy of the report shall be transmitted to the ACTO by the police station within a period not later than twelve (12) hours.

SECTION 48. INSURANCE COVERAGE - The City Government shall provide insurance coverage to tourists going to the Hundreds Islands. The period of coverage shall begin from the time of their departure from the Lucap Wharf up to the time of their actual return.

SECTION 49. INSURANCE PREMIUM - The City Government shall collect insurance premium from the designated portion of the Entrance Fee paid by every tourist in going to the Hundred Islands.

SECTION 50. MOA WITH ACCREDITED INSURANCE COMPANY - The City Government and the



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accredited insurance company shall enter into a Memorandum of Agreement stipulating therein the terms and conditions in providing insurance coverage for tourists going to the Hundred Islands.

SECTION 51. CERTIFICATE OF INSURANCE COVERAGE - The City Government shall provide each tourist going to the Hundred Island a copy of Certificate of Insurance Coverage as proof of such coverage and in facilitating insurance claims whenever necessity occurs.

IDENTIFICATION CARDS OF PERSONEL OF TOURISM-ORIENTED ESTABLISHMENT

The City Tourism Identification Cards shall be issued to employees of tourism establishments upon request subject to payment of fifty pesos (Php 50.00) per I.D. to be renewed annually; provided, that said employees are included in the list of personnel of the tourism establishment concerned. The I.D. must be surrendered to the ACTO upon separation from work within 72 hours from separation.

SECTION 52. LIABILITY OF MANAGERS/ OPERATORS FOR ACTS OF OMISSIONS OF EMPLOYEES OF TOURISM – ORIENTED AND TOURISM RELATED ESTABLISHMENT - Without prejudice to provision of existing laws, managers/operators and assistants of tourism establishments shall be administratively liable for the acts or omission of any of its members against any guests/visitors. They may however be exempted from liability if they could establish that they have exercised the diligence of good father of a family in the supervision of the erring employees, or where the acts or omission complained of are beyond the control of the managers/operators or their assistants due to fortuitous event of *forcemajeure*.

SECTION 53. COMMISSION OF ACTS INIMICAL TO THE TOURISM INDUSTRY - Acts committed by managers/operators or any member of an establishment which shall prejudice the promotion of tourism in Alaminos City shall be considered as acts inimical to the tourism industry. The acts may include overcharging, fraud, gross misconduct, discourtesy, dishonesty, misinterpretation, among others.

SECTION 54. TOURISM TRAINING PROGRAMS - All tourism establishments shall provide staff training program, accredited by the Department of Tourism or the City government, designed to acquaint each member of the staff of his/her duties and responsibilities to the end that such member will know what is expected of him/her.

SECTION 55. CODE OF ETHICS AND CONDUCT - Tourism establishment managers/operators and/or associations and their employees, shall be governed by their respective Code of Ethics and Conduct in dealing with one another and towards the guests or tenants of the establishment. Such Code of Ethics and/or Conduct shall include the administrative penalties that may be imposed for their violations such as fine, suspension, or dismissal from the service. The said Code of Ethics and/or Conduct once approved by the ACTO shall become part of these rules; provided that in case of conflict between any provision of these rules and said Code of Ethics and/or Conduct, the former shall prevail. The manager/operator of tourism establishments may seek assistance from ACTO in formulation of the said Code.

SECTION 56. PROMOTIONS/DEMOTION - A hotel may be promoted or demoted from one class to another as the circumstances may warrant. Any hotel which has upgraded its facilities and services among others, and has complied with requirements of a higher class hotel, may apply with the ACTO for promotion to such higher class. The ACTO shall submit the recommendation to the DOT



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for approval. Conversely, whereafter due investigation by the Composite Investigation Team, it has been established that a hotel is not being kept or managed in a manner conformable to the establishment standards, the ACTO shall give notice to hotel manager/operator or such fact granting a hotel a period of time stated in notice within which to comply with the required standards. If the hotel fails to comply within the period granted in the notice, the ACTO shall submit its recommendation to the DOT for demotion of the class of the hotel.

SECTION 57. MANNER OF FIXING - The fixing of rates for tourists transport shall be the responsibility of the LTFRB. No tourists transport operator shall charge rates other than those so prescribed by the LTFRB.

SECTION 58. APPLICATION FOR INCREASE OF TRANSPORTATION RATES - All applications for the increase of transportation rates shall be filed before and approved by the LTFRB.

SECTION 59. TOURIST TRANSPORTATION SERVICE - Tourist transportation service shall be offered on a regular point-to-point run and may be priced at rates higher than those charged by public utility operators of the same route. The points of departure and destination of a tourist transport regularly playing a route shall be a hotel, resort, or such similar tourism facility and picking up or unloading of passengers in between such point is prohibited.

SECTION 60. CHARTER RATES - A tourist transport operator shall charge only charter rate as previously approved in accordance with these rules.

SECTION 61. REGULAR RUN ON PUB ROUTES - When a tourist transport operator makes regular run and it is the only available transportation service being offered, it may be allowed to run on public bus routes. Provided, that there is a prior approval by the LTFRB under conditions and requirements it may prescribe.

SECTION 62. FILING OF SCHEDULE OF CHARGES - Tourist establishments shall file with the ACTO and shall readily make available in printed or mimeographed form a schedule of charges on all services and rental fee. Any charges shall be communicated with the ACTO within seven (7) days prior to the effectivity date of such charges.

SECTION 63. PRECAUTIONARY MEASURES - Management shall post sufficient and visible sign in strategic areas of the cocktail lounge/nightclubs/bars to warn and/or inform guests and customers of the rules and regulations, fire exit guidelines, including hours of operation while inside the premises.

CHAPTER X

REGULATION ON THE REGISTRATION OF GUESTS; OPERATION OF MOTORBOATS FERRYING TOURISTS/PASSENGERS TO HUNDRED ISLANDS AND OTHER TOURIST SPOTS; COLOR CODING; UNIFORM REQUIREMENTS FOR BOATMEN; IDENTIFICATION CARDS; AND RENTAL RATES OF MOTORBOATS FOR HIRE.

SECTION 64. REGULATION ON:

A. Registration of guests:



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All guests visiting the the HINP including those who stay in hotels and transient house are required to register with the City Tourism Office at Lucap Wharf, Barangay Lucap, after manifesting and filling up the forms provided thereof.

B. Operation of motorboats ferrying tourists/passengers to Hundred Islands and other tourist spots:

1. All motorboat owners/operators and boatmen ferrying tourists/passengers to the Hundred Islands or other tourist spots shall always wear a uniform marked with the pronounce theme.
2. All motorboats for tourists must be registered with the Alaminos City Tourism Office and must be issued a Mayor's permit.
3. All motorboat owners/operators and boatmen shall undergo Basic Life Support Course and secure Health Certificate from the City Health Office before securing Mayor's Permit to ferry tourists/passengers to any tourist spot in the City of Alaminos.
4. All motorboat owners/operators and boatmen shall undergo Personality Development Seminar and Orientation on Tourism in the Hundred Islands National Park to be conducted and/or facilitated by the ACTO.
5. All motorboat owners/operators and boatmen are hereby required to provide trash bins on their motorboat. The motorboat owners/operators shall be responsible for the proper disposal of the wastes.
6. All motorboat owners/operators and boatmen shall provide each of its passengers on-board with life-vests while the motorboat is on its way to and from its destination; provided, however, that in case of the refusal of the passenger to wear life-vest, he shall be made to sign a waiver.
7. All motorboat owners/operators/boatmen shall require anyone who claims exemption from the payment of entrance fee to show a written permit/request from the City Mayor/Administrator.
8. All motorboat operators/boatmen shall dock only at the designated areas of the HINP.

C. Color Coding:

1. All motorboats- for -hire which depart from and dock at Lucap Wharf shall be colored **red** with a number painted on the body of the boat.
2. Boat capacities shall also be indicated and painted conspicuously at the body of the boat to avoid over-loading.
3. Motorboats - for - hire which depart from and dock at the ports of hotels located at Barangay Lucap shall be colored **white**.

D. Uniforms for Boat Operators/Boatmen:

1. Operators/Boatmen of motorboats -for -hire which depart from and dock at the Lucap Wharf shall wear **yellow t-shirts** while shuttling tourist to and from the HINP.
2. Operators/Boatmen of motorboats departing from and docking at the ports of hotels and transient houses at Barangay Lucap, shall wear **blue t-shirts**.

E. Identification Cards (ID) of Boatmen:

The Tourism Office of this City shall issue identification cards to all boatmen catering tourists/passengers to and from the HINP.



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F. **Rental Rates of Motorboat**- for- hire shall be fixed based on the following schedules:

| BOAT CAPACITY | DAY TOUR | SERVICE BOAT | OVERNIGHT |
|--------------------------|--------------|--------------|--------------|
| Small (1-5 passengers) | Php 1,000.00 | Php 1,400.00 | Php 2,000.00 |
| Medium (6-10 passengers) | Php 1,300.00 | Php 1,800.00 | Php 2,500.00 |
| Large (11-15 passengers) | Php 1,500.00 | Php 2,000.00 | Php 3,000.00 |

SECTION 65. *Limitation on Boat operation:*

Only day-tour shall operate during Lenten season such as Maundy Thursday, Good Friday and two successive days following Good Friday so as to ensure sufficient boats for the riding public during such season.

SECTION 66. *Motorboat hired overnight as service Boat:*

When a motorboat is hired overnight as service boat, the boatman with his boat shall be required not to leave his guests/passengers in the Island, making his boat available whenever the latter desires to leave the Island at any time.

SECTION 67. PENALTIES - Violations of any of the provisions of Chapter 10 of this ordinance shall be punishable by a fine of not less than Two Thousand Pesos (P 2,000.00) nor more than Three Thousand Pesos (Php 3,000.00) and suspension of license until requirements under this Chapter is complied with. Provided that, a third offense under this Chapter shall cause a suspension of license for not less than one (1) month nor more than three (3) months without prejudice to the filing of appropriate criminal action under existing laws and ordinances when circumstance so warrant.

CHAPTER XI

ZONING OF HINP FOR VARIOUS ACTIVITIES AND USER'S FEES

SECTION 68. ZONING OF HINP ACTIVITIES - To ensure the safety of tourists and to avoid any untoward accidents within the HINP, this Code hereby adopts the Protected Area Management Board (PAMB) Management Zoning.

SECTION 69. USER'S FEES - The City Tourism Office, in coordination with the City Tourism Council, is hereby mandated to collect environmental/activity fees from any person, natural or juridical, who will use the Hundred Islands National Park for any of the following activities:



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An environmental fee of Forty Pesos (P 40.00) shall be charged to every individual upon entrance to HINP.

| ACTIVITY | PROPOSED DATE |
|-----------------------------------|-------------------------|
| A. Film Making | Php 5,000.00/ day |
| B. Motorized Banca | Php 100.00/ day |
| C. Game Fishing (catch & release) | Php 100.00/ day |
| D. Beach Wedding | Php 2,500.00/day (min.) |
| E. Photo Pictorial/Functions | Php 1,000.00/day |
| F. Jets Ski (Private) | Php 300.00/ jet ski/day |
| G. Scuba Diving | Php 500.00/diver/day |
| H. Snorkling Fee | Php 20.00/pax/day |

SECTION 70. PENALTY - Any person found violating SECTIONS 68 and 69 shall be punished with a fine of One Thousand Pesos (Php 1,000.00) or imprisonment of seven (7) days or both at the discretion of the court. Provided, however, that the City Mayor is hereby empowered to impose an administrative fine of One Thousand Pesos (Php 1,000.00).

CHAPTER XII

PROHIBITED ACTS AND THEIR PENALTIES

SECTION 71. PROHIBITED AND UNLAWFUL ACTS - The following acts are prohibited within the HINP:

- a. Hunting, fishing, gathering, collecting, destroying, disturbing, or mere possession of any plants or animal or products derived therefrom without a permit from the Protected Area Management Board-HINP (PAMB);
- b. Dumping any waste, hazardous toxic products and other pollutants detrimental to the area and to the plants and animals therein.
- c. Gathering, collecting, mutilating, defacing, or destroying objects of natural beauty or interest (scenic value) or any objects of cultural value within the protected area.
- d. Damaging and leaving roads and trails in a damaged condition.
- e. Squatting, mineral locating or otherwise occupying any land.
- f. Constructing or maintaining any kind of structures, fence or enclosures, conducting any business enterprise without a permit.
- g. Leaving in exposed or unsanitary conditions refuse or debris by depositing on ground or in bodies of water.
- h. Altering, removing, destroying or defacing boundary mark and signs.
- i. Gathering, collection and possession of corals, shells and bonsai.
- j. Sand quarrying from the islands and quarrying of white sand and pebbles elsewhere.
- k. Eating outside of the designated eating areas.
- l. Camping outside designated camping areas.
- m. Bonfires on areas not otherwise identified as bonfire areas by the HINP management.
- n. Introduction of Alien or exotic species or genetically modified organism.
- o. Possessing, selling or exporting ordinary precious and semi-precious corals, whether raw or in processed form.
- p. Fishing or taking of rare, threatened, or endangered marine species as may be determined by the DA-BFAR
- q. Use of any motorized equipment without a permit from the HINP management Board.



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- r. Burning of trees, waste, flammable materials and the like.
- s. Other punishable offenses under sections 90,93, and 96 of the *Philippine Fisheries Code of 1998* committed within fishery reserves, refuge, sanctuaries, and marine protected areas established under said law or pursuant thereto.
- t. Other acts inconsistent with the management plan and/or applicable laws such as the Fisheries Code, Environmental Code, Clean Air Act, Wildlife Resources Conservation and Protection Act, and others.

SECTION 72. PENALTIES - Any person found violating SECTION 71 shall be fined in the amount of not less than Five Thousand Pesos (Php 5,000.00), exclusive of the value of the things damaged and imprisonment of not less than one (1) month but not more than one (1) year. Provided, **THAT**, if the area requires rehabilitation or restoration as determined by the court, the offender shall also be required to restore or compensate for the restoration to the damage; provided, further, **THAT** the court shall order the eviction of the offender from the land and forfeiture in favor of the local government all minerals, timber or any species collected or removed including all equipments and devices used in connection therewith and any construction or improvement made thereon by the offender. If the offender is an association or corporation, the president or manager shall be directly responsible for the acts of his employees and laborers; provided, finally, **THAT** the City Mayor may impose administrative fines and penalties consistent with this ordinance.

SECTION 73. CRIMINAL SANCTIONS

- a. **VIOLATIONS OF A NON-HOLDER OF AUTHORITY** - Any person who is not a holder of a Mayor's Permit and violates any of the provisions of this Ordinance shall, upon conviction by a competent court, suffer the penalty of imprisonment not exceeding one (1) year or fine of not less than Four Thousand Pesos (Php 4,000.00) or both at the discretion of the court. However, the fine shall not be more than Five Thousand Pesos (Php 5,000.00).
- b. **PENALTY IMPOSED UPON OFFICERS OF JURIDICAL PERSONS** - If the offender of the provisions in the next preceding paragraph hereof is a corporation, partnership, firm or association, the penalty provided therefore shall be imposed upon the officers responsible for the violation; and if such officer is foreign citizen, he shall, in the addition be subject to deportation proceedings.

SECTION 74. ADMINISTRATIVE PENALTIES - Without prejudice to the application of the above penal sanctions and the imposition of fine equivalent to the value of the damage or the cost of restoration and/or rehabilitation, the Office of the City Mayor may, after impose an administrative fine not less than One Thousand Pesos (Php 1,000.00) but not more than Five Thousand Pesos (Php 5,000.00) against any person, natural or juridical, who shall violate or license of such person.

CHAPTER XIII

CLOSURE OF TOURISM ORIENTED OR RELATED ESTABLISHMENTS, IMPOSITION OF FINE, FORFEITURE OF BOND, SUSPENSION, CANCELLATION AND/OR NON-RENEWAL OF LICENSE

SECTION 75. GROUND FOR THE CLOSURE OF TOURISM ORIENTED OR RELATED ESTABLISHMENTS, IMPOSITION OF FINE, FORFEITURE OF BOND, SUSPENSION, CANCELLATION AND/OR NON-RENEWAL OF LICENSE - The Composite Investigation Team shall recommend the closure of tourism establishments on the following grounds:



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- a. Making any false declaration or statement or making use of any such declaration or statement or any document containing the same or committing fraud or any act of misrepresentation for the purpose of obtaining the issuance, grant or renewal of any certificate of accreditation/reaccreditation or license.
- b. Failure to comply with or contravene any of the conditions set forth in the license;
- c. Failure to meet the standards and requirements for the operation of tourism establishments, as prescribed in the rules;
- d. Serious physical injury or loss of life of any guest due to fault or negligence of any of its officials or employees (for resort/hotel/tourist inn/apartel/other tourism-related establishments);
- e. Allowing or permitting the tourism establishment, including any of its facilities, to be used for illegal, immoral, illicit activities, such as; gambling, prostitution, etc, (for resort/hotels/tourist inns/apartel/other tourism related establishments);
- f. Violations of any of the conditions or the LTFRB franchise (for tourist transport operation);
- g. Tolerance of gross misconduct, discourtesy, dishonesty, misrepresentation and/or fraudulent solicitation of business committed by any of the officers or employees against their clients to the detriment of the tourism industry;
- h. Willful violations of agreement and/or contracts entered into by the tourism establishments and its clients;
- i. Failure to replace or renew the Surety Bond within fifteen days (15) from the date said bond is ordered forfeited or confiscated in accordance with the rules or cancelled and/or revoked for whatever cause (in case of travel agency);
- j. Failure to pay fine, as well as fees, dues and contributions imposed under existing laws;
- k. Failure to submit a notice of any change and its personnel within fifteen (15) working days of such change;
- l. Employment/hiring of employees (tour guides who are not holders of a valid license issued by the BPLO and/or without valid working visa and working permit);
- m. Opening of any branch without prior registration with the ACTO;
- n. Non-settlement of account and/or non-remittance of collections due to carrier of their co-agencies, or any agency by the government or any individual within the period of prescribed law;
- o. Any other acts/ omission that worked against the interest of the tourism industry.

SECTION 76. GROUNDS FOR CANCELLATION AND SUSPENSION OF LICENSE OF TOUR GUIDES -

The following are grounds for cancellation of accreditation and suspension of license of tour guides:

- a. Cancellation of accreditation:
 - 1. Conviction of a crime involving moral turpitude; and
 - 2. Conviction of any of the acts enumerated in (b).
- b. Suspension of license:
 - 1. Any overt act of dishonesty, misrepresentation, or misconduct committed against a member of his/her tour group, against her/his employer or co-employee.
 - 2. Forced tipping or contributions from tourists.
 - 3. Failure to comply with the requirements as to the compulsory wearing of identification cards.



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CHAPTER XIV

MISCELLANEOUS PROVISIONS

SECTION 77. INCENTIVES FOR REGISTRATION OF TOURISM-ORIENTED AND TOURISM- RELATED ESTABLISHMENT - Tourism-oriented and Tourism-related establishments, which are duly registered and licensed by the City Government, shall be entitled to the following incentives:

- a. "One-Stop-Shop" processing of registration and license, which should be completed within a period of not exceeding fifteen(15) days.
- b. Exemption from the "Liquor Ban" in accordance with relevant provisions of existing laws or ordinances of the City of Alaminos.
- c. Inspection of Composite Team of the City Government to be made only once every six (6) months, except in several cases as public interest may require whenever authorized by the City Administrator, upon recommendation of the ACTO.
- d. Formation of a tourism and enforcement group in coordination with the ACTO.

SECTION 78. GRANT OF TAX EXEMPTIONS AND PRIVILEGES BY THE CITY COUNCIL TO TOURISM ESTABLISHMENTS OF INTERNATIONAL STANDARDS - In addition to the privileges mentioned in the preceding section, the City Council may, upon recommendation of the ACTC, grant tax exemptions and incentives to tourism establishments of international standards such as, but not limited to, the following:

- a. 5- Star De Luxe Hotel;
- b. International Convention Center;
- c. Man-made resorts or recreational parks of the international standard, similar to "Disney Land" or "Ocean Park";
- d. International Film Center/Movie Studio with hi-tech, modern equipment and realistic film location sets of international standards similar to "Universal Studios"; and
- e. Such similar establishments as may be determined by the ACTC.

The establishment referred to in this section may also apply for the utilization of city government-owned land through lease agreement or joint venture under terms and conditions that the City Council may deemed proper to impose.

SECTION 79. CONFIDENTIAL CHARACTER OF A CERTAIN DATA - Information and documents received by or filed with the ACTO and the requirements of this Ordinance shall be treated as confidential and shall not divulged to any private party without the consent of the party concerned, except when public interest so required. Any official or employee of the ACTO, including those that are temporarily assigned therewith, who shall violate the provisions of this Section shall be guilty of an offense under this Ordinance.

SECTION 80. ENLISTMENT OF AID, ASSISTANCE AND SUPPORT OF OTHER GOVERNMENT AGENCIES - In the implementation of the provisions of the Ordinance the ACTO may enlist the aid, assistance and support of any and all government agencies, whether local or national.

SECTION 81. IMPLEMENTING RULES - The City Mayor may, from time to time, issue rules and regulations as may deem fit and necessary for the effective implementation of this Ordinance.

[Handwritten signatures and initials on the left margin, including names like 'Amor', 'Juffa', and '888']

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SECTION 82. FUNDING - The funds necessary for the implementation of this Ordinance shall be taken from the annual appropriations of the ACTO. Said funds shall be included in the preparation of the Annual Budget of the City Government.

CHAPTER XV

FINAL PROVISIONS

SECTION 83. SEPARABILITY CLAUSE - If for any reason, any part or provisions of this ordinance shall be rendered unconstitutional or invalid, other parts which are not affected thereby shall continue to be in full force and effect.

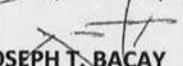
SECTION 84. EFFECTIVITY - This Ordinance shall take effect upon its approval, posting in three (3) conspicuous places in the City and publication in a newspaper of province wide circulation.

I **HEREBY CERTIFY** to the correctness of the foregoing ordinance consisting of twenty-eight (28) pages including this page.

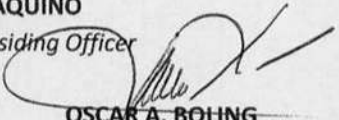
ATTESTED:


EARL JAMES C. AQUINO

City Vice Mayor/Presiding Officer


JOSEPH T. BACAY

Majority Floor Leader


OSCAR A. BOLING


Minority Floor Leader


JAN MARIONNE R. FONTELERA

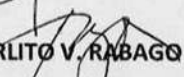
Member


MARGIELOU ORANGE D. HUMILDE

Member


RANY S. DE LEON

Member


PERLITO V. RABAGO

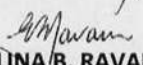
Member


FATIMA ANN S. ISLA

Member


ORLANDO R. GO

Member


EMERLINA B. RAVARRA, LBP

Member

Approved:


ARTHUR F. CELESTE

City Mayor