



OFFICE OF THE MUNICIPAL TOURISM

Office or Division:	Albuera Municipal Tourism Office (AMTO)			
Classification:	Simple			
Type of Transaction:	G2C & G2B – Government to Clients & Government to Business			
Who may avail:	Visitors / Researchers / Students / Teachers / Tourism Professionals			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
A.Tourism/Culture and the arts related inquiry.		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log in	1. Log book readily available at the office.	None	1 minutes	AMTO Staff/ Roberto Elegio Jr.
2. Present formal letter addressed to the Albuera municipal tourism office.	2. Receive request letter. Interview the requesting party on the purpose of the inquiry	None	5 minutes	AMTO/ Francis Isabelle Sarsonas
3. Inquiry proper.	3. Attend to client inquiries immediately and provide any other available data regarding tourism and culture and the arts in our Municipality. Such as reservation booking at Sibugay Mountain Resort and Ecolodge Hotel and Culture and arts ready to use book.	None	20 Minutes	AMTO/ Francis Isabelle Sarsonas
4. Visit the Sibugay Mountain Resort.	4. Accompany and assist the visitor to check and book the resort and hotel for available dates for their future reservation.	None	1 hour	AMTO Staff/ Roberto Elegio Jr.
TOTAL		Refer to Chart	1 hour and 26minutes	

