



City Tourism Office



DESCRIPTION OF THE SERVICE

- A 7-hour trip where tourists/visitors are guided to explore the ancestral houses and other remarkable attractions in the City, with the aid of Tourism personnel

Office of Division:	City Tourism Office / Museo Puntong Batangan
Location:	Museo Puntong Batangan (behind the City Library) City Hall Complex, Batangas City
Classification:	Complex
Types of Transaction:	Request for a Tour of Batangas City
Who may avail:	Lakbay-Aral Groups, Tourists (Local and Foreign), Students

Checklist of Requirement/s	Where to Secure
Letter of Request	Museo Puntong Batangan (behind the City Library), City Hall Complex, Batangas City

STEP NO.	CLIENT STEP	AGENCY/LGU ACTION	FEES TO BE PAID	PROCESSING TIME	OFFICE RESPONSIBLE
1	Submit letter of request addressed to the City Mayor and thru the City Tourism Officer by Email at: tourismbatangascity@gmail.com Hand Mail to: Museo Puntong Batangan	<ul style="list-style-type: none"> • Accepts the letter and inform the bearer personally or by telephone or by Email or Fax Message to follow up if the request has been approved after 3 days • Informs the client/s about the fees to be paid 		10 minutes	Tourism Office
2	Register in the logbook to record the purpose of visit	Give the logbook to the client		3 minutes	Tourism Office
3	Pay the prescribed “City Tour Fees” to the Museum Personnel	<ul style="list-style-type: none"> • Remits payment to the City Treasurer’s Office • Gives the Official Receipt to the client 		15 minutes	Tourism Office
4	Start of City Tour	Welcomes the guests and start the City Tour		6 hours	Tourism Office
5	End of City Tour	Thank the clients for the visit and invite them to visit once again		5 minutes	Tourism Office



DESCRIPTION OF THE SERVICE

- A museum sightsee that allows tourists/visitors to witness and reminisce the history and ways of life of Batangueños, with the aid of Museum personnel

Office of Division:	City Tourism Office / Museo Puntong Batangan
Location:	Museo Puntong Batangan (behind the City Library) City Hall Complex, Batangas City
Classification:	Complex
Types of Transaction:	Request for a Tour at Museo Puntong Batangan
Who may avail:	Lakbay-Aral Groups, Tourists (Local and Foreign), Students, Walk-in Visitors

Checklist of Requirement/s	Where to Secure
Letter of Request	Museo Puntong Batangan (behind the City Library), City Hall Complex, Batangas City

STEP NO.	CLIENT STEP	AGENCY/LGU ACTION	FEES TO BE PAID	PROCESSING TIME	OFFICE RESPONSIBLE
1	Submit letter of request addressed to the City Mayor and thru the City Tourism Officer by Email at: tourismbatangascity@gmail.com Hand Mail to: Museo Puntong Batangan	<ul style="list-style-type: none"> • Accepts the letter and inform the bearer personally or by telephone or by Email or Fax • Message to follow up if the request has been approved after 3 days • Informs the client/s about the fees to be paid 	<ul style="list-style-type: none"> • Regular Fee: Php 20 • Student : Php 10 	10 minutes	Tourism Office
2	Register in the logbook to record the purpose of visit	Give the logbook to the client		3 minutes	Tourism Office
3	Pay the prescribed “City Tour Fees” to the Museum Personnel	<ul style="list-style-type: none"> • Remits payment to the City Treasurer’s Office • Gives the Official Receipt to the client 		15 minutes	Tourism Office



4	Start of Museum Tour	Welcomes the guests and start the City Tour		1 hour	Tourism Office
5	End of Museum Tour	Thank the clients for the visit and invite them to visit once again		5 minutes	Tourism Office

DESCRIPTION OF THE SERVICE

- The delivery/turning over of Batangas City Tourism data to tourists, students, and other organizational groups that in need of related information/s.

Office of Division:	City Tourism Office / Museo Puntong Batangan
Location:	Museo Puntong Batangan (behind the City Library) City Hall Complex, Batangas City
Classification:	Complex
Types of Transaction:	Request for Tourism Data
Who may avail:	Lakbay-Aral Groups, Tourists (Local and Foreign), Students

Checklist of Requirements	Where to Secure
<ul style="list-style-type: none"> • Letter of Request • Identification Card 	Museo Puntong Batangan (behind the City Library), City Hall Complex, Batangas City

STEP NO.	CLIENT STEP	AGENCY/LGU ACTION	FEES TO BE PAID	PROCESSING TIME	OFFICE RESPONSIBLE
1	Submit letter of request	<ul style="list-style-type: none"> • Accepts and checks the letter • Check availability of requested materials • Informs clients about the status of materials 		6 minutes 5 minutes 10 minutes	Tourism Office
2	Register in the logbook to record the purpose of visit	Gives the logbook to the client		3 minutes	Tourism Office
3	Applicants will have the materials requested photocopied outside	If material/s is/are available and need/s to be photocopied outside, request applicant to submit an I.D.		15 minutes	Tourism Office
4	Return the material and claim the I.D	Checks if the materials returned are complete and gives		10 minutes	Tourism Office



		back the I.D. of the client			
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