

## 1. TOUR GUIDING

The Sabangan Tourism and Information Center (STIC) provides information and assistance to locals and tourists visiting the tourist destinations of the municipality.

<b>Office or Division:</b>	OFFICE OF THE MUNICIPAL MAYOR SABANGAN TOURISM AND INFORMATION CENTER			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	GOVERNMENT TO CLIENT			
<b>Who may avail:</b>	All locals/tourists visiting the tourist destinations of the Municipality			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>ON-SITE AND ONLINE</b>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Inquire at the Tourism Information Desk or Tourism Online Platforms <i>(Facebook/Meta Messenger Accounts, Google Accounts or any other media accounts)</i>	Provide the needed information/details	NONE	5 Minutes	Municipal Tourism and Information Officer Administrative Staff STIC Office
2. Inform the place of destination	Set the schedule and itinerary of travel Pre-arrange the local guides and use of transportation (if available)	NONE	10 Minutes	Municipal Tourism and Information Officer Administrative Staff STIC Office
3. Register in the tourist arrival logbook	Provide the logbook, assist the client and verify the information for record purposes	NONE	2 Minutes	Municipal Tourism and Information Officer Administrative Staff STIC Office
4. Travel to the tourist destination	Provide tour guiding assistance	NONE	1 day or as required by the clients	Municipal Tourism and Information Officer Administrative Staff STIC Office
	<b>TOTAL</b>	<b>NONE</b>	<b>1 day and 22 minutes</b>	

## 2. TOURIST ASSISTANCE AND INFORMATION

The center shall be managed by a tourism officer who shall perform matters relative to the promotion of Sabangan as a tourism destination by properly disseminating relevant information's pertaining to tourist locations, products; and assisting tourists and tourism enterprises.

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<b>ON-SITE AND ONLINE</b>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Register in the tourist arrival logbook and fill-up the necessary information	Provide the logbook, assist the client and verify the information for record purposes	NONE	3 Minutes	Municipal Tourism and Information Officer Administrative Staff STIC Office
2. Request the needed data on tourism-related information	2.1. Receive and answer client's inquiry 2.2. Verify and review if requested information is available 2.3. Provide list or give brochure or any tourism related data/information	NONE	10 Minutes	Municipal Tourism and Information Officer Administrative Staff STIC Office
3. Receive the data/information requested	Release the data on tourism related information	NONE	5 Minutes or more depending on the bulk of information requested	Municipal Tourism and Information Officer Administrative Staff STIC Office
	<b>TOTAL</b>	<b>NONE</b>	<b>18 Minutes</b>	