



Republic of the Philippines  
Region IV-A (Calabarzon)  
PROVINCE OF CAVITE

MUNICIPALITY OF GENERAL TRIAS

## OFFICE OF THE SANGGUNIANG BAYAN

**MUNICIPAL ORDINANCE NO. 13-10**

Author: SB Member Jayvie Arisa I. Simpan

**AN ORDINANCE ENACTING THE TOURISM CODE OF GENERAL TRIAS AND PROVIDING FOR THE MANAGEMENT, PROMOTION, AND ADVANCEMENT OF THE TOURISM INDUSTRY IN THE MUNICIPALITY.**

**WHEREAS**, it is widely acknowledged that tourism has become a popular global leisure activity. It is essential to the life of a nation because of its direct effects on social, cultural, educational, and economic sectors of national societies and their international relations.

**WHEREAS**, the Municipality of General Trias possesses an enormous tourism potential and the adoption of a Tourism Code will create jobs, generate revenue for local businesses and improve basic services to the community;

**WHEREAS**, the adoption of Tourism Code will ensure a more comprehensive set of principles and purpose that will guide stakeholders in the tourism development of the municipality: local government, local communities, the tourism industry, as well as visitors and/or investors either local and international.

**NOW THEREFORE**, on motion of Honorable Jayvie Arisa I. Simpan with the unanimous accord of the Municipal Legislative Members present;

**RESOLVED**, AS IT IS HEREBY RESOLVED, by the Municipal Council in session assembled to enact the following Ordinance;

### CHAPTER ONE GENERAL PROVISIONS

**SECTION 1. TITLE.** - This Ordinance shall be known as the "Tourism Code of Municipality of General Trias".

**SECTION 2. SCOPE.** - The Ordinance shall govern and empower the General Trias Cultural and Tourism Office (GTCTO) of the Municipality of General Trias for the over-all tourism operations and management which include parks and tourists areas within the Municipality. It will also facilitate the tourism projects, events, promotional programs, as well as the accreditation and regulation of the operation of tourism-oriented establishments within the Municipality of General Trias.

**SECTION 3. 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 to refer to, as follows:

(a) **ACCREDITATION.** - A certification issued by General Trias Cultural and Tourism Office recognizing that the establishment has complied with the minimum requirements set in its operation.

(b) **BAR (KTV/ VIDEOKE), COCKTAIL LOUNGE, NIGHT OR DAY CLUBS.** - Bars are establishments where intoxicating and fermented liquors or malt are sold in addition to cooked food. It may also feature videoke 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 may be, where patrons are served food and drinks and are allowed to dance with their partners or with professional dance instructors.

- (c) BPLO. - Business Permit and Licensing Office.
- (d) CONVENTION CENTER - Refers to an establishment used as venue for the performing arts.
- (e) DOH. - Department of Health.
- (f) GTCTO - General Trias Cultural and Tourism Office
- (g) GYM. - Refers to fitness centers.
- (h) HOTEL. - Any building, edifice or premises which offers venue for receptions, functions, seminars, conventions, forums, accommodations or lodging of travelers or tourists for a fee.
- (i) LICENSE. - The privilege or authority granted by the BPLO to own, operate, manage and maintain a tourist establishment.
- (j) MUSEUM. - Refers to establishments showcasing historical artifacts.
- (k) REGISTRATION. - The listing of tourism-oriented and tourism-related establishments, including those offering training and promotion programs, after such establishments and facilities shall have been certified by the Municipal Government of General Trias, through the GTCTO as having conformed to the minimum standards/ requirements in accordance with this Ordinance.
- (l) 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.
- (m) RESORT/HOTEL SPA. - A spa owned by and located within a resort or hotel providing professionally administered spa services, fitness and wellness components.
- (n) RESTAURANT. - Any establishment offering to the public regular and special meals or menu, cooked foods or short orders, beverages and drinks.
- (o) SHOP. - Any establishment offering to the public regular and specialized items and souvenir products.
- (p) SPA. - Refers to establishments which offers complete relaxation to its clients for beauty and wellness.

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- (q) **SPORTS AND RECREATIONAL FACILITIES.** - Establishments or resorts providing sports and recreational facilities such as, swimming pools, bowling lanes, tennis courts, squash courts, golf course, riding range, shooting range, archery range, aquatic/water sports arrangements, fishing, water skiing and similar facilities forming part of the resort.
- (r) **TENANT.** - Any tourist or traveler who is registered as paying occupant of any apartment-hotel.
- (s) **TOURISM-ORIENTED ESTABLISHMENT.** - Any establishment which is registered and licensed by the appropriate offices of the Municipal Government which caters directly to tourists, whether domestic or foreign.
- (t) **TOURISM-RELATED ESTABLISHMENT.** - Any establishment or enterprise which may or may not be registered with the GTCTO but caters incidentally to both foreign and local travelers and tourists.
- (u) **TRAVEL AGENCY.** - 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 documentation of travel papers, ticketing, sales and/or accommodation, handling and/or conduct of tours within or outside the Philippines whether or not for a fee, commission or any form of compensation.

### CHAPTER TWO SUPERVISION AND CONTROL

**SECTION 4. THE OFFICE OF THE MUNICIPAL MAYOR** - The Municipal Mayor as the local chief executive shall be the chief operating officer of all tourism programs of the Municipality of General Trias. He shall designate the chairperson or chairpersons of all institutionalized tourism programs which are observed and celebrated yearly or regularly in the Municipality.

**SECTION 5. THE GENERAL TRIAS CULTURAL & TOURISM OFFICE (GTCTO)** - For purposes of implementation of the provisions of this Ordinance, technical and administrative duties and functions shall be performed by the General Trias Cultural and Tourism Office (GTCTO) which is tasked to formulate tourism related projects and programs in the Municipality of General Trias.

The GTCTO shall perform the following functions:

- Conduct registration of tourism related/oriented establishments, tourist transport units, travel agencies, travel tour operators, accommodations and travel tour services;
- Conduct tourism summits;
- Conduct information dissemination on tourism awareness;
- For and in behalf of the municipal government, solicit donations,

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- grants, and other forms of assistance in relation to the establishment, improvement and design of tourism-related structures, facilities, programs, projects and studies;
- e) Perform other tasks in relation to tourism promotion and development office;
  - f) Conduct study related to tourists.

The Head of the General Trias Cultural and Tourism Office (GTCTO) shall work with the Office of the Municipal Mayor on the promotion of tourism-related projects. He shall be assisted by a Municipal Tourism Officer who shall closely coordinate with different officers as regards to the implementation of tourism projects and programs in the Municipality.

**SECTION 6. THE COMMITTEE ON TOURISM, ARTS, CULTURE AND PUBLIC INFORMATION OF THE SANGGUNIANG BAYAN.** - The Committee on Tourism, Arts, Culture and Public Information of the Sangguniang Bayan shall take responsibility in passing and enacting legislative measures concerning the promotion of tourism in the Municipality of General Trias.

**CHAPTER THREE**  
**TOURISM EVENTS, PARKS, RESORTS, CONVENTIONS AND CULTURE OF EXCELLENCE**

**SECTION 7. TOURISM EVENTS.** - The municipality shall organize various activities that will aim at promoting Municipality of General Trias and at the same time providing direct and indirect income to its constituents. The GTCTO shall spearhead and promote the established and recognized annual and regular tourism programs and special events in the Municipality of General Trias which include, but shall not be limited to the following:

- (a) Town Fiesta (October 4)
- (b) Valenciana Festival (December, week-long)

**SECTION 8. MUNICIPAL PARKS, RESORT AND CONVENTION.** - The Municipality shall continuously upgrade and beautify all its parks and playground. The GTCTO shall oversee the following municipal tourist destination areas:

- (a) Town Plaza
- (b) Cultural and Convention Center
- (c) Sports and Development Center
- (d) General Trias Sports Park
- (e) General Trias Youth Center
- (f) Geronimo Berenguer Delos Reyes Musuem
- (g) Arnaldo Park
- (h) All Barangay covered courts

**CHAPTER FOUR**  
**ACCREDITATION**

**SECTION 9. ACCREDITATION BASIS.** - All tourism establishments/

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activities in Municipality of General Trias shall 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, published in the Supplement of the Official Gazette, Volume 89, No. 20 dated 17 May 1993.

**SECTION 10. ACCREDITATION OF TOURISM-ORIENTED/RELATED ESTABLISHMENTS.** - No person, natural or juridical, shall keep, manage, or operate any building, edifice or premise, or a completely independent part thereof, for the purpose of engaging in the tourism business without having first secured a license permit from the Municipal Business Permit and Licensing Office (BPLO) to operate the same, and a certificate of accreditation of the establishment from the GTCTO.

**SECTION 11. WHO ARE AUTHORIZED TO SIGN THE APPLICATION FOR ACCREDITATION.** - In the filing of application for accreditation, the following shall be authorized to sign the said application:

- (a) In the case of sole proprietorship, the Owner thereof or his duly Authorized Representative.
- (b) In the case of partnership, one of the Partners designated on a sworn certification by all partners to sign the application.
- (c) In the case of corporation, the Person named in the board resolution as authorized to sign the application or
- (d) Persons so designated in its by-laws.

All applicants who wish to apply for the Accreditation Certificate should submit copy of the Mayor's Permit to the GTCTO.

### ARTICLE FIVE STANDARD REQUIREMENTS FOR THE OPERATION AND MAINTENANCE OF TOURISM ESTABLISHMENT

**SECTION 12. CLASSES OF RESORTS.** - For the purposes of accreditation, resorts shall be classified as follows:

- 1<sup>st</sup> Class
- 2<sup>nd</sup> Class
- 3<sup>rd</sup> Class

**SECTION 13. REQUIREMENTS FOR 1<sup>st</sup> CLASS RESORT.** - In the operation and maintenance of a 1<sup>st</sup> Class Resort, the following minimum requirements shall apply:

- (a) **Conference and Convention Facilities.** - Facilities with attached toilets shall be provided for conference, convention and other meeting activities.
- (b) **Employees Facilities.** - Employees are in complete uniform with IDs, have adequate and well-maintained locker rooms and bathrooms for male and female, including cafeteria provided by the Management of

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the resort.

- (c) **Facilities and Room Accommodation.** - Rooms, facilities and amenities same to those of a First Class hotel.
- (d) **Location and Environment.** - The resort shall be in a suitable location free from noise, atmospheric pollution and water pollution.
- (e) **Parking.** - Parking space with parking security shall be adequately provided to guests.
- (f) **Public Washrooms.** - First class and adequate public toilet and bathroom for male and female provided with sufficient hot and cold running water, hand drier, towels and toiletries.
- (g) **Sports and Recreational Facilities.** - A minimum of three (3) facilities for sports, recreation and other related activities shall be provided in the resort.

**SECTION 14. MINIMUM REQUIREMENTS FOR 2<sup>nd</sup> CLASS RESORT.** - In the operation and maintenance of a 2nd Class Resort, the following minimum requirements shall apply:

- (a) **Conference and/or Convention Facilities.** - Conference and/or convention facilities with attached toilets shall be provided.
- (b) **Employees Facilities.** - Employees are in complete uniform with IDs. Adequate and well-maintained locker rooms and bathrooms for male and female provided by the Management of the resort.
- (c) **Facilities and Accommodations.** - Rooms, facilities and amenities equivalent to those of a Standard Class hotel.
- (d) **Parking.** - An adequate and free parking space with parking security shall be provided to guests.
- (e) **Public Washrooms.** - Clean and adequate public toilet and bathrooms for male and female provided with sufficient running water, hand drier, towel and toiletries.
- (f) **Sports and Recreational Facilities.** - A minimum of two (2) facilities for sports, recreation and other related activities.

**SECTION 15. MINIMUM REQUIREMENTS FOR 3<sup>rd</sup> CLASS RESORT.** - In the operation and maintenance of a 3rd Class Resort, the following minimum requirements shall apply:

- (a) **Facilities and Room Accommodation.** - Rooms, facilities and amenities equivalent to those of an Economy Class Hotel.

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- (b) Food and Beverage Outlets. - One (1) food and beverage outlet.
- (c) Parking. - Adequate and free parking space with parking security shall be provided to guests.
- (d) Public Washrooms. - Clean and adequate public toilet and bathroom for male and female, provided with sufficient running water, toilet paper and soap.
- (e) Sports and Recreational Facilities. - At least one (1) sports and recreational facilities.

**SECTION 16. MAINTENANCE AND HOUSEKEEPING.** - Procedures and activities related to the maintenance of all sections of the resort shall be of acceptable standards on a continuing basis with consideration to the quality of materials used in the construction and establishment of the resort.

Housekeeping shall ensure well-kept, clean and pollution-free premises in the resort at all times. Pest control program shall be applied in all areas. Proper garbage disposal shall be practiced regularly. Sanitation measures under Presidential Decree No. 856, the Sanitation Code of the Philippines shall be adopted.

**SECTION 17. LIFEGUARD AND SECURITY.** - Services of sufficient number of well-trained and licensed lifeguards as well as Security Personnel shall be provided in the resort.

**SECTION 18. MEDICAL SERVICES.** - Services of a physician, either on-call or full time basis depending on the volume of operation and accessibility to hospital and other medical centers shall be provided in the resort.

In addition, employment of adequate first-aiders who have completed a course in first aid duly certified by the Philippine National Red Cross or any other organization accredited by the same shall be aimed by the Management. Adequate first aid medicines and necessary life-saving equipment shall also be provided within the premises.

**SECTION 19. FIRE-FIGHTING FACILITIES.** - Fire-fighting facilities shall be provided in the resort in accordance with the Fire Code of the Philippines.

**SECTION 20. SIGNBOARDS.** - The name and classification of the resort as determined by the GTCTO shall be printed on signboards which are conspicuously displayed outside the establishment.

**SECTION 21. PRECAUTIONARY MEASURES.** -

- (a) Night swimming at the pools shall only be allowed upon the availability of adequate lifeguards on duty and when the pool premises are sufficiently lighted.
- (b) Management shall post sufficient and visible warning signs or signages of the presence of artificial or natural hazards, danger area

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or occurrences thereat in strategic areas in the swimming pools.

- (c) Gambling of any form, drunkenness or disorderly conduct of any kind, or any activity using prohibited drugs in the resort and immediate premises are strictly prohibited in the resort.

**ARTICLE SIX  
HOTELS**

**SECTION 22. CLASSIFICATION OF HOTELS.** - For accreditation purposes, hotels are hereby classified into the following categories, namely:

- (a) First Class;  
(b) Standard Class; and  
(c) Economy Class.

**SECTION 23. REQUIREMENTS FOR A FIRST CLASS HOTEL.** In the establishment, operation and maintenance of a 1<sup>st</sup> Class Hotel, the following minimum requirements shall apply:

- (a) **Bedroom Facilities and Furnishing.** -

**Bathrooms** - Rooms shall have bathrooms equipped with fittings of the highest quality befitting a First Class hotel with a 24-hour service of hot and cold- running water with showers and/or bathtubs. Floors and walls shall be covered with impervious material of aesthetic design and high quality workmanship.

**Cold Drinking Water** - Cold drinking water and glasses in each bedroom shall be provided therein.

**Furnishing and Lighting** - Guest rooms shall have adequate furniture of very high standard and very good design; floors with wall-to-wall carpeting; or if the flooring is of high quality (marble, mosaic, etc.), carpets proportionate to the size of the rooms shall be provided; and walls that are well-furnished with well-tailored draperies of very high quality material. The arrangement of lightings and fixtures in the rooms and bathrooms shall be so designed as to ensure functional excellence.

**Information Materials** - Room tariffs shall be prominently displayed in each bedroom as well as the prominent notice for services offered by the hotel including food and beverage outlets and hour of operation, fire exit guidelines and house rules for guests.

**Radio/Television** - Radio, television and relayed or piped-in music in each guest room shall be provided therein.

**Room Service** - A 24-hour room service including provision for

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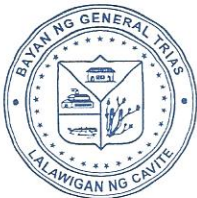
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snacks and light refreshment shall be provided thereat.

Size - Single and double rooms inclusive of bathrooms shall have a floor area of not less than twenty-five (25) square meters.

Suite - One (1) suite per forty (40) guest rooms shall be provided therein.

Telephone - Telephone in each guest room shall be provided therein.

**(b) Engineering and Maintenance. -**

Air-conditioning - A centralized air-conditioning system for the entire building (except in areas which are at a minimum of 3,000 feet above sea level) shall be provided.

Emergency Power - A high-powered generator/s capable of providing sufficient lighting for all guest rooms, hallways, public areas/rooms, operating elevators, food refrigeration and water services during shall be provided.

Fire Prevention Facilities - The provision of fire prevention facilities shall conform to the requirements of the Fire Code of the Philippines.

Lighting - Adequate lighting in all public and private rooms shall be provided.

Maintenance - Of high quality maintenance system of all sections of the hotel (i.e. building, furniture, fixtures, etc.) shall be provided.

Ventilation - Technologically advanced, efficient and adequate ventilation in all areas at the hotel shall be provided.

**(c) Entertainment. - Live entertainment shall be available therein.**

**(d) Food and Beverage. -**

Bar - Wherever permissible by law, there shall be an elegant and well-stocked bar with an atmosphere of comfort therein.

Crockery - Adequate supply of best quality crockery shall be available therein. No piece of crockery in use shall be chipped, cracked or grazed. The silverware shall be kept well-plated and polished at all times.

Dining Room - A coffee shop and at least one specialty dining room which are well-equipped, well-furnished, and well-maintained, serving good quality cuisine and providing

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entertainment shall be available therein.

**Kitchen** - Well-equipped, well-maintained, clean and hygienic kitchen, pantry and cold storage therein shall be professionally designed to ensure efficiency of operation. The kitchen shall have an adequate floor area with non-slip flooring and tiled walls with adequate light and ventilation.

- (e) **Front Office/Reception.** - Reception and information counter providing a 24-hour service and staffed by trained and experienced personnel shall be provided therein.

**Foreign Exchange Counter** - A licensed and authorized foreign exchange counter shall be provide therein.

**Long Distance/Overseas Call** - Long distance and overseas telephone calls shall be provided in the establishment.

**Lounge** - A lobby and well-appointed lounge with seating facilities, the size of which is commensurate with the size of the hotel shall be provided therein.

**Mailing Facilities** - Mailing facilities including sale of stamps, envelopes, and/or internet access for e-mail shall be available therein.

**Porter Service** - A 24-hour porter service shall be provided therein.

**Reception Amenities** - A left luggage room and safety deposit boxes shall be available in the establishment.

**Telex and Facsimile** - Telex-transceiver and facsimile facilities shall be available in the establishment.

- (f) **General Facilities.** -

**Function/Conference Facilities** - Special rooms for conference or banquet purposes shall be provided.

**Medical Service** - A medical clinic with a registered nurse on a 24-hour basis and a doctor on-call shall be provided for the guests and employees.

**Parking/Valet** - Adequate parking space and valet services shall be provided.

**Security** - Adequate security on a 24-hour basis at all entrances and exits of the hotel premises shall be provided.

**Shops** - A recognized travel agency or tour counter, barber shop,

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beauty parlor and sundries shop shall be provided.

(g) **Housekeeping.** - Housekeeping shall be of high standards.

**Carpeting** - Carpets of high quality which are well-kept at all times shall be provided in all public and private rooms therein.

**Laundry/ Dry Cleaning Services** - Laundry and dry cleaning services shall be available in the establishment.

**Linen** - A good supply of all linen, blanket, towel, etc. which shall be of high quality and shall be spotlessly clean which are changed daily shall be available.

(h) **Insurance Coverage.** - There shall be provided an accident insurance for all the hotel guests.

(i) **Location.** - The location and environs including approaches as well the facade, architectural features and general construction of the building shall be of a First Class hotel of international standard.

(j) **Recreational Facilities.** -

**Swimming Pool** - A well-designed and properly equipped swimming pool shall be provided therein.

**Tennis/Golf/Squash/Gym/Facilities** - There shall be at least one tennis, golf, squash, gym or other recreational facility or a tie-up with one within the vicinity of the hotel.

(k) **Service and Staff.** - Highly qualified, trained, experienced, efficient and courteous staff shall be hired. The staff shall be in smart and clean uniforms.

(l) **Special Facilities.** - Airport transfer facilities shall be provided.

**SECTION 24. REQUIREMENTS FOR A STANDARD CLASS HOTEL.** - In the establishment, operation and maintenance of a Standard Class hotel, the following minimum requirements shall apply:

(a) **Bedroom Facilities and Furnishings.** -

**Bathrooms** - Rooms shall have bathrooms equipped with showers and fittings of good standard with cold running water on a 24-hour basis and hot running water at selected hours.

**Cold Drinking Water** - Cold drinking water and glasses in each bedroom shall be provided therein.

**Furnishings and lighting** - Guest rooms shall have adequate furniture of very good standard and design; floors with good

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quality carpet; walls shall be well-furnished and drapes shall be well-tailored and of good materials. Lighting arrangement and fixtures in the rooms and bathrooms shall be well-designed ensuring complete satisfaction functionally.

Information materials - Room tariffs shall be prominently displayed in each bedroom as well as the prominent notice for services offered by the hotel including food and beverage outlets and hour of operation, fire exit guidelines and house rules for guests.

Room Service - Room service at selected hours shall be provided.

Size - Single and double rooms inclusive of bathrooms shall have a floor area of not less than eighteen (18) square meters.

Telephone - Telephone in each guest room shall be provided therein.

**(b) Food and Beverage.**

Bar - Wherever permissible by law, there shall be a bar therein.

Crockery - Adequate supply of best quality crockery shall be available therein. No piece of crockery in use shall be chipped, cracked or grazed. The silverware shall be kept well-plated and polished at all times.

Dining Room - At least one specialty dining room which is well-equipped, well-furnished, and well-maintained, serving good quality cuisine and providing entertainment shall be available therein.

Kitchen - Well-equipped, well-maintained, clean and hygienic kitchen, pantry and cold storage therein shall be professionally designed to ensure efficiency of operation. The kitchen shall have an adequate floor area and tiled walls with adequate light and ventilation.

**(c) Front Office/Reception.** - Reception and information counter providing a 24-hour service and staffed by trained and experienced personnel shall be provided therein.

Foreign Exchange Counter - A licensed and authorized foreign exchange counter shall be provide therein.

Long Distance/Overseas Calls -Long Distance/Overseas Call - Long distance and overseas telephone calls shall be provided upon request.

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**Lounge** - A lobby and well-appointed lounge with seating facilities, the size of which is commensurate with the size of the hotel shall be provided therein.

**Mailing Facilities** - Mailing facilities including sale of stamps, envelopes and internet service for e-mail shall be available therein.

**Porter Service** - Upon request, porter service shall be provided therein.

**Reception Amenities** - A left luggage room and safety deposit boxes shall be available in the establishment.

**Telex Facilities** - Telex facilities shall be optional.

**(d) Engineering and Maintenance.**

**Emergency Power** - A high-powered generator/s capable of providing sufficient lighting for all guest rooms, hallways, public area/rooms, operating elevators, food refrigeration and water services during shall be provided.

**Fire Prevention Facilities** - The provision of fire prevention facilities shall conform to the requirements of the Fire Code of the Philippines.

**Lighting** - Adequate lighting shall be provided in all public and private rooms.

**Maintenance** - Of high quality maintenance system of all sections of the hotel (i.e. building, furniture, fixtures, etc.) shall be provided therein.

**Ventilation** - Efficient and adequate ventilation shall be provided in all rooms.

**(e) General Facilities. -**

**Medical services** - Registered nurse on a 24-hour duty and a doctor on call.

**Security** - Adequate security on a 24-hour basis shall be provided at all entrances and exits of the hotel premises.

**Parking** - Adequate parking space.

**Shops** - Sundry shop.

**(f) Housekeeping.**

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**Carpeting** - Carpets of high quality which are well-kept at all times shall be provided in all public and private rooms therein

**Laundry/ Dry Cleaning Services** - Laundry and dry cleaning services shall be available in the establishment.

**Linen** - A good supply of all linens, blankets, towels, etc. which shall be of high quality, spotlessly clean and are changed daily shall be available.

- (g) **Insurance Coverage.** - There shall be provided an accident insurance for all the hotel guests.
- (h) **Location.** - The location, environs including approaches shall be suitable for a very good hotel. The architectural features and general construction of the building shall be of very good standard.
- (i) **Service and Staff.** - Qualified, trained, experienced, efficient and courteous staff shall be employed. The staff shall be in clean uniform.
- (j) **Special Facilities.** - Airport transfer facilities shall be provided.

**SECTION 25. REQUIREMENTS FOR AN ALL CLASS ECONOMY HOTEL.** - In the establishment, operation and maintenance of an Economy Class hotel, the following minimum requirements shall apply:

**(a) Bedroom Facilities and Furnishings. -**

**Bathrooms** - Rooms shall have bathrooms equipped with showers and basic fittings of modern sanitation with cold running water on a 24-hour basis and hot running water at selected hours.

**Furnishing and Lighting** - Guest rooms shall have adequate basic furniture of good design; floors shall be well-finished. Lighting arrangements and fixtures in all rooms and bathrooms shall be of good standard.

**Information materials** - Room tariffs shall be prominently displayed in each bedroom together with prominent notices for services offered by the hotel including food and beverage outlets and hours of operation, fire exit guidelines and house rules for guests.

**Room Service** - Service at selected hours.

**Size** - Single and double rooms inclusive of bathrooms shall have a floor area of not less than eighteen (18) square meters.

**Telephone** - A call bell in each guest room shall be provided.

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**(b) Engineering and Maintenance. -**

Emergency Power - Availability of spare generator to provide light and power in emergency cases.

Fire Prevention - Conformity to the Fire Code of the Philippines.

Lighting - Adequate lighting in all public and private rooms.

Maintenance - Of good standard maintenance system of the hotel sections shall be provided.

Ventilation - Availability of spare generator for ventilation in all rooms.

**(c) Food and Beverage. -**

Crockery - Of good quality.

Dining Room - At least one (1) equipped and maintaining dining room/restaurant serving good, clean and wholesome food shall be provided.

Kitchen - Clean, hygienic and well-equipped and maintained kitchen and pantry shall be provided. The kitchen shall have an adequate floor area with non-slip flooring and tiled walls as well as adequate light and ventilation.

**(d) Front Office/Reception. -** Reception and information counter equipped with telephone and on a 24-hour service shall be provided.

Long distance/Overseas calls - Available upon request.

Lounge - Reasonably furnished lounge commensurate with the size of the hotel.

Mailing Facilities - Mailing facilities shall be available.

Porter service - Available upon request.

Reception amenities - Left-luggage rooms and safe deposit boxes shall be provided thereat.

Telex Facilities - Optional.

**(e) General Facilities. -**

Medical Service - Availability of a doctor when needed.

Security - Adequate security on a 24-hour basis at all entrances and exits of the hotel premises shall be provided.

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Shops - Sundry shop counter.

(f) Housekeeping. - Clean and tidy premises.

Laundry and Dry Cleaning Services -By arrangement.

Linen - Adequate supply of clean, good quality  
linens/blankets/towels etc. which are changed daily.

(g) Insurance Coverage - Adequate accident insurance for all guests.

(h) Location. - The location and environs including approaches of an  
Economy Class hotel shall be such as are suitable for a good hotel.  
The building shall be well-constructed and in the case of new  
building, they shall be designed by a competent architect.

(i) Service Staff. - Well-trained, experienced, courteous and efficient  
staff.

(j) Special Facilities - Airport transfer services shall be provided upon  
request.

**ARTICLE SEVEN  
MOTELS**

**SECTION 26. REQUIREMENTS FOR MOTELS.** - In the establishment,  
operation and maintenance of motels, the following minimum requirements shall  
apply:

(a) Bedroom. - Fully air-conditioned bedroom, or at least, an electric  
fan, shall be furnished in each unit with comfortable bed/s, clean  
pillows, linens and bed sheets.

(b) Fire-fighting Facilities. - Adequate fire-fighting facilities shall be  
provided for each separate unit/building, in accordance with the  
Fire Code of the Philippines.

(c) Garage. - Individual garage or a common parking space for the  
vehicle of its guest.

(d) Housekeeping. - Efficiently maintained.

(e) Lighting. - Adequate lighting arrangement and fixtures in all units.

(f) Location. - Shall be along or close to highways or major  
transportation routes, except those already existing. It shall have  
at least 10 units.

(g) Maintenance. - Efficient maintenance of the motel in all its sections  
( i.e. building, ground, furniture, fixtures public rooms, air-  
conditioning, etc.) shall be provided on a continuing basis.

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- (h) **Medical Services.** - Availability of medical services on an emergency basis.
- (i) **Other Facilities.** - The motel optionally may serve food and drinks to its guests, and install such other special facilities necessary for their business.
- (j) **Staff and Service.** - Trained, experienced, courteous and efficient. motel staff shall be employed wearing clean uniform.
- (k) **Signboard.** - The name of the motel shall be displayed on a signboard placed outside the establishment.
- (l) **Telephone.** - Availability of telephone or call-bell in each unit.
- (m) **Toilet and Bathroom.** - Toilet and bathroom with cold and hot water, clean towels, tissue paper and soap shall be provided in each unit.

**SECTION 27. MINORS TO BE ACCOMPANIED BY PARENT OR GUARDIAN.** - No person below 18 years of age shall be accepted for lodging or accommodation unless accompanied by a parent or guardian.

**SECTION 28. DEPARTURE OF GUESTS.** - As the guests depart, there shall be a recording in the Registry Book the date and hour of departure.

**SECTION 29. ROOM RATES.** - Aside from the daily rates, motels may likewise impose wash - up rates. Guest who desires to be accommodated on a daily rate basis shall be accepted. The rental rates shall be posted prominently at the reception counter and/or at the door of each room.

**ARTICLE EIGHT  
TRAVEL AGENCIES**

**SECTION 30. TRAVEL AGENCY OFFICE REQUIREMENTS.** - The following requirements apply to travel agency:

- (a) Shall be used exclusively for the travel agency business.
- (b) Easily identifiable.

**Note:** The travel agency should present an annual in-bound and out-bound tour program for submission to the Tourism Development Board (TDB) and its implementation schedule for the whole year.

**ARTICLE NINE  
BAR, COCKTAIL, LOUNGE, NIGHT CLUBS**

**SECTION 31. BAR, COCKTAIL LOUNGE/NIGHT CLUB REQUIREMENTS.** In the establishment, operation and maintenance of Bar, Cocktail Lounge/Night Clubs, the following minimum requirements shall apply:

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- (a) **Comfort room.** - Shall be of good quality fixtures and fittings and provided with running water. The floor and walls shall be covered with impervious materials of good quality workmanship and shall be kept clean and sanitary at all times. Tissue paper, soap, paper towels and/or hand drier shall be provided.
- (b) **Crockery.** - Should be best designed, made with good quality and should have adequate supply. No piece of crockery in use should be chipped, cracked or grazed. The silverware should be kept well-plated and polished at all times.
- (c) **Employee Facilities.** - Adequate and well-maintained locker rooms and bathrooms for male and female employees shall be provided.
- (d) **Engineering and Maintenance.** -

**Emergency Power** - There should be high-powered generator capable of providing sufficient lighting in all areas of the establishment, including food refrigeration and water services.

**Fire-Fighting Facilities** - Shall be provided in accordance with the Fire Code of the Philippines.

**Lighting** - Technologically advanced, efficient and adequate lighting arrangement and fixtures shall be installed in all areas of the establishment.

**Maintenance** - Shall be of acceptable standard and shall be on a continuing basis, taking into consideration the quality of materials used as well as its upkeep. Regular and hygienic garbage disposal system shall be maintained. Sanitation measures shall be adopted in accordance with the Sanitation Code of the Philippines.

**Signboard** - Shall be conspicuously displayed outside the establishments showing clearly the name of the bar, cocktail lounge and night club subject to the issuance of necessary permits and payment of fees. A periodic vermin program shall be maintained.

**Ventilation** - The premises shall be well-ventilated.

- (e) **Entertainment.** - Live entertainment should be provided but strictly no lewd, obscene or bold shows as prescribed by law.
- (f) **Food and Beverage.** - Dining Room should be well-equipped, well-furnished and well-maintained, serving a good quality cuisine with good presentation which may be of special interest to tourists. It should be available during normal meal hours and served with distinction. Raw food used shall meet minimum government and international standards of grading and quality. Flooring materials

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shall be kept clean at all times. Bars should be well-stocked at all times with an atmosphere of comfort.

- (g) Kitchen/Pantry/Cold Storage. - Should be professionally designed to ensure efficiency of operation and should be well-equipped, well-maintained clean and hygienic. Should have an adequate floor area with non-slip flooring and tiled walls and adequate light and ventilation.
- (h) Linen. - All tables shall have clean table cloths and napkins of good quality. They should not be faded nor with frayed edges and stains and should be changed after every service.
- (i) Location. - Subject to the provisions of existing laws and ordinances, locality and environment including approaches should be pleasant with an atmosphere of comfort. The facade and architectural features of the building shall be appropriately designed.
- (j) Menu/Beverage Book. - Shall be presentable, clean and easy to read with items listed in logical sequence and should be made available at all times on a best effort basis.
- (k) Parking Space. - Adequate parking space with security shall be provided free to guests and customers.
- (l) Reception Counter. - There shall be a reception counter with a telephone attended by highly qualified, trained and experienced staff. A receptionist shall be available to usher in customers.
- (m) Staff and Service. - Adequate number of trained, experienced, courteous and efficient staff shall be employed. They shall wear smart and clean uniforms at all times.
- (n) Security - adequate security shall be provided on all entrances and exits of the establishments.

**SECTION 32. PRECAUTIONARY MEASURES.** - Management shall post sufficient and visible signs in strategic areas of the cocktail lounge/night clubs/bars to warn and/or inform the guests and customers of the rules and regulations, fire exit guidelines including hours of operation to observe while inside the premises.

**SECTION 33. PROHIBITED ACTS AND PRACTICES.** - Littering in cocktail lounges, night clubs and bars shall be strictly prohibited. Cocktail lounge, nightclub and bar owners shall keep their premises clean and shall adopt their own anti-littering measures. Cocktail lounge, night club, and bar owners/operators shall not allow gambling of any form and disorderly conduct of any kind in its premises specifically lewd shows. Minors are not allowed to enter the premises. Guests/customers wearing sando and slippers shall not be allowed to enter. Firearms and deadly weapons are strictly prohibited inside the premises.

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**ARTICLE TEN  
SPORTS AND RECREATIONAL CLUB**

**SECTION 34. MINIMUM REQUIREMENTS.** - For purposes of accreditation, the following are the minimum basic requirements for the operation and maintenance of a sports and recreational club:

- (a) **LOCATION.** - The locality and environs including approaches shall be pleasant with proper ingress and egress. The facade and architectural features shall be appropriately designed.
- (b) **PARKING.** - Adequate and secured parking space shall be provided at all times.
- (c) **SECURITY.** - Adequate security shall be provided at all times.
- (d) **RECEPTION.** - A receptionist shall be available to usher in guests. A waiting lounge with telephone shall also be provided.
- (e) **DINING ROOM.** - There shall be a dining outlet adequate in size, with pleasant atmosphere and furnished with appropriate and well-maintained furniture.
- (f) **SPORTS AND RECREATIONAL EQUIPMENT.** - There shall be adequate sports and recreational equipment available for rent.
- (g) **PUBLIC WASHROOMS.** - There shall be provided adequate and accessible toilet facilities separately for male and female. Tissue paper, soap, hand/paper towel shall also be provided.
- (h) **LOCKER AREA AND FACILITIES.** - There shall be adequate number of lockers for male and female. Dressing areas and shower cubicles shall also be provided.

**ARTICLE ELEVEN  
MUSEUM**

**SECTION 35. MINIMUM REQUIREMENTS.** - For accreditation purposes, in the operation and maintenance of a museum, the following minimum requirements shall apply:

- (a) **MEMBERSHIP.** - The institution shall be a member of the National Committee on Museums.
- (b) **LOCATION.** - The locality and environs including approaches shall be pleasant with proper ingress and egress. The facade and architectural features shall be appropriately designed.
- (c) **PARKING AREA.** - There shall be adequate and secured parking space for customers.

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- (d) **SECURITY.** - Adequate security shall be provided at all times.
- (e) **RECEPTION.** -A well-informed receptionist shall be available to usher in guests. A waiting lounge with telephone shall also be provided.
- (f) **CONFERENCE/AUDITORIUM.** - There shall be a conference and/auditorium provided with audio-visual equipment and made available to the public.
- (g) **LIBRARY.** - There shall be a library adequately equipped and made available to the public.
- (h) **PUBLIC WASHROOMS.** -There shall be provided adequate and accessible toilet facilities separately for male and female. Tissue paper, soap, hand/paper towel shall also be provided.

**ARTICLE TWELVE  
REST AREAS IN GASOLINE STATION**

**SECTION 36. MINIMUM REQUIREMENTS.** - For accreditation purposes, in the operation and maintenance of rest areas, the following minimum requirements shall apply:

- (a) **LOCATION.**- The locality and environs including approaches shall be pleasant with proper ingress and egress and shall be located along a major highway or road.
- (b) **PARKING.**- There shall be adequate parking area for customers.
- (c) **REST ROOM.**- There shall be a rest room with adequate, clean and well-maintained toilet and washing facilities. Tissue paper, soap, hand paper/towel shall also be provided.
- (d) **SIGNAGE.** -There shall be a restroom signage visible from major approaches and which shall be well-illuminated at night.
- (e) **SERVICE AND STAFF.** - Adequate number of well-trained, properly groomed, efficient and courteous staff shall be employed. They shall wear clean uniforms at all times.
- (f) **GASOLINE STATION.** - The gasoline station shall be clean and well-maintained. It shall also be well-illuminated at night.
- (g) **SUNDRIES SHOP.** -There shall be an adequately stocked sundries shop which shall be clean and well maintained.

**ARTICLE THIRTEEN  
SPA**

**SECTION 37. MINIMUM REQUIREMENTS.** - For accreditation purposes, in the operation and maintenance of spa, the following minimum requirements

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shall apply:

- (a) **LOCATION AND ENVIRONMENT.** - The Spa shall be situated in a safe and reputable location with clean, calm and relaxing environment.
- (b) **LOUNGE AND RECEPTION COUNTER.** - There shall be a reception counter attended by qualified and trained staff and a reasonably furnished lounge with seating facilities commensurate with the size of the spa.
- (c) **FOOD BAR.** - There shall be a well-maintained and well-stocked food bar for clients.
- (d) **WASHROOMS.** - There shall be separate clean and adequate washrooms for male and female provided with running water, hand dryer and toiletries.
- (e) **LOCKER ROOMS.** - There shall be separate male and female locker rooms for guests.
- (f) **SHOWER ROOMS.** - There shall be separate male and female shower and changing rooms.
- (g) **TREATMENT ROOMS.** - There shall be separate unlocked treatment rooms for male and female.
- (h) **SERVICES.** - The Spa shall provide all of the following services in addition to other spa-related amenities which it may offer:
  - (1) Massages - Swedish, Lymph Drainage and reflexology, etc.
  - (2) Steam, Sauna and/or Water Baths; and
  - (3) Body Treatments - one or more of the following: body packs and wraps, exfoliation, body toning/contouring, waxing, hand and foot care.
- (i) **STAFF.** - There shall be adequate number of well-trained, well-groomed, experienced, courteous and efficient staff. There shall be at least one (1) DOH-registered massage therapist supervising a maximum of twenty (20) massage attendants and the staff shall wear clean, proper and non-transparent uniform at all times.
- (j) **STEAM, SAUNA AND WATER BATHS.** - The steam, sauna and water baths shall be maintained in a level of temperature which will not cause adverse reactions to user. Safety signages shall be provided to include information on allowable maximum temperature, duration of stay and guide in operating temperature regulator.
- (k) **LINEN.** - There shall be adequate supply of linen, towels and appropriate garments such as robes or sarongs of good quality which

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shall be kept clean.

- (l) **EMPLOYEE FACILITIES.**- There shall be adequate and well-maintained locker rooms and bathrooms for male and female employees.
- (m) **PARKING.** - There shall be adequate, secured parking space provided for free to customers/guests.
- (n) **EMERGENCY GENERATOR.**- There shall be high-powered generator capable of providing full power in all areas of the establishment except those spas located in a commercial building with its own emergency generator capable of supplying the power requirements of its tenants.
- (o) **FIRST AID CABINET.** - There shall be a well-stocked first aid cabinet available at all times.
- (p) **FACILITIES FOR DISABLED.**-There shall be facilities and provisions for the disabled in accordance with Batas Pambansa Blg. 344 promulgated on May 1985, otherwise known as an "Act Enhancing the Mobility of Disabled persons".
- (q) **MAINTENANCE.** - Maintenance of all sections of the spa shall be on a continuing basis taking into consideration the quality of equipment and supplies.
- (r) **SANITATION.** - Sanitation measures like cleaning and sterilizing of equipment, robes, sheets, blankets, pillow case, towels or other materials which may come in direct contact with the client's body shall be adopted in accordance with the standards prescribed under Presidential Decree No. 856 otherwise known as the Sanitation Code of 1976.
- (s) **SIGNBOARDS.** - Appropriate sign boards shall be conspicuously displayed outside the establishment showing clearly the name of the spa while safety signages shall be prominently posted in strategic locations inside the spa.

**ARTICLE FOURTEEN**

**GENERAL RULES ON THE OPERATION AND MAINTENANCE OF TOURISM-ORIENTED AND RELATED ESTABLISHMENTS**

**SECTION 38. FIRE FIGHTING FACILITIES.** - Fire -fighting facilities shall be provided in accordance with the Fire Code of the Philippines.

**SECTION 39. MAINTENANCE.** - All facilities of the establishment concerned shall be properly maintained at all times. A periodic vermin control program shall be conducted.

**SECTION 40. AIRCONDITIONING/VENTILATION.** - All enclosed areas of the establishment concerned shall be fully air-conditioned or well-ventilated.

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**SECTION 41. PROHIBITED ACTS AND PRACTICES.**

- (a) No pets or animals shall be allowed within the premises.
- (b) Ambulant vendors shall be prohibited from peddling their wares within the premises.
- (c) All forms of gambling, drunkenness or disorderly conduct of any kind shall be prohibited in the establishments and within its immediate premises.
- (d) Keepers, managers or operators shall exert all possible efforts not to permit any person whom they know or have reason to believe to be either a prostitute, pedophile or of questionable character to use the establishment for purposes of immoral/illegal activities. They shall immediately report to the nearest police station the presence of any such person.

**ARTICLE FIFTEEN  
ACCREDITATION TEAM AND INSPECTION**

**SECTION 42. ACCREDITATION TEAM.** - There is hereby created Accreditation Team to be headed by the GTCTO, The Sangguniang Bayan Committee on Tourism, Arts, Culture and Public Information.

**SECTION 43. FUNCTION OF THE ACCREDITATION TEAM.** - The Accreditation Team shall have exclusive authority to conduct inspection in all Tourism Establishments for purposes of facility assessment, accreditation and classification.

**SECTION 44. FREQUENCY AND TIME OF REGULAR INSPECTION.** - Inspection shall be made once every one (1) year during business hours.

**SECTION 45. SPECIAL INSPECTIONS.** - When public interest so requires, the recommendation of the Tourism Head, approved by the Municipal Mayor, may serve as basis for an authorization for the Accreditation Team or any member or members thereof, to conduct a special inspection.

**SECTION 46. CHECKLIST TO BE ACCOMPLISHED DURING INSPECTION.** - The GTCTO shall provide the necessary checklist to be accomplished by all teams in carrying out its inspection. All findings and/or observations of the teams to be indicated in the checklist should be made in the presence of an authorized representative of the establishments and duly signed/noted by the said authorized representative.

**SECTION 47. REPORT OF THE ACCREDITATION TEAM.** - Within five (5) days from the date of inspection, the Accreditation Team shall submit a report of its finding and or recommendation to the Office of the Municipal Mayor.

**SECTION 48. ACCESS OF INSPECTION TEAM TO RECORDS AND PREMISES.** - The Accreditation Team shall have access to the registry book or card of the tourism establishments and all parts and facilities thereof, and the right to interview any employee and investigate any fact, condition, or matter

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which may be necessary to determine any violation or aid in arriving at a just and correct conclusion.

**SECTION 49. DEFECTS AND DEFICIENCIES FOUND DURING THE INSPECTION.** - Where certain defects or deficiencies have been found in the course of inspection, the Accreditation Team shall give directions to the manager/operator of the tourism establishments concerned to rectify/remedy the defects or deficiencies within a period of one (1) week from notice thereof.

**ARTICLE SIXTEEN  
CERTIFICATE OF ACCREDITATION**

**SECTION 50. ISSUANCE OF CERTIFICATE OF ACCREDITATION AND STICKER.**

(a) After having determined that all requirements set forth in the preceding Sections have been satisfied and/or completed by the applicant, the Municipal Government through the BPLO and the GTCTO shall issue the corresponding Accreditation Certificate and Seal sticker.

(b) The GTCTO shall adopt a seal (sticker) for accreditation purposes.

**SECTION 51. VALIDITY OF CERTIFICATE OF ACCREDITATION.** - The Certificate of Accreditation of tourism-oriented and tourism-related establishments shall be valid until revoked or canceled for a valid cause. If the tourism-oriented and/or tourism-related establishment concerned has ceased operation for at least three (3) months, it shall re-apply for accreditation.

**SECTION 52. RENEWAL OF ACCREDITATION.** - Application for the renewal of accreditation shall be supplied by the same documents previously submitted together with the Accreditation given by the GTCTO.

**SECTION 53. DISPLAY OF CERTIFICATE AND STICKER OF ACCREDITATION.** - The Certificate of Accreditation and Seal of Excellence 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.

**ARTICLE SEVENTEEN  
RECLASSIFICATION OF TOURISM ORIENTED/RELATED ESTABLISHMENTS**

**SECTION 54. PROMOTION/DEMOTION.** - An establishment may be promoted or demoted from one class to another as the facts may warrant.

**SECTION 55. PROMOTION TO A HIGHER CLASS.** - Any establishment which has upgraded its facilities and services among others, to comply with the requirements of a higher class, may apply to the GTCTO for promotion to such higher class.

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**SECTION 56. DEMOTION TO A LOWER CLASS.** Where after due investigation by the Accreditation Team it has been established that an establishment is not being kept or managed in a manner conformable to the established standards, the GTCTO shall give notice to the manager/operator or such fact granting the establishment a period of time stated in the notice within which to comply with the required standards. If the establishment fails to comply within the period granted in the notice, the GTCTO shall remove the registration of the establishment from the class it originally holds and place it by a lower class.

**ARTICLE EIGHTEEN  
MISCELLANEOUS PROVISIONS**

**SECTION 57. CONFIDENTIAL CHARACTER OF CERTAIN DATA.** Information and documents received by or filed with the GTCTO in pursuance of the requirements of this Ordinance shall be treated as confidential and shall not be divulged without the consent of the party concerned when public interest so requires. Any official or employee of the GTCTO, including those that are temporarily assigned therewith, who shall violate the provision of this Section shall be guilty of an offense under this Ordinance.

**SECTION 58. IMPLEMENTING RULES.-** The Municipal Mayor may, from time to time, shall issue rules and regulations as he may deem fit and necessary for the effective implementation of this Ordinance.

**SECTION 59. FUNDING.-** The funds necessary for the implementation of this Ordinance shall be taken from the annual appropriations of the GTCTO and the Office of the Municipal Mayor. Said funds shall be included in the preparation of the Annual Budget of the Municipal Government.

**ARTICLE NINETEEN  
FINAL PROVISIONS**

**SECTION 60. SEPARABILITY CLAUSE.-** If for any reason or reasons, any part or provision of this Ordinance shall be held unconstitutional or invalid, other parts which are not affected thereby shall continue to be in full force and effect.

**SECTION 61. REPEALING CLAUSE.-** Any Ordinance, Executive Order, Local Issuances, or Rules and Regulations, or parts thereof, which are inconsistent with this Ordinance are hereby repealed and/or modified accordingly.

**SECTION 62. EFFECTIVITY.-** This Ordinance shall take effect on the 1<sup>st</sup> day of January 2014, which shall follow the required publication.

APPROVED under THIRD/FINAL READING on 25 NOVEMBER 2013.

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SKF President

**CERTIFIED TRUE AND CORRECT:**

  
**WENCESLAO P. CAMINGAY**  
Secretary to the Sanggunian

**ATTESTED:**

  
**MAURITO C. SISON**  
Municipal Vice Mayor/Presiding Officer

**APPROVED:**

  
**ANTONIO A. FERRER**  
Municipal Mayor