



Republic of the Philippines
Province of Sorsogon
CITY OF SORSOGON



Office of the Sangguniang Panlungsod

EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE EIGHTH CITY COUNCIL HELD AT THE SANGGUNIANG PANLUNGSOD SESSION HALL, CABID AN, EAST DISTRICT, SORSOGON CITY ON JANUARY 31, 2023.

PRESENT:

HON. MARK ERIC C. DIONEDA
City Vice Mayor/ Presiding Officer

WEST DISTRICT

Hon. Nestor J. Baldon
Hon. Bryan J. Pingul
Hon. Ma. Teresa D. Perdigon

EAST DISTRICT

Hon. Lester R. Lubiano
Hon. Mark Jayson D. Jamisola
Hon. Angelu Magda P. Ravanilla

BACON DISTRICT

Hon. Jo Abegail C. Dioneda
Hon. Glenn P. Olbes
Hon. Danilo A. Deladia

EX-OFFICIO MEMBERS

Hon. Bessie C. Diaz
Hon. Renalene Mae J. Duka

ABSENT:

Hon. Peter Joseph J. Ravanilla – on official business
Hon. Maria Theresa S. Gonzalez – on official business
Hon. Reynaldo C. Taladtad- on official business

Resolution No. 054, Series of 2023

(Authors: Hon. Jo Abegail C. Dioneda and Hon. Maria Theresa S. Gonzalez)

RESOLUTION ENACTING AN ORDINANCE INSTITUTIONALIZING THE SORSOGON CITY “GAYON CIUDAD” TOURISM CODE OF 2023 FOR THE DEVELOPMENT, PROMOTION AND REGULATION OF TOURISM ACTIVITIES AND INDUSTRIES IN THE CITY OF SORSOGON APPROPRIATING FUNDS THEREOF AND FOR SUCH OTHER PURPOSES

WHEREAS, the Global Tourism Code recognizes the important dimension and role of tourism as a positive instrument towards the alleviation of poverty and the improvement of the quality of lives of the people while safeguarding the natural environment to satisfy equitably the needs and aspirations of the present and future generations;

WHEREAS, Section 2 of Republic Act 9593, otherwise known as, the Tourism Act of 2009, provides that, “the State declares tourism as an indispensable element of the national economy and an industry of national interest and importance, which must be harnessed as an engine of socioeconomic growth and cultural affirmation to generate investment, foreign exchange and employment, and to continue to mold an enhanced sense of national pride for all Filipinos.”;

WHEREAS, Section 17 of R.A. 7160, or the Local Government Code of 1991, grants to local government units, such other powers and discharge such other functions and responsibilities, as are necessary, appropriate or incidental to efficient and effective provision of tourism facilities and other tourist attractions, including the acquisition of equipment, regulation and supervision of business concessions and security services for such facilities;

WHEREAS, it is hereby the declared policy of the City Government of Sorsogon to pursue a tourism development, that is, sustainable, transparent, inclusive and does not exploit, in any form any person regardless of age, sex, religion and status in life, as the city possesses natural, cultural, historical, man-made and special interests tourists' attractions;

WHEREAS, "Gayon Ciudad" is among the 10-Point Agenda of the Administration of Hon. Ma. Ester E. Hamor that prioritizes a beautiful Sorsogon by promoting sustainable tourism and environment-friendly programs where local tourism destinations and packages will be improved and developed;

WHEREAS, "Gayon Ciudad" also spans reforestation, sustained tree planting, coastal clean-up and an effective solid waste management programs, among others;

NOW THEREFORE, on motion of **Hon. Jo Abegail C. Dioneda**, duly seconded by **Hon. Renalene Mae J. Duka**, resolved as it is hereby resolve to enact an ordinance institutionalizing the Sorsogon City "Gayon Ciudad" Tourism Code of 2023 for the development, promotion and regulation of tourism activities and industries in the City of Sorsogon and for such other purposes.

City Ordinance No. 03, Series of 2023

AN ORDINANCE INSTITUTIONALIZING THE SORSOGON CITY "GAYON CIUDAD" TOURISM CODE OF 2022 FOR THE DEVELOPMENT, PROMOTION AND REGULATION OF TOURISM ACTIVITIES AND INDUSTRIES IN THE CITY OF SORSOGON APPROPRIATING FUNDS THEREOF AND FOR SUCH OTHER PURPOSES

BE IT ORDAINED, by the Sangguniang Panlungsod, in session assembled that:

CHAPTER I GENERAL PROVISIONS

SECTION 1 SHORT TITLE

This Ordinance shall be known as "**THE SORSOGON CITY "GAYON CIUDAD" TOURISM CODE OF 2023**"

SECTION 2 SCOPE AND COVERAGE

This code shall govern and regulate all tourism-related matters within the territorial jurisdiction of the City of Sorsogon and its political subdivisions.

The code provides activities, programs and projects for the total development and promotion of the tourism industry in the City of Sorsogon, making this place a liveable haven for its constituents, in consonance with all applicable existing and future governmental policies, laws and regulations related thereto.

The provisions of this Code shall apply to all political subdivisions, agencies and instrumentalities, non-government organizations, businesses and establishments for tourism, persons, whether natural or juridical, directly or indirectly involved in the tourism industry. The Philippine Tourism Act of 2009 or RA 9593, Republic Act No. 7160, as well as, other relevant and applicable laws, rules and regulations, issued by the national government, the Department of Tourism and other local ordinances, shall guide this code.

SECTION 3 **OBJECTIVES**

For the general welfare and benefit of the general populace of the City of Sorsogon, the following shall be the objectives:

1. Develop tourism products and destinations that would make Sorsogon City a major destination in Bicol Region;
2. Identify infrastructure and institutional development programs to help support the tourism industry;
3. Strengthen public-private partnership programs for an inclusive, sustainable and competitive investment in tourism industry with the active participation of the community;
4. Promote competitive, sustainable socio-economic growth in the city.

SECTION 4 **DECLARATION OF POLICIES**

It is hereby declared the policy of the City Government of Sorsogon to pursue and enhance the development and promotion of city's tourism and tourism industry, as well as, achieve and improve sustainable socio-economic status and protected environment, as explicitly provided by R.A. 9563, otherwise known as, the Tourism Act of 2009. This aims to make Sorsogon City more responsive and an effective instrument of public service, significantly contributing to its local development. Towards this end, the City shall develop, regulate and standardize the general affairs, system and highly professionalizing public services, in terms of tourism aspects. Henceforth, the following shall always be observed:

1. Tourism ventures and resorts, located in the coastal areas, shall always make the beachfront open to the public, measuring twenty (20) meters from the point of the high tide. As such, a right-of-way shall always be provided by resort operators, preferably located in between resort properties, not less than one (1) meter wide, wherever applicable.
2. Upland resort developers shall put up a tree park or a similar project, comprising not less than ten (10) percent of its total land area, using endemic forest and fruit trees.
3. Local residents shall be given priority in the hiring of tourism workers provided, they possess the necessary qualifications, or tourism establishments have the option of hiring, at least, sixty (60) percent of their total workforce from the local residents.
4. For the purpose of strengthening the City of Sorsogon as a major tourist destination, proper facilities, administrative and personnel support should be the major priorities in the preparation of the Annual Budget, Annual Investment Plan and Human Resource Development Plans.

SECTION 5 **DEFINITION OF TERMS**

In addition to the terms and phrases, duly defined in R.A. 9593 and its IRR and the Department of Tourism, the following are given their meaning in this Code:

- a. **Accreditation** – a certification issued by the appropriate government agency that the holder is recognized as having complied with the minimum standards, required by the SCTCAO and the Department of Tourism (DOT), in the operation of tourism-oriented establishments and other concerned facilities.
- b. **Amusement** – refers to a pleasurable diversion or entertainment, as defined under R.A. 7160, otherwise known as, the Local Government Code of 1991. The word is also synonymous to relaxation, avocation, pastime or fun.
- c. **Beach front** – a swath of beach area for public use, measuring twenty (20) meters wide, going inward from the point of high tide.
- d. **Code** - refers to this particular ordinance.
- e. **Conservation** - includes all efforts towards the perpetuation, or preservation of the whole or part of the buildings and includes rehabilitation, or construction of a new one in its stead. Provided, that the facade showing its being a cultural heritage, landmark, historical or legacy building is preserved and restored.

- f. **Culture of tourism** – local values exuded by persons, establishments related to the tourism industry which includes courtesy towards guests, preparedness of the place to receive visitors and readiness of the tour guides.
- g. **Customized/Special tour** – any tour with specific purpose, usually organized as regards to profession, event, study, research of the tourists/excursionists usually tailor-made.
- h. **Familiarization tour (Famtour)** – is an organized tour to make specific interest groups to be aware of the new tourism product or service.
- i. **Foreign visitors** – refer to all passengers using foreign passports.
- j. **Itinerary or program** – a document indicating the following purposes: purpose of the tour, areas/sites to be visited, using a specific route in a given time frame under the direction of a primary tourism or tourism enterprise with assigned tour guide.
- k. **Natural resources** – these refer to climate-seasons, water resources (lakes, streams, waterfalls), flora (forests, flowers, shrubs, wild edibles), fauna (fish & wildlife), geological resources (topography, soils sand dunes, beaches, caves, rocks and minerals, fossils) and scenery.
- l. **Physical infrastructures** – shall include, but not limited to, roads, bridges, administrative buildings, toilet and comfort room facilities, parking areas, rest areas, forest tracks, walkways, viewing platforms, cottages, wharves, boat landing facilities, solid and liquid waste facilities, security and service facilities, and communication centers.
- m. **Potential tourist properties** –refer to sites and attractions not yet developed, existing, with potential and/or emerging, including but not limited to, lakes, waterfalls, volcanic hot springs, caves and rainforests.
- n. **Primary tourism enterprises** – refers to travel and tour services, land, sea and air transport services exclusively for tourist use; accommodation establishments, conventions and exhibitions organizers, tourism estate management services; and such other enterprises as may be identified by SCTCAO and DOT, after due consultation with concerned sectors.
- o. **Running tour** – is a kind of guiding where tourists are inside a moving van, coaster or bus while tour guides are pointing to sites of historic, cultural or economic significance without disrupting the traffic flow.
- p. **Secondary tourism enterprises** – refers to photo developing shops, diving schools, Restaurants Shops/department stores, Sports and Recreational Clubs, Museums, Training Centers, Homestay Sites, Wellness Centers, Campsites, One Town One Product (OTOP Souvenir Center), Transportation (by land and sea) and such other enterprises as may be identified by SCTCAO and DOT, after due consultation with concerned sectors.
- q. **Sustainable development** – refers to a mode of human development, in which resource use, aims to meet human needs while ensuring the sustainability of natural systems and the environment, so that these needs can be met, not only in the present, but also for generations to come.
- r. **Sustainable tourism development** – means tourism development that leads to management of all resources, in such a way that, economic, social, and aesthetic needs can be fulfilled, while maintaining cultural integrity, ecological, biological diversity and life support systems.
- s. **Responsible culture of tourism** – a positive character, concept activity that creates better places for people to live in and better places to visit.
- t. **Tourism** – a major city activity in which private sector's investments, efforts and initiatives are extremely encouraged, fostered and supported and through which, socio-economic development may be accelerated and the province's nature, history and culture may be appreciated with pride and commitment.
- u. **Tourism industries** – refer to industries or business enterprises, providing goods and services to tourists and all types of travelers, while they stay, travel, visit and enjoy the facilities and destinations.
- v. **Tourist transport service** –may mean by land, air and water transport services whose specific purpose under the special permit shall be to transfer tourists/excursionist from one place to another and governed by an itinerary.
- w. **Tour operator** – shall refer to any person or entity who extends to individuals or groups related to tourism services, whether or not, for a fee, commission, or any form of compensation.
- x. **Travel Agency**- an agency which has full knowledge of tourist products, destinations, modes of travel, climate, accommodation, and other areas of the service. It is a private retailer or public service that provides travel and tourism-related services to the general public and engaged in selling and arranging transportation, accommodations, tours, and trips for travellers.

service that provides travel and tourism-related services to the general public and engaged in selling and arranging transportation, accommodations, tours, and trips for travellers.

- z. **Walking Tour** – refers to the tour of the tourists/excursionists with a tour guide, by walking along, using no vehicles through sites with historical, cultural and economic significance.

SECTION 6 ACRONYMS

The following words of acronym shall refer to mean, as:

- a. **DOT** - Department of Tourism
- b. **NCCA** - National Commission for Culture and the Arts
- c. **NHCP** - National Historical Commission of the Philippines
- d. **NCIP** - National Commission on Indigenous People
- e. **DENR** - Department of Environment and Natural Resource
- f. **DPWH** - Department of Public Works and Highways
- g. **DTI** – Department of Trade and Industry
- h. **LGU** - Local Government Unit
- i. **PO** – People’s Organization
- j. **TESDA** - Technical Education and Skills Development Authority
- k. **PNP** - Philippine National Police
- l. **CDRRM** – City Disaster Risk and Reduction Management
- m. **LTFRB** - Land Transportation and Franchise Regulatory Board
- n. **BPLO** - Business Permit and Licensing Office
- o. **NGO** - Non-Government Organization
- p. **SCTDC** - Sorsogon City Tourism Development Council
- q. **SCTCAO** - Sorsogon City Tourism, Culture and Arts Office
- r. **SCCHC** - Sorsogon City Cultural Heritage Council
- s. **BTC** - Barangay Tourism Council

CHAPTER II THE TOURISM GOVERNANCE

SECTION 7 THE SORSOGON CITY TOURISM , CULTURE AND ARTS OFFICE (SCTCAO)

Section 17 (xi) of Republic Act 7160, otherwise known as, the Local Government Code of 1991 and Republic Act No. 9593, otherwise known as the Tourism Act of 2009, provides for the devolution of tourism facilities and other attractions, including the acquisition of equipment, regulation and supervision of business transactions and security services for such facilities. Sorsogon City Tourism Culture and Arts Office (SCTCAO).

SECTION 8 PURPOSE

The SCTCAO shall be the planning and implementing arm for the programs, policies and projects relating to the tourism industry in the City, as identified and approved by the Sorsogon City Tourism Council (SCTC). It shall pursue the development of the Sorsogon City Tourism industry, in adherence to this Code, the Sorsogon City Master Development Plan and of Republic Act No. 9593, otherwise known as the Tourism Act of 2009).

SECTION 9 POWERS AND FUNCTIONS

As the primary operating agency of the city government, the SCTCAO shall be responsible in the efficient and effective implementation of RA 9593 and the policies, plans, and programs, as identified and approved by the SCTDC. Towards this end, the SCTCAO shall:

- a. Formulate, monitor, implement and/or coordinate tourism plans and programs.
- b. Monitor and assist accreditation of tourism-oriented and related facilities and service providers.
- c. Conduct capability building trainings for tourism front liners and assist in the establishment of Barangay Tourism Councils.

- d. Conduct research, establish and maintain tourism information management system and web portal for the city. Web portal shall include, but not limited to city profile,
- e. People and culture, history, geographical and biophysical environment, geography, destination map, city guide map, regular events and city entrepreneurs such as:
 - i. Aqua sports
 - ii. Convention centers
 - iii. Gasoline stations
 - iv. Hotels/motels/apartelles
 - v. Land transportation
 - vi. Marine transportation
 - vii. Pension houses
 - viii. Rental services
 - ix. Travel and tours
 - x. Resorts
 - xi. Restaurants
 - xii. Swimming pools
 - xiii. Souvenir shops
 - xiv. Spa and wellness
 - xv. Ticketing offices
 - xvi. Tour guides
 - xvii. Tourists destinations
 - xviii. Information centers
 - xix. Safety and security services
 - xx. Banks
 - xxi. Health and medical centers
 - xxii. Telecommunication
 - xxiii. Courier and trucking services
 - xxiv. Other similar attractions/ entrepreneurs
- f. Establish linkage and networking with national government agencies, non-government organizations (NGOs) and People's Organizations (POs) in planning and implementing tourism activities.
- g. Conduct inventory of existing, emerging and potential tourism attractions.
- h. Promote and market the City of Sorsogon, as premier tourist destination, regionally and globally, through exhibits, selling missions and production of marketing propaganda.
- i. Operate and maintain City government-owned tourism facilities.
- j. Advocate responsible culture of tourism among the students and all tourism stakeholders.
- k. Perform such other functions related to sustainable tourism development.

CHAPTER III

CULTURAL HERITAGE, CONSERVATION, INCENTIVES, TOURISM VENTURES AND TOURIST FRIENDLY COMMUNITIES

SECTION 10 PRIMARY TOURISM VENTURES

There shall be primary tourism ventures, conducted by SCTCAO, for the promotion, introduction and awareness of the tourism related business establishments and stakeholders, in particular and for the whole city populace, in general.

For purposes of this Code, the following shall be considered as major tourism ventures in the city:

- a. Resorts
- b. Tourist Inns/Hotels/Motels/Pension Houses
- c. Tourist Transport Operations
- d. Tour Operations

SECTION 11 SECONDARY TOURISM VENTURES

Secondary Tourism Ventures refer to those businesses or activities which are not primarily designed for tourism purposes, yet serve tourism needs like, photo developing shops, diving schools and others, as identified in this Code. The following shall be considered as, allied tourism ventures:

- A. Restaurants
- B. Shops/department stores
- C. Sports and Recreational Clubs
- D. Museums
- E. Training Centers
- F. Homestay Sites
- G. Wellness Centers
- H. Campsites
- I. One Town One Product (OTOP Souvenir Center)
- J. Transportation (by land and sea)

SECTION 12

CODE OF CONDUCT OF TRAVELERS

Tourists are encouraged to observe the following Code of Conduct:

1. Travelers are encouraged to familiarize themselves with the local customs and traditions to appreciate the uniqueness of the culture of the locals and integrate themselves better in the community
2. It is best to learn a few local dialect to establish rapport with the locals
3. Respect what makes a destination unique: from its history, architecture, cultural and natural values
4. As much as possible, patronize local products and artisans; as this will help local economy
5. Always treat locals with respect
6. For tourist services, choose established businesses, preferably those that are DOT accredited or recognized by the City Government and operated by residents
7. It is highly encouraged for travelers and visitors to practice reduce, reuse and recycle with their solid waste
8. Respect the signs and signages of existing communities in areas you visit
9. Keep our natural resources untouched, for example, stones, fossils, plants and others
10. Comply with local and national laws and regulations
11. Respect human rights and protect the most vulnerable, especially children, in any form of sexual abuse and labor exploitation
12. Be aware of emergency contact numbers such as the Philippine National Police (PNP) or hospital facilities in the locality
13. Visit or contact the tourism office for updated information on tourist services and activities

CHAPTER IV

TOURISM SUPPORT, LINKAGES AND INCENTIVES

PHYSICAL AND SUPPORT INFRASTRUCTURES

SECTION 13

In consonance with the mandate of the Department of Tourism (DOT), that is, "to generate revenue, create jobs and livelihood for the Filipinos and ensure the safe, enjoyable and convenient stay of foreign and domestic tourists in the country", the SCTCAO and all its instrumentalities shall implement, promote, support and/or encourage inclusive and sustainable tourism development of tourism-related establishments and facilities, either through public or private funding, or both, in the following means:

- a. Construction, maintenance and expansion of adequate road and drainage networks.
- b. Enhancing the provision of basic utilities, such as, water, energy and power, as well as, transportation and communication facilities.
- c. Provision of an integrated solid waste and sewage management system in tourist destination and tourism investment zone, in compliance with existing laws and ordinance on health and the environment.

For requirement purposes, tourism-related establishments shall comply the following:

SECTION 18 REQUIREMENTS FOR ACCREDITATION

The Department of Tourism (DOT) shall grant accreditation to local business establishments and concerned stakeholders of the city, after full compliance of requirements as mandated.

SECTION 17

**CHAPTER V
ACCREDITATION**

- a. Tourism Frontliner Trainings, for introduction of modules for frontline tourism services, in terms of food service, accommodation services, tour guiding anchored on the Filipino Brand of Service
- b. Training on Livelihood Programs.
- c. Tourism Enhancement Trainings on Scuba Diving, Nature Guide Training and Bird Watching Training
- d. Homestay Training
- e. Benchmarking
- f. Values Formation and Personality Development

The SCTCAO, in cooperation with DOT, DTI and such other national and local government and nongovernment agencies, shall aim to achieve high quality public services, by initiating and organizing training awareness information and programs to local communities and stakeholders, such as, but not limited to:

SECTION 16 TRAINING AWARENESS

There shall be an enhancement and promotion of more sources of livelihood and employment in collaboration with the proper agencies, PO's and NGO's through the extensive production of farm crops, agricultural, industrial and fishery products. Transport services shall be boosted and shall offer easy access, convenience and mobility for fast moving consumer goods and products to nearby and far-flung markets for local utilization.

SECTION 15 SOURCES OF LIVELIHOOD AND EMPLOYMENT

The City Government, through the SCTCAO, in partnership with the academe, shall conduct market research to develop tourism market products and services and shall likewise encourage investors for a Public-Private Partnership Agreements.

The City Government, through the SCTCAO, shall source out marketing of the city's tourism, industry and products, by encouraging and motivating local and national government and non-government agencies, such as, the Hotel and Transport Operators, Department of Tourism (DOT) and Department of Trade and Industry (DTI). Marketing and advertising shall be extended to market sources and suppliers from neighboring cities and municipalities. The use of online, mobile, social media, signage, billboards and tarpaulins shall be fully utilized, for effective and efficient tourism services.

SECTION 14 MARKET AND MARKET LINKAGES

- d. Establishment of tourism-related infrastructures, such as, accommodation facilities including convenience stores, shopping centers, healthcare centers, emergency and safety facilities.
- e. Supporting and encouraging local farmers to plant and supply food and food products needed by tourist facilities.
- f. Prioritizing local labor where available and appropriate to the construction needs of all tourism infrastructure.
- g. Providing uniform directional signages where appropriate.

- A. Local Requirements: (1) Certificate Clearance with attached Monthly Tourist Arrival Report, (2) Disaster Risk Management and evacuation plan, as approved by the CDRRMO.
- B. DOT requirements: shall abide with the DOT requirements online through its website <http://accreditationonline.tourism.gov.ph>.

SECTION 19 INCENTIVES FOR ACCREDITED TOURISM-RELATED ESTABLISHMENTS

Tourism-related establishments, which are duly registered and licensed by the City Government, shall be entitled to the following incentives:

- a. Assistance to the processing of DOT Accreditation, permits and other licenses.
- b. "One-Stop-Shop" processing of registration and license which should be completed within a period of five (5) days.
- c. Free promotion in all publications, brochures, tourism flyers, leaflets, and other promotional materials.
- d. Inclusion in Lakbay-Aral Tours / tour packages.
- e. Endorsement to COMELEC for exemption from Liquor ban during Election-related events (for accommodation establishments and restaurants only).
- f. Endorsement to Embassies and Travel Trade Association/s for utilization of establishment's facilities and services.
- g. Priority to DOT Training Programs.
- h. Issuance of DOT ID Card to bona fide employees.
- i. Endorsement to LTFRB for Issuance of Tourist Transport Franchise (for Tourist Land Transport, Vehicles only)
- j. Technical/Security/Facilitation Support or Assistance.
- k. Incentives, set forth by the Sorsosgon City Investment Code.

**CHAPTER VI
TOURISM RESOURCES, CLASSIFICATION, INVENTORIES AND ASSESSMENT**

SECTION 20 TOURISM RESOURCES

The City of Sorsogon, through the SCTC and the SCTCAO shall identify, develop, promote and introduce city's capital resources, cultural resources, human resources, natural resources and other tourism resources related to the man-made and special interest tourism attractions that are being used, or can be utilized to attract, or serve tourists.

SECTION 21 CLASSIFICATION OF RESOURCES

The city's tourism-related resources shall be classified as follows:

- a. Capital Resources – refer to availability of capital/financing, transportation, roads, airports, railroads, harbors and marinas, trails and walkways, water, power, waste treatment and communications.
- b. Cultural Resources – these include historic buildings, sites, monuments, shrines, cuisine, ethnic cultures, industry government, religion, anthropological resources and local celebrities.
- c. Human Resource Infrastructures – these include the warm bodies in the tourism industry – the people operating the various establishments and facilities, the local population whose lives are intertwined with the development of tourism sites; the tourists whose quality of lives are enriched and enhanced by the beauty, history and culture of their destinations.
- d. Human Resources – Include hospitality skills, management skills, seasonal labor force, performing artists (music, drama, art), storytellers, craftsmen and artisans, other labor skills from chefs to lawyers to researchers and local residents.

SECTION 22 INVENTORY, ASSESSMENT OF RESOURCES

The SCTCAO, in coordination with the SCTDC shall, periodically, make an inventory to identify, assess and classify the city's tourism-related resources and other tourism resources available, that can provide opportunities for tourism development, sustainable tourism development and responsible culture of tourism in the city.

SECTION 23 **PRIORITIZED TOURISM DESTINATION**

Tourism destinations, that are given higher classification category, shall be included among the priority for promotion and marketing. The classification will guide tour operators and tourist where to go and what to do.

SECTION 24 **PROTECTION AND PRESERVATION**

The SCTCAO and the SCTC, in coordination with the barangays/BTTF, shall ensure the integrity of all tourism resources for its protection and preservation, in accordance with applicable laws, rules and regulations.

CHAPTER VII
ACCOMMODATION HOUSES AND TOURIST ARRIVAL REPORTS

SECTION 25 **ACCOMMODATION ESTABLISHMENTS**

The following are the classification and location of accommodation establishments in the City of Sorsogon:

- a. Pension House
- b. Hotel
- c. Apartelle
- d. Resort
- e. Homestays
- f. Bed and breakfast
- g. Motel
- h. Inns
- i. Hometels/homestay

SECTION 26 **HOMESTAY**

Local residents shall be encouraged to open their homes to be converted to homestay for tourists. The SCTCAO shall conduct an inventory of houses that may be considered and qualified as homestay facilities. The Office shall coordinate with the Department of Tourism or any of its recognized or accredited training center, for the conduct of Homestay Training. The office shall, further, maintain a registry of qualified homes as, homestays, for reference to tourists.

SECTION 27 **MONTHLY TOURIST ARRIVAL REPORT**

All owners/operators/proprietors of tourism related business establishments, such as hotels, apartelles, pension houses, lodging houses, homestays, cottages, beaches and the like, shall submit their respective monthly report of all tourist arrivals in the city to the SCTCAO for proper monitoring, information and guidance of the said office.

The Monthly Tourist Arrival Reports shall be analysed and shall be submitted to concerned government offices for recording, research, statistics and for other purposes.

SECTION 28 **ANNUAL CLEARANCE CERTIFICATE**

All owners/operators/proprietors of tourism related business establishments of hotels, apartelles, pension houses, lodging houses, homestays, cottages, beaches and the like, shall secure an annual

Clearance Certificate from the SCTCAO after compliance of the provision stated herein. Said clearance shall be a requirement in the issuance/or renewal of business permits.

CHAPTER VIII TOURISM DEVELOPMENT GUIDELINES

SECTION 29 PROTECTION OF TOURISTS

To fully develop tourism in the city, the following guidelines shall be governed, to wit:

- a. All owners/proprietors of tourism-related business establishments are required to provide and promote the use of DOT-accredited services to their guests (i.e. transport services, tour guides, etc.), to protect tourist/s from becoming victim/s of unethical practices like, swindling, overcharging, etc.
- b. Standard rates for boat hire, tricycle fares, tour guides, private single motorcycle for hire (habal-habal) and other services shall be made known to tourists, by posting the list of standard rates in conspicuous places like, the front desk, airport reception desk, rent-a-car businesses, etc. and in different languages, in consonance with the existing Sorsogon City Revenue Code.
- c. All business establishments of swimming pool facilities and the like, within private/government properties, shall have, at least, one (1) lifeguard possessing the required training and expertise.
- d. Beaches and resort estates and the like, shall provide, at least, two (2) lifeguards and lifeguard stations.
- e. All tourism-related business establishments shall provide adequate security services within their respective areas, to ensure the safe stay of tourists such as evacuation and emergency escape plan, posting of emergency hotlines and infographic signages located inside the establishments and within its vicinity and other similar undertakings.

SECTION 30 CULTURAL PRESERVATION

Services and products to be offered by establishment owners and operators must, as far as practicable, be consistent with the traditions, values and mores and interests of the city.

SECTION 31 TRANSPORTATION CONCERNS

All tourism-related business establishments shall provide transfer and transport services duly accredited by the DOT and the City Government of Sorsogon, to ensure that the vehicles are at par with local and national tourism standards.

Rent-a-Car Enterprises shall be accredited by the DOT and the City Government of Sorsogon.

Jet skis shall be banned from the waters fronting resort establishments. As a water sports facility, jet skis will only be allowed on designated water sporting areas.

Transportation routes within tourism zones shall be designated by the City Government of Sorsogon, upon consultation with tourism-related business establishments/operators and the consumers.

Island hopping water transport or boats for hire shall strictly follow rules and regulations of MARINA, the Coastguard, DOT and other concerned agencies. These shall be subject to accreditation by the agency concerned, as well as, annual inspections to determine their sea worthiness.

SECTION 32 WATER SPORTS

Water sports operator shall strictly abide by the rules and regulations to be designed by DOT, City Government of Sorsogon and other concerned agencies, relative to the specific areas for operation, business hours, safety measures, etc.

Strict compliance with the rules and regulations of the Philippine Commission on Sports Scuba Diving (PCSSD) shall be strictly enforced by diving schools and diving shop operators.

SECTION 33**CLEANLINESS**

All owners/proprietors of tourism-related business establishments shall be responsible of the cleanliness within the premises of its business and its surroundings.

**CHAPTER IX
GENERAL GUIDELINES****SECTION 34****GENERAL GUIDELINES**

The following are the rules and regulations governing in the implementation of this Code:

1. All owners/operators/proprietors of tourism-related business establishments such as accommodation houses, hotels, apartelles, pension houses, lodging houses, homestays, cottages, beaches and the like accommodation houses, including homestays, shall keep a registry of guests, at all times. Upon arrival, guests shall be required to fill in forms, containing the following details:
 - a. Full name of guest
 - b. Age
 - c. Nationality
 - d. Passport Number or any competent proof of identity
 - e. Address and Place/Country of Origin
 - f. Occupation and place of employment
 - g. Time and date of arrival
 - h. Expected duration of stay and exit destination.
 - i. Purpose of Visit
 - j. Email address
2. Any visitor, brought/invited by guest/s to the accommodation house, shall also be required to register in a separate book for visitors. In the event that the visitor invited is a minor, the accommodation house shall promptly inform the Sorsogon City Social Welfare Development Office, for verification of the visitor's purpose of stay/visit.
3. Concerned tourism-related business establishments shall submit a monthly report of tourist arrivals and duly accomplished forms and registry books, to the SCTCAO, for data gathering, clearance issuance regulation and supervision purposes.
4. No person shall be allowed to work as tour guide in the City of Sorsogon, unless, he has secured a certificate as a tour guide, issued by the SCTCAO, the Provincial Tourism Center and/or the Department of Tourism.
5. No foreign tour guides/escorts shall be allowed under this Code, except when there are no available local tour guides/escorts speaking the language of a particular foreign tourist market, in which case, the travel/tour organizers shall be required to hire accredited local tour guides until the duration of such tour.
6. No entity shall be allowed to conduct local tours, unless they have complied with DOT and business permit and licensing requirements of the city. Outside tour operators, doing business in the city, shall be required to secure a special permit or accreditation from the SCTCAO.
7. No tour operator from outside of Sorsogon Province shall be allowed to conduct local tours, unless they have engaged a local tour operator counterpart for the duration of the tour.
8. The tourism-related establishments shall prepare a disaster risk management and evacuation plan, duly approved by the City DRRM Office.
9. Standard rates for accommodation house, tourism facilities services of tour guides, including fares for all kinds of transport services, shall be posted in conspicuous places, for proper guidance, reference and information of tourists.
10. All accommodation houses and tourism establishments shall maintain cleanliness and sanitation of their facilities, at all times, in accordance with the existing Environment Code and the Sanitation Code of the city and other relevant local and national laws.

11. When the volume of the visitors in the tourism establishment reaches the maximum, as declared, the establishment shall provide a notice of such condition in strategic places to forewarn incoming visitors.
12. The establishment may coordinate with the Barangay Tourism Council (BTC) in the dissemination of such information.
13. In the implementation of the provisions of this Code, reference shall always be made to existing national and local laws, rules and regulations. For this purpose, the SCTC shall draft and issue directives to carry out the provisions of applicable relevant laws.

SECTION 35 PROHIBITIONS AND RESTRICTIONS

All owners/ operators/ proprietors of tourism-related business establishments, such as, accommodation houses, hotels, apartelles, pension houses, lodging houses, homestays, cottages, tourist inns, motels, bed and breakfast, resorts beaches and the like are strictly prohibited/restricted to do the following acts/omission:

1. Non-submission of monthly Tourists Arrival Report to the SCTCAO;
2. 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 registration/accreditation/reaccreditation or license;
3. Failure to comply with, or contravene any of the conditions set forth in Accreditation;
4. Failure to meet the standards and requirements for the operation of tourism establishments, as prescribed in these rules;
5. Serious physical injury or loss of life of any guest, due to the fault or negligence of its official or employee (for resort/hotel/tourist inn/apartelle/other tourism-related establishments);
6. Allowing or permitting the tourism-related establishment, including any of its facilities, to be used for illegal, immoral, illicit activities, such as: gambling, prostitution, etc. (for resort/hotel/tourist inn, apartelle and the like);
7. Managers and/or Operators of tourism-related establishments shall exert all possible efforts not to permit a person, whom they know, to be drunk and/or have reason to believe, either to be a prostitute, a pedophile or a bad character, to occupy any room or to frequent the premises. Presence of any of these things, within the tourism-related establishments, shall be reported immediately to the nearest police station.
8. Violation of any of the conditions of the LTFRB franchise (for tourist transport operation); i. 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;
9. Willful violation of agreements and/or contracts entered into by the tourism-related business establishment and its clients;
10. Failure to replace or renew the Surety Bond within fifteen (15) days the date when said bond is ordered forfeited not confiscated in accordance with these rules or cancelled and/or revoked for whatever cause (in case of travel agency);
11. Failure to pay fine, as well as fees, dues and contributions imposed under existing laws;
12. Employment/hiring of employees (Tour Guides) who are not holders of license issued by the BPLO or non-Filipino employees, whether contractual or permanent, without valid working visa and working permit;
13. Any other acts/omissions that may endanger the interest of the tourism industry.

**CHAPTER X
GOVERNING LAWS AND PENAL PROVISIONS**

SECTION 36 GOVERNING LAWS

The following relative local and national laws, among others, shall govern in the implementation of the provisions of this Code, as follows:

1. R.A. 7160, known as the Local Government Code of 1991

2. R. A. 9593, otherwise known as the Tourism Act of 2009
3. R.A. 10066 known as the Heritage Act of 2010
4. Civil Service Resolution No. 97-0404 and CSC MC # 1, Series of 1997
5. P.D. No. 1096, or the National Building Code
6. RA 10173 - Data Privacy Act
7. City Ordinance No. 028, Series of 2015 or the Sorsogon City Investment Code
8. The existing Sorsogon City Revenue Code
9. Sangguniang Panlungsod ordinances related to tourism, environment and sanitation.

SECTION 37 PENALTIES

Any violation of any provisions contained in this Code, shall be meted with the following fines and penalties:

- 1st Offense** - Fine of Php 1,000.00
- 2nd Offense** - Fine of Php 3,000.00 and eight (8) hours of community service under the supervision of the SCTCAO, or its duly authorized representative.
- 3rd Offense** - Fine of Php 5,000.00 and cancellation of business permit and closure of business.

**CHAPTER XI
MISCELLANEOUS PROVISIONS**

SECTION 38 CONFIDENTIAL CHARACTER OF CERTAIN DATA

Information and documents received by or filed with the SCTCAO 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 in line with the Data Privacy Act.

SECTION 39 IMPLEMENTING RULES

The Implementing Rules and Regulations of this Code shall be formulated by the Sorsogon City Tourism, Culture and Arts Office and the City Legal Office within thirty (30) days after the approval thereof.

SECTION 40 FUNDING

The amount of Fifty-Three Million Four Hundred Eighty Thousand Eight Hundred Thirty-Eight and 54/100 (PhP 53,480,838.54) necessary for the implementation of this ordinance shall be taken from the annual appropriations and shall be included in the preparation of the Annual Budget of the City Government.

SECTION 41 FUNDING SUPPORT FROM THE NATIONAL GOVERNMENT/OTHER SOURCES

Specific tourism projects may be undertaken with funding support from the National Government and other sources, through proposals made by the SCTCAO, as endorsed by the Sangguniang Panlungsod.

SECTION 42 MONITORING AND EVALUATION SYSTEM

The SCTCAO, in coordination with the SCTC, shall establish a monitoring and evaluation system, in order to evaluate the economic, social and environmental impact of the tourism activities. This should cover all elements that are crucial to sustainability of the tourism resource, in compliance with the provisions of this Code. Monitoring and evaluation indicators should include service quality and participation of local communities.

**CHAPTER XII
FINAL PROVISIONS**

SECTION 43 REPEALING CLAUSE

All ordinances, resolutions, and regulations, or any part(s) thereof which are inconsistent with any provision of this ordinance are hereby repealed or modified accordingly.

SECTION 44 **SEPARABILITY**

If any reason or reasons, any part or provision of this ordinance shall to be unconstitutional or invalid, other parts or provision hereof which are not affected thereby shall continue to be in full force and effect.

SECTION 45 **EFFECTIVITY**


This ordinance shall take effect upon its approval by the Sangguniang Panlungsod and after compliance with the law on public dissemination and publication in local newspapers.

DATE APPROVED : **JANUARY 31, 2023**

I HEREBY CERTIFY to the correctness of the foregoing resolution and ordinance.


ROYAN E. DOMASIAN
Secretary to the Sangguniang Panlungsod

ATTESTED:


MARK ERIC C. DIONEDA
City Vice Mayor / Presiding Officer

APPROVED:


MA. ESTER E. HAMOR
City Mayor