



Republika ng Pilipinas
SANGGUNIANG PANLUNGSOD NG MARIKINA

7TH CITY COUNCIL

PRESENT:

HON. MARK ALBERT J. DEL ROSARIO

City Councilor/
Acting Presiding Officer

1ST DISTRICT:

HON. RONNIE S. ACUÑA
HON. FRANKIE C. AYUSON
HON. JOSEPH B. BANZON
HON. WILLIE N. CHAVEZ
HON. MARIO M. DE LEON
HON. SAMUEL S. FERRIOL
HON. EVA AGUIRRE-PAZ
HON. THADDEUS ANTONIO M. SANTOS, JR.

City Councilor
City Councilor
City Councilor
City Councilor
City Councilor
City Councilor
City Councilor
City Councilor

2ND DISTRICT:

HON. ARIEL V. CUARESMA
HON. PAUL B. DAYAO
HON. XYZA DIAZEN-SANTOS
HON. ERNESTO M. FLORES
HON. SUSAN P. MAGTUBO
HON. ROMMEL F. ORTIZ
HON. RUBEN R. REYES

City Councilor
City Councilor
City Councilor
City Councilor
City Councilor
City Councilor
City Councilor

ON OFFICIAL BUSINESS:

HON. JOSE FABIAN I. CADIZ, M. D.

City Vice-Mayor

SECTORAL REPRESENTATIVE:

HON. LEVY DL. DE GUZMAN

ABC President/
City Councilor

ORDINANCE NO. 065

Series of 2015

**ORDINANCE AMENDING ORDINANCE NO. 55 SERIES OF 2006 ENTITLED:
"ORDINANCE ADOPTING THE TOURISM CODE OF 2006"**

Sponsored by:

Councilor WILLIE N. CHAVEZ

Co-Sponsored by:

**Councilor RONNIE S. ACUÑA
Councilor FRANKIE C. AYUSON
Councilor JOSEPH B. BANZON
Councilor ARIEL V. CUARESMA
Councilor PAUL B. DAYAO
Councilor MARIO M. DE LEON
Councilor MARK ALBERT J. DEL ROSARIO**

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Councilor XYZA DIAZEN-SANTOS
Councilor SAMUEL S. FERRIOL
Councilor ERNESTO M. FLORES
Councilor SUSANA P. MAGTUBO
Councilor ROMMEL F. ORTIZ
Councilor EVA AGUIRRE-PAZ
Councilor RUBEN R. REYES
Councilor THADDEUS ANTONIO M. SANTOS, JR.
And Vice-Mayor **JOSE FABIAN I. CADIZ, M. D.**

BE IT ORDAINED, AS IT IS HEREBY ORDAINED, by the CITY COUNCIL OF MARIKINA, in session duly assembled, that:

CHAPTER I

GENERAL PROVISIONS

SECTION 1. TITLE. - This Ordinance shall be known as the "Tourism Code of Marikina".

SECTION 2. SCOPE. - This Ordinance shall govern and regulate tourism development and promotion programs of and within the City of Marikina, including the licensing, registration, regulation and supervision of the operations of tourism oriented/related establishments. It shall apply to all hotels, restaurants, tourist inns, pension houses, motorist hotels, homestays, dormitories, apartels, travel agencies, operators/organizers, tour guides, professional congress, tourist transport services, organizations, and other similar tourism oriented/related establishments whose operation is domestic or international in scope.

SECTION 3. DEFINITIONS. - For the purpose of this Ordinance, the terms and phrases enumerated in this Section shall be construed or interpreted to mean or refer to, as follows:

- (a) **APARTMENT-HOTEL (APARTEL)** - any building or edifice containing several independent and furnished or semi-furnished apartments, regularly leased to tourist and travelers for a period of not less than one day.
- (b) **ASSOCIATION** - an organization of persons/entities having the subject of tourism as a common interest.
- (c) **BAR (KTV/Videoke), COCKTAIL LOUNGE** – 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.

A Karaoke Bar is considered a place where guest relations officers are available to entertain customers. Customers may sing rendered by the karaoke machine. Patrons are served with foods and drinks and are allowed to sing with their partners.

A Cocktail Lounge or Beer Garden is considered a bar even if there are no hostesses or waitresses to entertain customers.

- (d) **BPLO** - Business Permits and Licensing Office.
- (e) **CITY** - The City Government of Marikina.

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- (f) **CONVENIENCE STORE** – refers to any 24-hour service counter retail outlets.
 - (g) **DOT** - Department of Tourism.
 - (h) **DEPARTMENT STORE** - a store which sells or carries several lines of merchandises in separate sections or departments including one devoted to native/*Filipiniana* items.
 - (i) **GYM** - refers to fitness centers.
 - (j) **HOTEL** - any building, edifice or premise which offers a venue for receptions, functions, seminars/conventions/forums, accommodations or lodging of travelers or tourists for a fee.
 - (k) **INBOUND TOUR** - a tour of the Philippines or any place within the Philippines.
 - (l) **INLAND RESORT** - resort located within the town proper or city.
 - (m) **LICENSE** - the privilege or authority granted by the BPLO to own, operate, manage and maintain a tourist establishment.
 - (n) **LTFRB** - Land Transportation Franchising and Regulatory Board.
 - (o) **LTO** - Land Transportation Office.
 - (p) **MALL** – an enclosed building where different kinds of shopping establishments are located.
 - (q) **MCTCAO** - Marikina City Tourism Culture and the Arts Office.
 - (r) **MONEY CHANGER** – an establishment that exchanges foreign currencies.
 - (s) **MOTORIST HOTEL** – a lodging inn for tourists and travelers journeying by automobiles.
 - (t) **MUSEUM/GALLERY** - refers to institutional establishments where a collection of valuable objects and artifacts on history and culture, arts and sciences are put on exhibition for the general public.
 - (u) **NIGHT OR DAY CLUB** – includes any place frequented at night-time or daytime, 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/hostesses furnished by the management.
 - (v) **OUTBOUND TOUR** - a tour to or any other place outside the Philippines.
 - (w) **PENSION HOUSE** - a private or family-oriented tourist boarding house or tourist lodging house, employing non-professional domestic helpers, regularly catering to tourist and/or travelers, containing several independent lettable rooms, providing common facilities such as toilets, bathrooms/showers, living and dining rooms and/or kitchen and where a combination of board and lodging may be provided.
 - (x) **PTA** - Philippine Tourism Authority.
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- (y) **RECREATIONAL AND AMUSEMENT FACILITIES** – include arcade, computer games, internet and web surf, casino games.
- (z) **REGISTRATION** - the listing of tourism-oriented and tourism-related establishments, including those offering training and promotion programs, after such establishments and facilities have been certified by the City Government of Marikina, through the MCTCAO as having conformed with the minimum standards/requirements in accordance with this Ordinance.
- (aa) **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.
- (bb) **RESTAURANT, KIOSK, FASTFOODS, FOOD STALLS EATERY** - any establishment offering to the public regular and special meals or menu, catered cooked foods or short orders, wrapped to go, beverages and drinks.
- (cc) **SHOP** - a small retail establishment specializing in *Filipiniana* or other specialized items and souvenir products.
- (dd) **SPA** - refers to establishments which offer complete relaxation to its clients for beauty and wellness.
- (ee) **SPECIAL INTEREST RESORT** - refers to resorts providing facilities and equipment for the conduct of special interest activities, wildlife observation and bird watching, backpacking, camping, trail riding (either motorized or horseback), target shooting and hunting, and theme parks.
- (ff) **SPORTS AND RECREATIONAL FACILITIES** - establishments/resorts providing sports and recreational facilities such as, swimming pools, bowling lanes, tennis courts, pelota or squash courts, golf course, riding range, shooting range, archery range, aquatic/water sports arrangement, fishing, water skiing and similar facilities forming part of the resort.
- (gg) **SUPER CLUB** – includes any establishments where food and drinks are served to its patrons, with musicians or jukeboxes/record players installed within its premises, and where patrons may dance with their companions.
- (hh) **TENANT** - any tourist or traveler who is registered as paying occupants of any apartment-hotel.
- (ii) **THEATERS AND CINEMAS** - refers to establishments used as venue for the performing arts or where motion pictures are shown.
- (jj) **TOUR GUIDE.** - an individual who is licensed by the BPLO and registered with the MCTCAO to guide tourists, both foreign and domestic, for a fee, commission or any other form of lawful remuneration.
- (kk) **TOURISM-ORIENTED ESTABLISHMENT** - any establishment which caters directly to domestic and foreign tourists and is required to be registered with the MCTCAO.



- (ll) **TOURISM-RELATED ESTABLISHMENT** - any establishment or enterprise which caters incidentally to both foreign and local travelers and tourists.
- (mm) **TOURISM TRAINING PROGRAM** - any training program that caters to the tourism industry.
- (nn) **TOURIST INN** - a lodging establishment that caters to local and foreign tourists, but does not meet the minimum requirements of an economy hotel.
- (oo) **TOURIST LAND TRANSPORT UNIT** - any vehicle, carriage or conveyance moving on wheels or tunnels used on public roads and highways and catering to tourists.
- (pp) **TOURIST TRANSPORT OPERATOR** - a person or entity which may either be a single proprietorship, partnership or corporation, regularly engaged in providing for a fee or lawful consideration, tourist transport services as hereinafter defined, either on charter or regular run.
- (qq) **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.
- (rr) **WINE AND LIQUOR STORE.** – includes the selling, giving away or dispensing of any intoxicating malt, vino, mixed or fermented liquors at any retail outlet.

CHAPTER II

SUPERVISION AND CONTROL

SECTION 4. THE OFFICE OF THE CITY MAYOR. - The City Mayor as the local chief executive shall be the chief operating officer of all tourism programs of the City of Marikina. He/She shall designate the chairperson/s of all institutionalized government tourism programs which are observed and celebrated yearly, traditionally or regularly in the City.

SECTION 5. THE MARIKINA CITY TOURISM CULTURE AND THE ARTS OFFICE (MCTCAO). - For purposes of implementation of the provisions of this Ordinance, technical and administrative duties and functions shall be performed by the Marikina City Tourism Culture and the Arts Office (MCTCAO). It is tasked to formulate tourism related projects/programs in the City of Marikina.

The MCTCAO shall perform the following functions:

- (a) Conduct registration of tourism related/oriented establishments, tourist transport units, travel agencies, travel tour operators, accommodations and travel tour services;
- (b) Conduct registration of tours (Lakbay-Aral by schools, local government units, private corporations, etc.);

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- (c) Require the use of tour guides for all registered tours;
- (d) Require accreditation and regulation of city tour guides;
- (e) Conduct seminars and trainings for tour guides personnel/staff of tourist oriented/related establishments, as well as for drivers of taxis, pedicabs, tricycles, jeepneys, buses that convey tourists, in coordination with the City Transportation Management and Development Office;
- (f) Conduct tourism summits and other tourism related activities;
- (g) Conduct information dissemination on tourism awareness;
- (h) Design tour packages, provide incentives, freebies, brochures or kits for tourists;
- (i) Design and issue a Seal of Registration/Slogan for tourism establishments;
- (j) For and in behalf of the city government, solicit donations, grants, and other form of assistance in relation to the establishment, improvement and design of tourism related structures, facilities, programs, projects and studies;
- (k) Perform other tasks in relation to tourism promotion and development; and
- (l) Conduct study related to tourists.

The Head of the Marikina City Tourism Culture and the Arts Office (MCTCAO) shall work with the Office of the City Mayor on the promotion of tourism related projects. He/She shall be assisted by a City Tourism Officer who shall closely coordinate with different offices in regards to the implementation of tourism projects and programs in the City.

SECTION 6. THE COMMITTEE ON TOURISM AND CULTURAL AFFAIRS IN THE SANGGUNIANG PANLUNGSOD. - The Committee on Tourism and Cultural Affairs shall be responsible for introducing legislative measures concerning the promotion of tourism in the City of Marikina as well as regarding regulation and standardization of tourism-related establishments.

SECTION 7. THE CITY TOURISM COUNCIL. – There is hereby created a City Tourism Council which shall be the partner of the Marikina City Tourism Culture and the Arts Office and the Department of Tourism in the policy making, regulating promoting, and coordinating of tourism programs and activities of the city.

The Council shall meet regularly once a month and call for an emergency meeting as the need arises in the presence of its chairman and its members who shall constitute a quorum and their acts deemed as official. The Council shall have the following duties and responsibilities:

- (a) Formulate and recommend to the City Mayor policies and programs aimed at promoting the tourism industry in Marikina City;
- (b) When public interest require upon recommendation of the MCTCAO, authorize special inspections by the composite inspection team or any member thereof, to tourism establishments;
- (c) Perform other duties and responsibilities as maybe required by law or this ordinance.

Composition - The Tourism Council shall be composed of the following:

Chairperson : City/Municipal Mayor
Vice-Chair : Chairperson of the City Council Committee on Tourism and Cultural Affairs
Members :
Head of the Marikina City Tourism, Culture and the Arts Office
Head of the Marikina Trade Office
Planning Officer
Three [3] Representatives from Tourist-Oriented Establishments operating in Marikina City

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Chairperson of the Arts Council of Marikina City
Three [3] Representatives from Tourist-Related Establishments operating in Marikina
And such other representatives from either the public or private organizations as selected by the Chairperson as deemed necessary.

CHAPTER III

GOVERNMENT TOURISM PROGRAMS, SPECIAL EVENTS, FACILITIES, PARKS, INSTITUTIONS, INFORMATION CENTERS

A. GOVERNMENT TOURISM PROGRAMS AND SPECIAL EVENTS

SECTION 8. GOVERNMENT-SPONSORED TOURISM PROGRAMS AND SPECIAL EVENTS. - The City Government hereby establishes and recognizes annual/regular government-sponsored tourism programs and special events as follows:

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| (a) Arts Month | - February |
| (b) Ka-Angkan Festival | - third week of April |
| (c) Marikina Day Celebration | - April 16 |
| (d) Christian Festival | - Holy Week (April/May) |
| (e) Pista ng Bayan | - Second Sunday of May |
| (f) Ahunan sa Antipolo | - Second Monday of June |
| (g) Buwan ng Wikang Pambansa | - August |
| (h) Sapatos Festival | - October-November |
| (i) Cityhood Anniversary | - December 8 |
| (j) Christmas Festival | - December |
| (k) Rizal Day Celebration | - December 30 |
| (l) Other Special Events/programs sponsored by the City of Marikina that promote arts, culture, trade and tourism. | |

B. GOVERNMENT FACILITIES, PARKS, INSTITUTIONS AND TOURISM INFORMATION CENTERS

SECTION 9. PROMOTION OF PARKS, INSTITUTIONS AND TOURISM INFORMATION CENTERS. - The City Government shall promote the following government tourist spots and institutions:

- (a) Sentrong Pangkultura
- (b) Teatro Marikina
- (c) Shoe Museum
- (d) Marikina Trade Fair
- (e) Freedom Park
- (f) Marikina River Park
- (g) Marikina Sports Park
- (h) Marikina Hotel
- (i) Marikina Public Library
- (j) Marikina Public Market
- (k) Marikina City Hall
- (l) Parks & Playgrounds (Barangays and Subdivisions)

SECTION 10. GOVERNMENT TOURISM INFORMATION CENTERS - The City Government shall establish Tourism Information Centers in the following strategic areas:

- (a) Shoe Museum
- (b) Marikina Sports Park
- (c) Healthy Lifestyle Office
- (d) Barangay Halls, and
- (e) Other locations, areas or establishments
as may be deemed appropriate for the purpose

CHAPTER IV

FEES AND OTHER CHARGES FOR THE USE OF GOVERNMENT FACILITIES

SECTION 11. ENTRANCE FEES. The City Government hereby imposes fees for entry to tourist spots in the City, as follows:

- 1.) Shoe Museum -Php 50.00 per person
- 2.) Teatro Marikina
 - (a) Cinema nights - Php 50.00 per person
 - (b) Lakbay Aral Skits/AVP - Php 50.00 per person
 - (c) Regular-in-house shows
plays/concerts - Php 75.00 per person

SECTION 12. RENTAL FEES. The City Government hereby imposes various rates of fees for the use of government tourism establishments:

- 1.) Marikina Rondalla
 - a. Rental Rates
 - Marikina Residents - Php 3,000.00 for a maximum rendition of three (3) hours and additional Php 1,000 for every succeeding hour.
 - Non-Marikina Residents - Php 7,000.00 for a maximum rendition of three (3) hours and additional Php 1,000.00 for every succeeding hour.
- 2.) Teatro Marikina:
 - a. Revenue Generating Events (plays, concerts, paid seminars, etc.)
 - Gala Show (Monday-Thursday) - Php 20,000.00 for the first three (3) hours and additional Php 5,000.00 for every succeeding hour.
 - Gala Show (Friday-Sunday) - Php 25,000.00 for the first three (3) hours and additional Php 5,000.00 for every succeeding hour.
 - Matinee Show (Monday-Thursday) - Php 15,000.00 for the first three (3) hours and additional Php 3,000.00 for every succeeding hour.
 - Matinee Show (Monday-Thursday) - Php 20,000.00 for the first three (3) hours

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and additional Php 3,000.00 for every succeeding hour.

- b. Non-Revenue Generating Events (graduation, prayer rallies, etc.)
- Php 15,000.00 for the first three (3) hours and additional Php 3,000.00 for every succeeding hour.
- c. Rental Fees for the Private Use of the following:
- Lobby Area (special functions) - Php 10,000.00 for the first three (3) hours and additional Php 1,000.00 for every succeeding hour.
 - Lobby (exhibit area) - Php 7,000.00 per day w/ aircon (minimum of three days) Php 10,000.00 per month without Aircon.
 - Lobby and Orchestra Level - Php 20,000.00 per day (exhibits, trade shows)
 - Orchestra Level only w/out aircon - Php 17,000.00 per day stage area & exhibit area (meetings, seminars, and conferences)
- d. Admission Fees
- Cinema Nights - Php 50.00 per head
 - Lakbay Aral Skits / AVP - Php 50.00 per head
 - Regular in-house shows/ - Php 75.00 per head for plays/ concerts
 - Use of the LCD projector - Php 2,500 for the first four (4) hours and additional Php 200 for every succeeding hour.
 - Additional electrical equipments - Php 500.00 per item/equipment to be plugged during the event.
- 3.) Kapitan Moy (Sentrong Pangkultura)
- a. Bulwagang Bayani
- Php 15,000.00 for the first four (4) hours (with air-condition, chairs, tables, and sound system), and additional Php 500.00 for every succeeding hour.
 - For video/film production - Php 20,000.00 for the first four (4) hours, and additional Php 1,000.00 for every succeeding hour.
 - Photo shoot - Php 500.00 per hour

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- Additional electrical equipment - Php 500.00 per item/equipment to be plugged during event
- Garbage Fee - Php 500.00
- Corkage Fee - Php 500.00 for non-accredited/registered caterers

- b. Patio - Php 3,500.00 for the first four (4) hours, and additional Php 500.00 for every succeeding hour.
- For video production - Php 3,500.00 for the first four (4) hours, and additional Php 500.00 for every succeeding hour.
- Photo shoot - Php 500.00 per hour
- Additional electrical equipment - Php 500.00 per item/equipment to be plugged during event
- c. Lobby Area - Php 2,000.00 per day
- d. Use of LCD projector - P2,500.00 for the first four (4) hours, and additional Php 200 for every succeeding hour.

SECTION 13. OTHER FEES/CHARGES.

- a. Marikina Postcard - Php 10.00
- b. Marikina Coffee Table Book - Php 1,000.00
- c. Teatro Marikina Naming Rights - Php 2,000,000 (including terms for two (2) years and condition)
- d. Lakbay Aral - Php 150.00 per head

CHAPTER V

CLASSIFICATION OF TOURISM ESTABLISHMENTS

SECTION 14. All tourism establishments/activities in the City of Marikina must be classified, accredited, registered and regulated in accordance with the Rules and Regulations promulgated by the Department of Tourism on 20 April 1992 and 26 August 1992, and published in the Supplement of the Official Gazette, Volume 89, No. 20 dated 17 May 1993. Said establishments

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must likewise comply with existing local laws, rules and regulations covering their business operations in the City.

CHAPTER VI

INCENTIVES FOR REGISTERED TOURISM ESTABLISHMENTS

SECTION 15. INCENTIVES FOR REGISTRATION OF TOURISM-ORIENTED - AND TOURISM-RELATED ESTABLISHMENTS.- Tourism-oriented and tourism-related establishments which are duly registered and licensed by the City Government shall be entitled to the following incentives:

- (a) "One-Stop-Shop" processing of registration and license which should be completed within a period of 3-5 days [but not to exceed seven (7) days].
- (b) Free promotion in all publications/ brochures/ tourism flyers/ leaflets/ collateral materials issued by the City Government.
- (c) Free feature in the website managed by the City Government.
- (d) Inclusion in Lakbay-Aral Tours/tour packages. Registered tourism establishments will be part of the itinerary of tourists.
- (e) Inclusion/ priority to participate in certain festivals, trade shows, exhibits which are by nature by invitation only.
- (f) Inclusion to promote registered tourist-related establishments at Government Tourist Information Center/s.
- (g) Privileges in the use of selected government-owned facilities.
- (h) Incentives as provided under the Marikina Investment Code of 2004
- (i) Incentives as provided by the Department of Tourism.
- (j) Other support programs and incentives to enhance or promote tourism-oriented/related establishments.

CHAPTER VII

LICENSING AND REGISTRATION AND ANNUAL INSPECTION OF TOURISM-ORIENTED/RELATED ESTABLISHMENTS/ ACCREDITATION OF TOURGUIDES

SECTION 16. LICENSING OF THE BUSINESS OF TOURISM-ORIENTED ESTABLISHMENTS. - Any person, natural or juridical who keep, manage, or operate any building, edifice or premises, or a completely independent part thereof, for the purpose of engaging in a tourism-oriented business shall secure a valid license from the BPLO to operate the same.

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SECTION 17. REGISTRATION OF TOURISM-ORIENTED ESTABLISHMENTS. – All tourism-oriented establishments shall register with the MCTCAO. For this purpose, the following are considered tourism-oriented establishments:

- a. Apartels
- b. Motels
- c. Hotels
- d. Pension Houses
- e. Resorts
- f. Tourist Inns
- g. Travel Agencies
- h. Tour Transport Operators
- i. Special Interest Resorts
- j. Tour Guides/ Tour Guide Services

SECTION 18. REGISTRATION OF TOURISM-ORIENTED ESTABLISHMENTS - REQUIREMENTS. – Tourism-Oriented Establishments shall register with MCTCAO by submission of the following requirements:

- a. Duly accomplished application form with sworn declaration on the following:
 1. Place of business in Marikina City
 2. Valid DTI/SEC Registration
 3. Compliance with nationality requirements
 4. Compliance with capitalization and/or bond requirements
 5. Name of Owner/s, Officers, Officials, and Employees, their designation, nationality, residence and valid visa from the Bureau of Immigration and DOLE permit for alien personnel
 6. Joint Venture and/or Technological Assistance Agreements, if any, existing or proposed and about to be entered with foreign national/s
 7. Schedule of current room rates, food and beverage prices of menu [if applicable]
- b. Proof of ownership/ valid contract of lease of the property where business is operated
- c. Certified Copy of a Liability Insurance compliant with the requirements of the particular business
- d. Valid LTO registration of tourist transport service vehicle and valid LTFRB Franchise [if applicable]
- e. Authority to File the Application for MCTCAO Registration
- f. Such other papers or documents as may be required from time to time pursuant to existing laws, ordinances and other legal issuances

SECTION 19. WHO ARE AUTHORIZED TO SIGN THE APPLICATION FOR REGISTRATION AND LICENSE. - In the filing of application for registration and license, the following shall be authorized to sign 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 person so designated in its by-laws.

SECTION 20. ACCREDITATION OF TOUR GUIDES. All tour guides are hereby required to be accredited with the MCTCAO. Tour Guides must undergo training with any government accredited training providers. Accreditation is renewable annually.

Tour Guides of the City Government must possess the following qualifications:

- 1.) Bona fide resident of the City of Marikina;
- 2.) Fluent in speaking Filipino, English and other foreign languages;
- 3.) Physically and mentally fit; and
- 4.) Computer literate/preferably knowledgeable in foreign language; and.
- 5.) Preferably tourism graduate.

A fee of Three Hundred Fifty Pesos (Php 350.00) shall be required for the use of tour guides of the City Government.

SECTION 21. REGISTRATION OF TOURISM-RELATED ESTABLISHMENTS. – Tourism-related establishments may register with the MCTCAO. For this purpose, the following are considered tourism-related establishments

- a. Bars, Cocktail Lounges, Night or Day Clubs
- b. Convenience Stores
- c. Congress/Event/Exhibit Organizers
- d. Department Stores
- e. Gyms
- f. Inland Resorts
- g. Malls
- h. Money Changers
- i. Museums/Galleries
- j. Sports, Recreational and Amusement Facilities
- k. Resorts, Special Interest Resorts
- l. Restaurants, Fastfoods, Food Stalls
- m. Shops
- n. Spas
- o. Theaters and Cinemas
- p. Wine and Liquor Stores
- q. And such other similar establishments

SECTION 22. REGISTRATION OF TOURISM-RELATED ESTABLISHMENTS - REQUIREMENTS. – Tourism-Related Establishments may register with MCTCAO by submission of the following requirements:

- (1) Duly accomplished application form;
- (2) In the case of corporation or partnership, a certified true copy of the Articles of Incorporation, its By-Laws or Articles of Partnership and amendments thereof, duly registered with the Securities and Exchange Commission, and Business Name Certificate; in case of single proprietorship, Business Name Certificate and amendments thereof, if any;
- (3) List of names of all officials and employees and their addresses; for alien personnel - valid visa from the Bureau of Immigration and the proper permit from the Department of Labor and Employment; and

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(4) Such other requirements as may be requested and/or deemed necessary.

SECTION 23. DOCUMENTS/REQUIREMENTS TO BE SUBMITTED FOR THE RENEWAL OF REGISTRATION. - Application for the renewal of registration shall be supported by the following documents:

- (a) A copy of the amended Articles of Incorporation or Articles of Partnership and By-Laws, if any;
- (b) List and information sheets of additional personnel, if any, or any change in the manpower complement;
- (c) Latest Income Tax Return and Audited Financial statements covering the preceding year's operation; Provided, that if this requirement is not available at the time of renewal, the same shall be submitted not later than 30 April of the current year;
- (d) A resolution of the Board of Directors authorizing the continuation of the business, ;
- (e) Proof of renewal of General Liability Insurance (additional requirements for resort and tourist inn/apartel);
- (f) Renewal of Surety Bond referred to in Section 20 (f), (1), (d) of additional requirements for tourist transport operation;
- (g) Copy of Previous Business License;
- (h) Barangay Clearance; and
- (i) Previous Certificate of Registration.

CHAPTER VIII

CERTIFICATE OF REGISTRATION/ FEES

SECTION 24. ISSUANCE OF CERTIFICATE OF REGISTRATION 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 City Government through the BPLO and the MCTCAO shall issue the corresponding License and Certificate and seal of registration.
- (b) The MCTCAO shall adopt a seal (sticker) for registration purposes.

SECTION 25. REGISTRATION FEES. – A registration fee shall be imposed on all tourism establishments, whether operating as principal, branch or extension office of the city, payable as followed without prejudice to the collection of taxes, fees and surcharges imposed under the existing laws, ordinances, regulations and other local issuances. An annual registration fee shall be paid in accordance with the following schedule:

TYPE OF ESTABLISHMENT	REGULAR FEE/ANNUM
ACCOMMODATION	
(1) HOTELS	
De Luxe Class	Php 2,220.00
First Class	Php 1,980.00
Standard Class	Php 1,650.00
Economy Class	Php 1,100.00