

SERVICE NAME: INQUIRE, GATHER, & SURVEY

- History of Candon
- Reports on Local Heroes of Candon
- Write-ups about City Festivities
- Resolutions related to NCCA, NHCP, & Establishing Sisterhood Relations
- History of the Different Barangays (42 Barangays of Candon City, Ilocos Sur)
- Cultural Mapping Data
- Cultural Property Inventory
- Records about the Ancestral Houses
- Tourist Arrivals (Local & Foreign)

SERVICE INFORMATION: Integrated City Tourism DOCUMENTS

OFFICE	TOURISM
CLASSIFICATION	Simple
TYPE OF TRANSACTION	G2C- Government to Citizen
WHO MAY AVAIL	Tourists, Guests & Visitors

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Communication Letter	To be provided by the client upon the approval of the City Mayor (Office of the City Mayor).

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Communication Letter and submit it to the office of the City Mayor.	Wait for the approval	None	1 day	City Mayor or City Administrator
2. Secure a photocopy of the approved communication letter	Secure a copy of the letter to be filed in the office	None	3 minutes	Rhodana C. Abrero Eryll Mae Querubin
3. Secure the original approved communication letter	Provide the documents needed by the client	None	1 day	Rhodana C. Abrero Eryll Mae Querubin

SERVICE NAME: Tour Guiding & Assisting Guests, Visitors & Tourists

SERVICE NAME: Tour & Assist

- Provide list of Hotels, Inns, Transients, Restaurants, etc.
- Emergency Hotlines
- Provide List of Room Rates of different Hotels
- Provide Contact Numbers of Hotel Front liners

SERVICE INFORMATION: Tourists Destinations

OFFICE	TOURISM
CLASSIFICATION	Simple
TYPE OF TRANSACTION	G2C- Government to Citizen
WHO MAY AVAIL	Tourists, Guests & Visitors

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Communication Letter	To be provided by the client upon the approval of the City Mayor (Office of the City Mayor).
As a public servant anyone will be accommodated & assisted.	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Communication Letter and submit it to the Office of the City Mayor.	Wait for the approval	None	1 day	City Mayor or City Administrator
2. Secure a photocopy of the approved communication letter	Secure a copy of the letter to be filed in the office	None	3 minutes	Rhodana C. Abrero Eryll Mae Querubin Jelly Anne Fuerte
3. Secure the original approved communication letter	Accommodate the guest, visitors, & tourists.	None	Depends upon the request	Rhodana C. Abrero Eryll Mae Querubin Jelly Anne Fuerte
4. Guests, visitors & tourists having a query regarding the history of Candon. <i>Candon City Museum is the best place to tour them.</i>	Accommodate the guest, visitors, & tourists.	None	30-1 hr.	Rhodana C. Abrero Eryll Mae Querubin, Jelly Anne Fuerte Aaron Martinez Philip Cobange Florenda Novida
5. Guests, visitors & tourists who would like to visit Darapidap Baywalk, Beach and Cottages.	Accommodate and secure the safety of the guests, visitors, & tourists.	None		Vincent Galope Denmark Ruiz