



## 5. Tour Guide Engagement

Assists guests and tourist for providing a tour guide that can explain the history, culture, livelihood, products and destinations of Bataan.

**Office or Division:** Office of the Provincial Tourism Officer / Planning, Product Development and Marketing Division

**Classification:** Simple

**Type of Transaction:** G2G - Government to Government / G2C - Government to Citizen / G2B - Government to Business Entity

**Who may avail:** Guests, School, Company, Travel Agencies and LGU's

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquires on the availability of a tour guide.	1. Gets the details of the tour.	None	15 minutes	<i>Tourism Operations Officer II</i> Planning, Product Development and Marketing Division
	2. Coordinates with the members of Bataan Peninsula Tour Guides for their availability.	None	40 minutes	<i>Tourism Operations Officer II</i> Planning, Product Development and Marketing Division
	3. Endorses the tour guide.	None	5 minutes	<i>Tourism Operations Officer II</i> Planning, Product Development and Marketing Division
<b>TOTAL:</b>		<b>None</b>	<b>1 hour</b>	