

4. Availment of Tourism Trainings

To ensure high standards of quality and efficiency in tourism services, the Provincial Administrator's Office thru the Tourism Division in partnership with the Department of Tourism, Region XI facilitate the conduct of series of tourism related trainings.

Office or Division:	Provincial Administrators Office – Tourism			
Classification:	Highly Technical			
Type of Transaction:	G2B and G2G			
Who may avail:	Tourism Stakeholders, Businessman etc.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Training Proposal (1 original or soft copy)		Requesting LGUs, Business Entity		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the list of training proposal via e-mail	1. Officer in charge consolidates training proposals	none		<i>Provincial Tourism Officer</i> PADO-Tourism
	1.1. Submits training proposal to Department of Tourism (DOT) Regional Office (REG XI for approval and schedule	none	At least 1-month subject to the availability of resource person and approval of prepared Activity Design	<i>Admin Asst. II</i> PADO-Tourism
TOTAL:		none	1 month	