

**Office:** Provincial Tourism Office (Tourist Assistance Center)  
**Service:** Tourist Assistance Center  
**Who may avail the service:** Tourists/ General Public  
**Service Schedule:** Monday to Saturday (9:00 AM TO 6:00 PM)  
**Requirements:** None  
**Fee/s:** None  
**Service Duration:** 5 to 10 minutes

**How to avail the service:**

STEP	CLIENT	ACTION OFFICER	DURATION OF ACTIVITY	PERSON IN-CHARGE	FEES	FORM
1	Proceed to the Front Desk and provide pertinent information/details	Assist and orient the client on the services available.	1 Minute	Tourist Assistant	None	Logbook
2	Request assistance and receive necessary information.	<b>For Tour Itineraries</b> Present prepared tour itinerary and orient them on the various destinations and tour guide directory.	3 Minutes	Tourist Assistant	None	
		<b>For Accommodation Assistance</b> Present various accommodation establishment and contact details	2 Minutes	Tourist Assistant	None	
		<b>For General Tourist destination Inquiry</b> Tourist Receptionist assists and orients clients on the various destinations/ attractions in the province.	3 Minutes	Tourist Assistant	None	
**End of Transaction**						

**Allowable period for extension due to unusual circumstances:** 25 Minutes