

OFFICE OF THE TOURISM**SERVICE RENDERED:** *Resort Reservation***Schedule of Availability of Service:**

8:00 AM – 5:00 PM with no noon break

Monday – Friday

Who May Avail of the Service:All Citizens of the Municipality**What are the Requirements:**

1) Letter of Intent

Duration: 5 minutes**How to Avail of the Service:**

Steps	Applicant / Client	Service Provider / Office Activity	Duration of Activity (Under Normal Circumstances)	Person in charge	Required documents / Fees
1 st	Proceed to the Tourism Office for date reservation. Proceed to Mayor's office to submit letter of intent	Advise the client to wait for the approval	5 minutes Total : 5 minutes	Arnel Arimas Kimberly Cortez Nonato S. Abrenica	Letter of Intent

- - - - End of transaction - - - -