



# CITIZEN'S CHARTER

## MUNICIPAL TOURISM OFFICE

### Community Tour Assistance

#### SCHEDULE



Monday-Friday  
8 am - 5 pm  
(No Noon Break)

#### DURATION



40 minutes

#### REQUIREMENTS



Letter of Request addressed to the Mayor

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION	PERSON IN CHARGE	FEES/ CHARGES	FORMS
1	<b>SUBMIT</b> requirements.	Receive requirements and transmit to the Mayor for approval.	5 minutes	Mayor's Office Staff	None	
		Approve the request and forward to The Tourism Action Officer	30 minutes	Municipal Mayor Mayor's Office Staff	None	
		Inform the client about the schedule and itinerary	5 minutes	Tourism Action Officer	None	
2	<b>ARRIVE</b> on scheduled date and time.	Facilitate tour.	Varies	Tourism Action Officer Tourism Staff	None	

**END OF TRANSACTION**

### Museum Services

#### SCHEDULE



Monday-Friday  
8 am - 5 pm  
(No Noon Break)

#### DURATION



5 minutes

#### REQUIREMENTS



Valid ID

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION	PERSON IN CHARGE	FEES/ CHARGES	FORMS
1	<b>SUBMIT</b> requirements.	Interview client and record tourist profile.	5 minutes	Tourism Staff	None	
		Facilitate museum tour	Varies	Municipal Mayor Mayor's Office Staff	None	

**END OF TRANSACTION**



Contact Person: **RICARDO MANALO**

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