



**RULES AND REGULATIONS  
GOVERNING THE CLASSIFICATION OF HOTELS,  
TOURIST INNS, MOTELS, APARTELS,  
HOUSING UNITS, RESORTS,  
PENSION HOUSES, RETIREMENT VILLAGE  
& OTHER ACCOMMODATION  
ESTABLISHMENTS**



**SUBIC BAY METROPOLITAN AUTHORITY  
TOURISM DEPARTMENT  
OFFICE OF TOURISM STANDARDS  
SUBIC BAY FREEPORT ZONE**

**RULES AND REGULATIONS GOVERNING CLASSIFICATION OF HOTELS, TOURIST INNS,  
MOTELS, APARTELS, HOUSING UNITS, RESORTS, PENSION HOUSES, RETIREMENT  
VILLAGE AND OTHER ACCOMMODATION ESTABLISHMENTS**

PURSUANT TO THE PROVISIONS OF EXECUTIVE ORDER NO. 120 IN RELATION TO REPUBLIC ACT NO. 7160, OTHERWISE KNOWN AS THE LOCAL GOVERNMENT CODE OF 1991 ON THE DEVOLUTION OF DEPARTMENT OF TOURISM'S REGULATORY FUNCTION OVER TOURISM ESTABLISHMENTS, AND WITH THE **IMPLEMENTATION OF CLASSIFICATION ON ALL TOURISM STAKEHOLDERS AND RELATED ESTABLISHMENTS IN SUBIC BAY FREEPORT ZONE PURSUANT TO RESOLUTION NO. 07-06-1557 APPROVED BY THE SBMA BOARD OF DIRECTORS**, THE FOLLOWING RULES AND REGULATIONS GOVERNING THE CLASSIFICATION OF HOTELS, TOURISTS INNS, MOTELS, APARTELS, HOUSING UNITS, RESORTS, PENSION HOUSES/RETIREMENT VILLAGE AND OTHER ACCOMMODATION ESTABLISHMENTS ARE HEREBY PROMULGATED.

**CHAPTER I  
DEFINITION OF TERMS**

**SECTION 1. DEFINITION.** – For purposes of these Rules, the following shall mean:

- a. **ACCREDITATION** - a certification issued by the Department of Tourism that the holder is recognized as having complied with its minimum standards in the operation of the establishments concerned;
- b. **APARTELS** – any building or edifice containing several independent and furnished or semi-furnished apartments, regularly leased to tourists and travelers for dwelling on a more or less long term basis and offering basic services to its tenants, similar to hotels.
- c. **CLASSIFICATION** - a certification issued by the Tourism Standards in coordination with the Department of Tourism that the holder is classified as having complied with the minimum standards in the operation of the establishment concerned. Whatever classification issued by the Tourism Standards, SBMA shall be recognized as accredited establishment by the Department of Tourism (DOT) under the Memorandum of Agreement (MOA) between SBMA and DOT dated July 10, 2007.
- d. **CERTIFICATE OF REGISTRATION AND TAX EXEMPTION (CRTE)** - refers to the certificate issued by the SBMA representing the registration of the business enterprise as an SBF enterprise.

- e. **HOTEL** – a building, edifice or premises or a completely independent part thereof which is used for the regular reception, accommodation or lodging of travelers and tourist and the provision of services incidental thereto for a fee.
- f. **DOT** – Department of Tourism.
- g. **HOUSING UNITS** – any building or edifice containing several independent and furnished or semi-furnished housing, regularly leased to tourists for dwelling on an overnight stay, and more or less long term basis and offering basic services to its tenants, similar to hotels.
- h. **MOTORIST HOTEL (Motel)** – any structure with several separate units, primarily located along the highway with individual or common parking space at which motorists may obtain lodging and, in some instances, meals.
- i. **PENSION HOUSE/RETIREMENT VILLAGE** – a private or family-operated tourists boarding house, tourists guest house or tourists lodging house employing non-professional domestic helpers regularly catering to tourists and travelers, containing several independent lettable rooms, providing common facilities such as toilets, bathrooms/ showers, living and dining rooms and/ or kitchen and where a combination of board and lodging may be provided.
- j. **PTO** – Permit To Operate issued by the SBMA to qualified business enterprises.
- k. **RESORT** – any place or places with pleasant environment and atmosphere conducive to comfort, healthful relaxation and rest, offering food, sleeping accommodation and recreational facilities to the public for a fee or remuneration.
- l. **SBF** – the Subic Bay Freeport referred to as the Special Economic and Freeport Zone in Section 12 of Republic Act No. 7227.
- m. **SBMA** – refers to the Subic Bay Metropolitan Authority created under Section 13 of Republic Act No. 7227.
- n. **SSIV** – Subic Special Investors Visa
- o. **SSWV** – Subic Special Working Visa
- p. **TOURISM STANDARDS** –refers to the regulatory authority of the SBMA tasked with the implementation of the standards in classifying all tourism stakeholders and related establishments under the guidelines and procedures manual in coordination with the Department of Tourism.
- q. **TOURIST INN** – a lodging establishment catering to transients which does not meet the minimum requirements of an Economy Hotel.

## **CHAPTER II**

### **CLASSIFICATION OF AND STANDARD REQUIREMENTS FOR HOTELS**

**SECTION 1. CLASSIFICATION OF HOTELS.** For the purpose of Classification, hotels are hereby classified into the following categories, namely:

- a. De Luxe Class;
- b. First Class;
- c. Standard Class; and
- d. Economy Class.

**SECTION 2. REQUIREMENTS FOR A DE LUXE HOTEL.** The following are the minimum requirements for the establishment, operation and maintenance of a De Luxe Class Hotel:

#### a. LOCATION

1. The locality and environs including approaches shall be suitable for a Luxury Hotel of international standards.
2. The façade, architectural features and general construction of the building shall have the distinctive qualities of a Luxury Hotel.

#### b. BEDROOM FACILITIES AND FURNISHINGS

- **SIZE** – all single and double rooms shall have a floor area of not less than twenty five (25) square meters, inclusive of bathrooms.
- **SUITE** – There shall be one (1) suite per thirty (30) guest rooms.
- **BATHROOMS**
  1. All rooms must have bathrooms which shall be equipped with fittings of the highest quality, befitting a luxury hotel with 24-hour service of hot and cold running water.
  2. Bathrooms shall be provided with bathtubs and showers;
  3. Floors and walls shall be covered with impervious material of elegant design and high quality workmanship.
- **TELEPHONE** – There shall be a telephone in each guest room and an extension line in the bathroom of each guest room.
- **RADIO/TELEVISION** – There shall be a radio, a television and relayed or piped-in-music in each guest room.
- **COLD DRINKING WATER** – There shall be cold drinking water and glasses in each bedroom.
- **REFRIGERATOR/ MINI-BAR** –There shall be a small refrigerator and a well-stocked bar in each guest room.

- ROOM SERVICE – There shall be a 24-hour room service (including provisions for snacks and light refreshments).
- FURNISHINGS AND LIGHTING
  - 1) All guest rooms shall have adequate furniture of the highest standard and elegant design; floors shall have superior quality wall-to-wall carpeting; walls shall be well-furnished with well-tailored draperies of rich materials;
  - 2) Lighting arrangements and fixtures in the rooms and bathrooms shall be so designed as to ensure aesthetic as well as functional excellence.
- INFORMATION MATERIALS – Room tariffs shall be prominently displayed in each bedroom plus prominent notices for services offered by the hotel, including food and beverage outlets and hours of operation, fire exit guidelines and house rules for guests.

**c. FRONT OFFICE RECEPTION**

There shall be a reception, information counter and guest relation office providing a 24-hour service and attended by highly qualified, trained and experienced staff.

- LOUNGE – There shall be well-appointed lounge with seating facilities, the size of which is commensurate with the size of the hotel.
- PORTER SERVICE – There shall be a 24-hour porter service.
- FOREIGN EXCHANGE COUNTER – There shall be a duly licensed and authorized foreign exchange counter.
- MAILING FACILITIES – Mailing facilities including sale of stamps and envelopes shall be made available in the premises.
- LONG DISTANCE/OVERSEAS CALLS – Long distance and overseas telephone calls shall be made available in the establishment.
- RECEPTION AMENITIES – There shall be a left-luggage room and safety deposit boxes in the establishment.
- TELEX AND FACSIMILE – There shall be a telex-transceiver and facsimile facilities in the establishment.

**d. HOUSEKEEPING**

Housekeeping shall be of the highest possible standard.

- LINEN – there shall be plentiful supply of linens, blankets, towels, etc. which shall be of the highest quality and shall be spotlessly clean. The linens, blankets and towels shall be changed daily.

- **LAUNDRY/DRY CLEANING SERVICE** – Laundry and dry cleaning services shall be available in the establishment.
- **CARPETING** – All private and public rooms shall have superior quality carpeting which shall be well- kept at all times.

**e. FOOD AND BEVERAGE**

- **DINING ROOM** – There shall be a coffee shop and at least one specialty dining room which are well-equipped, well-furnished and well-maintained, serving high quality cuisine and providing entertainment.
- **BAR** – Wherever permissible by law, there shall be an elegant and well-stocked bar with an atmosphere of comfort and luxury.
- **KITCHEN**
  - 1) The kitchen, pantry and cold storage shall be professionally designed to ensure efficiency of operation and shall be well-equipped, well-maintained, clean and hygienic;
  - 2) The kitchen shall have an adequate floor area with non-slip flooring and tiled walls and adequate light and ventilation.

- **CROCKERY**

- 1) The crockery shall be of elegant design and of superior quality; there shall be ample supply of it;
- 2) No piece of crockery in use shall be chipped, cracked or grazed. The silverware shall be kept well-plated and polished at all times.

**f. RECREATIONAL FACILITIES**

- **SWIMMING POOL** – There shall be a well-designed and properly equipped swimming pool.
- **TENNIS/GOLF/SQUASH/GYM FACILITIES** – There shall be at least one recreational facility or a tie-up with one within the vicinity of the hotel.

**g. ENTERTAINMENT**

- Live entertainment shall be provided.

**h. ENGINEERING**

- **MAINTENANCE** – Maintenance of all sections of the hotel (i.e. building, furniture, fixtures, etc.) shall be of superior standard.
- **AIR-CONDITIONING** – There shall be centralized air-conditioning unit for the entire building (except in areas which are at a minimum of 3,000 feet above sea level.)

- VENTILATION – There shall be technologically advanced, efficient and adequate ventilation in all areas of the hotel.
- LIGHTING – There shall be adequate lighting in all private and public rooms.
- EMERGENCY POWER – There shall be a high-powered generator capable of providing sufficient lighting for all guest rooms, hallways, public areas/rooms, and operating elevators, food refrigeration and water services.
- FIRE PREVENTION FACILITIES – The fire prevention facilities shall conform with the requirements of the Fire Code of the Philippines and SBMA Fire Code and Standards.

**i. GENERAL FACILITIES**

- OUTDOOR AREA – The hotel shall have a common outdoor area for guests (e.g., a roof garden or a spacious common terrace)
- PARKING VALET- There shall be an adequate parking space and valet service.
- FUNCTION AND CONFERENCE FACILITIES- There shall be one or more each of the following: conference room, banquet hall (with a capacity of not less than 200 people seated) and private dining room.
- SHOPS – There shall be a barber shop, SBMA - DOT Accredited/ Classified travel agency/ tour counter, beauty parlor, and sundries shop.
- SECURITY – Adequate security on a 24-hour basis shall be provided in all entrances and exits of the hotel premises.
- MEDICAL SERVICE – A medical clinic to service guests and employees shall have a registered nurse on a 24-hour basis and a doctor on-call or as prescribed by the Occupational Health and Safety Department of SBMA.

**j. SERVICE AND STAFF**

- 1) Professionally qualified, highly trained, experienced, efficient and courteous staff shall be employed;
- 2) The staff shall be in smart and clean uniforms.

**k. SPECIAL FACILITIES**

Business center, limousine service and airport transfer shall be provided.

**SECTION 3. REQUIREMENTS FOR A FIRST CLASS HOTEL.** The following are the minimum requirements for the establishment, operation and the maintenance of a First Class Hotel.

**a. LOCATION**

1. The locality and environs including approaches shall be suitable for a first class hotel of international standards.
2. The façade, architectural features and general construction of the building shall have the distinctive qualities of a first class hotel.

**b. BEDROOM FACILITIES AND FURNISHINGS**

- SIZE – all single and double rooms shall have a floor area of not less than twenty five (25) square meters, inclusive of bathrooms.
- SUITE – There shall be one (1) suite per forty (40) guest rooms.
- BATHROOMS

1. All rooms must have bathrooms which shall be equipped with fittings of the highest quality, befitting a first class hotel with 24-hour service of hot and cold running water.
2. Bathrooms shall be provided with showers and/or bathtubs;
3. Floors and walls shall be covered with impervious material of aesthetic design and high quality workmanship.

- TELEPHONE – There shall be a telephone in each guest room.
- RADIO/ TELEVISION – There shall be a radio, a television and relayed or piped-in-music in each guest room.
- COLD DRINKING WATER – There shall be cold drinking water and glasses in each bedroom.
- ROOM SERVICE – There shall be a 24-hour room service (including provisions for snacks and light refreshments).

- FURNISHINGS AND LIGHTING

- 1) All guest rooms shall have adequate furniture of very high standard and very good design; floors shall have wall-to-wall carpeting; or if the flooring is of high quality (marble, mosaic, etc.), carpets shall be provided and shall be of a size proportionate to the size of the room; walls shall be well-furnished with tailored draperies of very high quality materials;
- 2) Lighting arrangements and fixtures in the rooms and bathrooms shall be so designed as to ensure functional excellence.

- INFORMATION MATERIALS – Room tariffs shall be prominently displayed in each bedroom plus prominent notices for services offered by the hotel, including food and beverage outlets and hours of operation, fire exit guidelines and house rules for guest.

### **c. FRONT OFFICE RECEPTION**

- LOUNGE – There shall be a lobby and well-appointed lounge with seating facilities, the size of which is commensurate with the size of the hotel.
- PORTER SERVICE – There shall be a 24-hour porter service.
- FOREIGN EXCHANGE COUNTER – There shall be a duly licensed and authorized foreign exchange counter.
- MAILING FACILITIES – Mailing facilities including sale of stamps and envelopes shall be made available in the premises.
- LONG DISTANCE/ OVERSEAS CALLS – Long distance and overseas telephone calls shall be made available in the establishment.
- RECEPTION AMENITIES – There shall be a left-luggage room and safety deposit boxes in the establishment.
- TELEX AND FACSIMILE – There shall be a telex-transceiver and facsimile facilities in the establishment.

### **d. HOUSEKEEPING**

Housekeeping shall be of high standard.

- LINEN – There shall be a good supply of linens, blankets, towels, etc. which shall be of the high quality and shall be spotlessly clean. The linens, blankets and towels shall be changed daily.
- LAUNDRY/DRY CLEANING SERVICE – Laundry and dry cleaning services shall be available in the establishment.
- CARPETING – All private and public rooms shall have high quality carpeting which shall be well-kept at all times.

### **e. FOOD AND BEVERAGE**

- DINING ROOM – There shall be a coffee shop and at least one specialty dining room which are well-equipped, well-furnished and well-maintained, serving good quality cuisine and providing entertainment.
- BAR – Wherever permissible by law, there shall be an elegant and well-stocked bar with an atmosphere of comfort.
- KITCHEN
  - 1) The kitchen, pantry and cold storage shall be professionally designed to ensure efficiency of operation and shall be well-equipped, well-maintained, clean and hygienic;

2) The kitchen shall have an adequate floor area with non-slip flooring and tiled walls and adequate light and ventilation.

• **CROCKERY**

- 1) The crockery shall be of best quality;
- 2) There shall be ample supply of it;
- 3) No piece of crockery in use shall be chipped, cracked or grazed. The silverware shall be kept well-plated and polished at all times.

**f. RECREATIONAL FACILITIES**

- **SWIMMING POOL** – There shall be a well-designed and properly equipped swimming pool.
- **TENNIS/GOLF/SQUASH/GYM FACILITIES** – There shall be at least one recreational facility or a tie-up with one within the vicinity of the hotel.

**g. ENTERTAINMENT**

- Live entertainment shall be provided.

**h. ENGINEERING AND MAINTENANCE**

- **MAINTENANCE** – Maintenance of all sections of the hotel (i.e. building, furniture, fixtures, etc.) shall be of very high quality.
- **AIR-CONDITIONING** – There shall be centralized air-conditioning unit for the entire building (except in areas which are at minimum 3,000 feet above sea level.)
- **VENTILATION** – There shall be technologically advanced, efficient and adequate ventilation in all areas of the hotel.
- **LIGHTING** – There shall be adequate lighting in all private and public rooms.
- **EMERGENCY POWER** – There shall be a high-powered generator capable of providing sufficient lighting for all guest rooms, hallways, public areas/rooms, and operating elevators, food refrigeration and water services.
- **FIRE PREVENTION FACILITIES** – The fire prevention facilities shall conform with the requirements of the Fire Code of the Philippines and SBMA Fire Code and Standards.

**i. GENERAL FACILITIES**

- **PARKING VALET**- There shall be an adequate parking space and valet service.
- **FUNCTION AND CONFERENCE FACILITIES**- There shall be special rooms conference/ banquet purposes.

- SHOPS – There shall be a barber shop, SBMA - DOT Accredited/ Classified travel agency/ tour counter, beauty parlor, and sundries shop.
- SECURITY – Adequate security on a 24-hour basis shall be provided in all entrances and exits of the hotel premises.
- MEDICAL SERVICE – A medical clinic to service guests and employees shall have a registered nurse on a 24-hour basis and a doctor on-call or as prescribed by the Occupational Health and Safety Department of the SBMA.

**j. SERVICE AND STAFF**

- 1) Highly qualified, trained, experienced, efficient and courteous staff shall be employed;
- 2) The staff shall be in smart and clean uniforms.

**k. SPECIAL FACILITIES**

Facilities for airport transfer shall be provided.

**SECTION 4. REQUIREMENTS FOR A STANDARD CLASS HOTEL.** The following are the minimum requirements for the establishment, operation and the maintenance of a Standard Class Hotel.

**a. LOCATION**

1. The locality and environs including approaches shall be suitable for a very good hotel.
2. The façade, architectural features and general construction of the building shall be of very good standards.

**b. BEDROOM FACILITIES AND FURNISHINGS**

- SIZE – All single and double rooms shall have a floor area of not less eighteen (18) square meters, inclusive of bathrooms.
  - BATHROOMS - All rooms must have bathrooms which shall be equipped with fittings of good standard with cold running water on a 24-hour basis and hotel running water at selected hours.
  - TELEPHONE – There shall be a telephone in each guest room.
  - COLD DRINKING WATER – There shall be cold drinking water and glasses in each bedroom.
  - ROOM SERVICE – Room service shall be provided at selected hours.
  - FURNISHINGS AND LIGHTING
- 1) All guest rooms shall have adequate furniture of very good standard and design; floors shall have good quality carpets; walls shall be well-furnished and drapes shall be tailored and of good material;

2) Lighting arrangements and fixtures in the rooms and bathrooms shall be well designed ensuring complete satisfaction functionally.

- INFORMATION MATERIALS – Room tariffs shall be prominently displayed in each bedroom plus prominent notices for services offered by the hotel, including food and beverage outlets and hours of operation, fire exit guidelines and house rules for guest.

**c. FRONT OFFICE RECEPTION**

- RECEPTION AND INFORMATION CENTER – There shall be a reception/ information counter providing a 24-hour service and attended by qualified and experienced staff.
- LOUNGE – There shall be a well appointed lounge, the size of which is commensurate with the size of the hotel.
- PORTER SERVICE – Porter service shall be provided upon request.
- MAILING FACILITIES – Mailing facilities including sale of stamps and envelopes shall be made available in the premises.
- LONG DISTANCE/OVERSEAS CALLS – Long distance and overseas telephone calls shall be made available upon request.
- RECEPTION AMENITIES – There shall be a left-luggage room and safety deposit boxes.
- TELEX – Telex facilities shall be optional.

**d. HOUSEKEEPING**

Housekeeping shall be of good standard.

- LINEN – There shall be adequate supply of linens, blankets, towels, etc. which shall be of good quality and shall be kept clean. The linens, blankets and towels shall be changed daily.
- LAUNDRY/ DRY CLEANING SERVICE – Laundry and dry cleaning services shall be available by arrangement.
- CARPETING – There shall be carpets in all bedrooms and the floors of public rooms should be properly covered unless the flooring is of very high standard.

**e. FOOD AND BEVERAGE**

- DINING ROOM – There shall be at least one dining room which is well-equipped and well-maintained, serving good quality cuisine and providing entertainment.
- BAR – Wherever permissible by law, there shall be a bar.
- KITCHEN
  - 1) The kitchen, pantry and cold storage shall be professionally designed to ensure efficiency of operation and shall be well-equipped, well-maintained, clean and hygienic;

2) The kitchen shall have an adequate floor area with non-slip flooring and tiled walls and adequate light and ventilation.

• **CROCKERY**

1) The crockery shall be of good quality.

2) No piece of crockery in use shall be chipped, cracked or grazed. The

silverware shall be kept well-plated and polished at all times.

**f. ENGINEERING AND MAINTENANCE**

- **MAINTENANCE** – Maintenance of all sections of the hotel (i.e. building, furniture, fixtures, etc.) shall be of good standard.
- **AIR-CONDITIONING** – At least 75% of the rooms shall be air-conditioned (except in areas which are at minimum 3,000 feet above sea level.)
- **VENTILATION** – There shall be efficient and adequate ventilation in all rooms.
- **LIGHTING** – There shall be adequate lighting in all private and public rooms.
- **EMERGENCY POWER** – There shall be a high-powered generator capable of providing sufficient lighting for all guest rooms, hallways, public areas/rooms, and operating elevators, food refrigeration and water services.
- **FIRE PREVENTION FACILITIES** – The fire prevention facilities shall conform with the requirements of the Fire Code of the Philippines and SBMA Fire Code and Standards.

**g. GENERAL FACILITIES**

- **PARKING VALET**- There shall be an adequate parking space.
- **SHOPS** – There shall be sundries shop.
- **SECURITY** – Adequate security on a 24-hour basis shall be provided in all entrances and exits of the hotel premises.
- **MEDICAL SERVICE** – There shall be a registered nurse on a 24-hour duty and a doctor on-call or as prescribed by the Occupational Health and Safety Department of SBMA.

**h. SERVICE AND STAFF**

- 1) Only qualified, trained, experienced, efficient and courteous staff shall be employed;
- 2) The staff shall be in smart and clean uniforms.

**i. SPECIAL FACILITIES**

Facilities for airport transfer shall be provided.

**SECTION 5. REQUIREMENTS FOR A ECONOMY CLASS HOTEL.** The following are the minimum requirements for the establishment, operation and the maintenance of a Economy Class Hotel.

**a. LOCATION**

1. The locality and environs including approaches shall be suitable for a good hotel.
2. The architectural features and general construction of the building shall be of good standards.

**b. BEDROOM FACILITIES AND FURNISHINGS**

- **SIZE** – All single and double rooms shall have a floor area of not less eighteen (18) square meters, inclusive of bathrooms.
- **BATHROOMS** - All rooms must have bathrooms which shall be equipped with fittings of good standard with cold running water on a 24-hour basis and hotel running water at selected hours.
- **TELEPHONE** – There shall be a call bell in each guest room.
- **COLD DRINKING WATER** – There shall be cold drinking water and glasses in each bedroom.
- **ROOM SERVICE** – Room service shall be provided at selected hours.
- **FURNISHINGS AND LIGHTING**
  - 1) All guest rooms shall have basic furniture of good design; floors shall be well finished.
  - 2) Lighting arrangements and fixtures in all rooms and bathrooms shall be of good standard.
- **INFORMATION MATERIALS** – Room tariffs shall be prominently displayed in each bedroom plus prominent notices for services offered by the hotel, including food and beverage outlets and hours of operation, fire exit guidelines and house rules for guest.

**c. FRONT OFFICE RECEPTION**

- **RECEPTION AND INFORMATION CENTER** – There shall be a reception/ information counter providing a 24-hour service and equipped with telephone.
- **LOUNGE** – There shall be a reasonably furnished lounge commensurate with the size of the hotel.
- **PORTER SERVICE** – Porter service shall be provided upon request.
- **MAILING FACILITIES** – Mailing facilities including sale of stamps and envelopes shall be made available in the premises.
- **LONG DISTANCE/ OVERSEAS CALLS** – Long distance and overseas telephone calls shall be made available upon request.
- **RECEPTION AMENITIES** – There shall be a left-luggage room and safety deposit boxes.

- TELEX – Telex facilities shall be optional.

**d. HOUSEKEEPING -**

- Premises shall be kept clean and tidy.
- LINEN – Clean, good quality linens, blankets and towels shall be supplied and changed daily.
- LAUNDRY/DRY CLEANING SERVICE – Laundry and dry cleaning services shall be available by arrangement.

**e. FOOD AND BEVERAGE**

- DINING ROOM – There shall be at least one equipped and well-maintained, restaurant serving good, clean and wholesome food.
- KITCHEN
  - 1) There shall be clean, hygienic and well-equipped and maintained, kitchen and pantry;
  - 2) The kitchen shall have an adequate floor area with non-slip flooring and tiled walls and adequate light and ventilation.
- CROCKERY- The crockery shall be of good quality.

**f. ENGINEERING AND MAINTENANCE**

- MAINTENANCE – Maintenance of all sections of the hotel (i.e. building, furniture, fixtures, etc.) shall be of good standard.
- AIR-CONDITIONING – At least 50% of the rooms shall be air-conditioned (except in areas which are at a minimum of 3,000 feet above sea level.)
- VENTILATION – There shall be adequate ventilation in all rooms.
- LIGHTING – There shall be lighting in all private and public rooms.
- EMERGENCY POWER – There shall be a spare generator available to provide light and power in emergency cases.
- FIRE PREVENTION FACILITIES – The fire prevention facilities shall conform with the requirements of the Fire Code of the Philippines and SBMA Fire Code and Standards.

**g. GENERAL FACILITIES**

- SHOPS – There shall be sundries shop.
- SECURITY – Adequate security on a 24-hour basis shall be provided in all entrances and exits of the hotel premises.

- **MEDICAL SERVICE** – As prescribed by the Occupational Health and Safety Department of SBMA.

#### **h. SERVICE AND STAFF**

1. The staff shall be well trained, experienced, efficient and courteous and efficient
2. The staff shall be in clean uniforms.

#### **i. SPECIAL FACILITIES**

Airport transfer shall be provided upon request.

### **CHAPTER III CLASSIFICATION OF AND STANDARD REQUIREMENT FOR RESORTS**

**SECTION 1. KINDS OF RESORTS** – Resorts may be categorized as follows:

1. Beach Resort - located along the seashore;
2. Inland Resort - located within the town proper or city;
3. Island Resort - located in natural or man-made island within the internal waters of the Philippine Archipelago;
4. Lakeside or riverside resort - located along or near the bank of a lake or river;
5. Mountain Resort - located at or near a mountain or hill; and
6. Theme Parks.

**SECTION 2. CLASSIFICATION OF RESORTS.** For purposes of Classification, Resorts shall be classified as follows:

1. Class “AAA”
2. Class “AA”
3. Class “A”
4. Special Interest Resort

**SECTION 3. REQUIREMENTS FOR A CLASS “AAA” RESORT.** The following are the minimum requirements for the operation and maintenance of a Class “AAA” Resort.

#### **a. LOCATION and ENVIRONMENT**

The resort shall be situated in a suitable location free of noise, atmospheric and marine pollution.

#### **b. PARKING**

An adequate parking space with security shall be provided free to guests.

#### **c. FACILITIES and ROOM ACCOMMODATION**

The resort shall have its rooms, facilities, and amenities equivalent to those of a First Class Hotel required under Section 3 hereof.

**d. PUBLIC WASHROOMS**

There shall be clean and adequate public toilet and bathroom for male and female, provided with sufficient hot and cold running water, toilet paper, soap, and hand towel and/or hand dryer.

**e. SPORTS AND RECREATIONAL FACILITIES**

The resort shall offer at least for (4) sports and recreational facilities.

**f. CONFERENCE/CONVENTION FACILITIES**

Conference/convention facilities with attached toilets shall be provided.

**g. EMPLOYEE FACILITIES**

Adequate and well-maintained cafeteria, locker rooms and separate bathrooms for male and female employees shall be provided.

**SECTION 4. REQUIREMENTS FOR A CLASS “AA” RESORT.** The following are the minimum requirements for the operation and maintenance of a class “AA” Resort:

**a. LOCATION AND ENVIRONMENT**

The resort shall be located in a suitable area free of noise, atmospheric and marine pollution.

**b. PARKING**

An adequate parking space with parking security shall be provided free to guests.

**c. FACILITIES AND ACCOMMODATIONS**

The resort shall have its rooms, facilities and amenities equivalent to those of a Standard Class Hotel required under Section 4 hereof.

**d. PUBLIC WASHROOM**

There shall be clean and adequate public toilet and bathroom for male and female, provided with sufficient running water, toilet paper, soap, hand towel and/or hand dryer.

**e. SPORTS AND RECREATIONAL FACILITIES**

The resort shall offer at least three (3) sports and recreational facilities.

**f. CONFERENCE/ CONVENTION FACILITIES**

Conference/convention facilities shall be provided.

**g. EMPLOYEE FACILITIES**

Adequate and well-maintained locker rooms and bathrooms for male and female employees shall be provided.

**SECTION 5. REQUIREMENTS FOR CLASS “A” RESORT.** The following are the minimum requirements for the operation and maintenance of a Class “A” Resort:

**a. LOCATION AND ENVIRONMENT**

The resort shall be located in a suitable area free of noise, atmospheric and marine pollution.

**b. PARKING**

An adequate parking space with parking security shall be provided free to guests.

**c. ROOM ACCOMMODATION**

Class “A” resort shall have its rooms equivalent to those of an Economy Class hotel as required under Section 5 hereof.

**d. PUBLIC WASHROOMS**

There shall be clean and adequate public toilet and bathroom for male and female, provided with sufficient running water, toilet paper, and soap.

**e. SPORTS AND RECREATIONAL FACILITIES**

The resort shall offer at least two (2) sports and recreational facilities.

**f. FOOD AND BEVERAGE OUTLETS**

The resort shall have at least one (1) food and beverage outlet.

**SECTION 6. REQUIREMENTS FOR A SPECIAL INTEREST RESORT.**

The following are the minimum requirements for the operation and maintenance of a Special Interest Resort.

**a. LOCATION**

The camp and ground sites shall be well-drained and not subject to flooding. It shall be distant from any source of nuisance and shall not endanger sources of any water supply and other natural resources.

**b. LOUNGE and RECEPTION COUNTER**

There shall be a reception counter and a reasonably furnished lounge commensurate with the size of the resort.

**c. ROOM ACCOMMODATIONS**

There should be at least five (5) lettable bedrooms for permanent site operations, sufficient and fresh supply of clean linen, mirror and electric fan except in places where electricity is not available. For movable operation, a minimum of sixteen (16) guests plus the staff shall be

accommodated in tents, lean-tos and the like. Where permanent tents are used; flooring shall be at least four (4) inches above the ground. Tents shall be provided with adequate beddings suitable for tropical use. Theme parks may be exempted from this requirement.

#### **d. TOILET and BATHROOM**

There shall be separate clean toilet and bathroom facilities for male and female guests which shall be provided with supply of running water and situated in appropriate and accessible areas. The same shall be supplied with soap and toilet paper. Adequate portable chemical toilets shall be provided at the camp site for mobile groups. In the absence of chemical toilets, temporary sanitary latrines shall be provided based on acceptable Philippine Standards.

#### **e. LIGHTING, FURNISHING and VENTILATION**

Lighting arrangement and furnishings in all rooms shall be of good standard. In areas where there is no electrical power, each room shall be provided with non-hazardous portable lights. Adequate means of ventilation shall also be provided.

#### **f. STAFF and SERVICE**

Adequate number of trained, experienced, courteous and efficient staff shall be employed. They shall wear clean uniforms at all times. The front line staff shall have good speaking knowledge of English. They shall wear clean uniform while on duty.

### **SECTION 7. GENERAL RULES ON THE OPERATION AND MANAGEMENT OF RESORTS.**

**a. MAINTENANCE and HOUSEKEEPING** – Maintenance of all sections of the resort shall be of acceptable standard, and shall be on a continuing basis, taking into consideration the quality of materials used as well as its upkeep. Housekeeping shall be of such standard ensuring well-kept, clean and pollution free premises. A vermin control program shall be regularly maintained in all areas of the resort. Regular and hygienic garbage disposal system shall be maintained. Sanitation measures shall be adopted in accordance with the standards prescribed under P.D. 856, the code on sanitation of the Philippines and SBMA Rules and Regulations.

**b. LIFEGUARD AND SECURITY-** all resorts shall provide the services of a sufficient number of well-trained lifeguards duly accredited by either the Philippine National Red Cross, the Water Life Saving Association of the Philippines or any recognized organization accredited by the same. Adequate first aid medicines and necessary life-saving equipment shall be provided within the premises.

**c. MEDICAL SERVICES OF THE SBMA–** all resorts shall provide the services of a physician, either on-call or on a full-time basis, depending on their volume of operation and accessibility to hospital or medical centers and as prescribed by the Occupational Health and Safety Department of the SBMA. In addition, resorts shall employ adequate first-aiders who have completed a course in first aid duly certified by the National Red Cross or any other organization accredited by the same. Adequate first aid medicines and necessary life-saving equipment shall be provided within the premises.

**d. FIRE-FIGHTING FACILITIES** – Fire-fighting facilities shall be provided in accordance with the Fire Code of the Philippines and the SBMA.

**e. SIGNBOARDS** – Appropriate signboards shall be conspicuously displayed outside the establishment showing clearly the name and classification of the resort as determined by the Tourism Standards.

**f. BEACH AND LAKESIDE RESORT** – There shall be placed on a beach or lakeside resort an adequate number of buoys which shall be spread within the area to be determined by the resort owner or keeper as safe for swimming purposes, and in compliance with the existing government regulations and/or local ordinances on the placing of such buoys.

**g. DESIGNATED AREA** – The distance fronting the area of the resort with adequate number of buoys as provided in the preceding section shall be designated as the area for swimming purposes, and no boat, banca or other crafts shall be allowed to enter the areas so designated. The resort owner or his duly authorized representative shall be empowered under these rules to enforce the above, and shall likewise designate a portion of the beach front to be used exclusively for loading and unloading of resort guests, unless otherwise designated elsewhere by rules and regulations specific area.

#### **h. PRECAUTIONARY MEASURES**

- 1) In no case shall the resort management allow swimming at the beach front beyond 10:00 PM and appropriate notice shall be posted to inform the resort guests of this regulation.
- 2) Night swimming at the pool shall be allowed only if there are adequate lifeguards on duty and when the pool premises are sufficiently lighted.
- 3) Management shall post sufficient visible signs in strategic areas in the resort or at the beach to warn guests/customers of the presence of artificial or natural hazards, danger areas or occurrences threat.

#### **i. PROHIBITED ACTS AND PARACTICES.**

- 1) No pets or animals shall be allowed to bathe/ swim along the beaches. Likewise, “pukot” fishing and washing of fishing nets shall be strictly prohibited in beach resorts.
- 2) Resort owners shall prohibit ambulant vendors from peddling their wares within the resort premises in order to provide their guests a certain degree of privacy to enable them to relax and enjoy their stay thereat.
- 3) Littering in the resorts is strictly prohibited. Resort owners shall keep their premises clean and shall adopt their own anti-littering measures. Without prejudice to existing ones, no resort shall be established or constructed within a radius of five (5) kilometers from any pollution-causing factory or plant.

**CHAPTER IV**  
**STANDARD REQUIREMENTS FOR APARTELS/ HOUSING UNITS**

**SECTION 1. REQUIREMENTS FOR APARTELS/HOUSING UNITS.** For purposes of Classification, the following are the minimum requirements for the establishment, operation and maintenance of an Apartel/Housing unit.

- a. SIZE** - The apartel shall have at least a minimum of twenty-five (25) lettable apartments.
  - The housing unit shall have at least a minimum of five (5) lettable units.
- b. APARTMENT** – Each apartel/housing unit shall be provided with living and dining areas, kitchen, and bedroom with attached toilet and bath.
- c. LIVING AREA** – The living area shall be provided with essential and reasonably comfortable furniture.
- d. KITCHEN** – The kitchen shall be spacious, clean, hygienic and adequately equipped with cooking utensils. It shall also be provided with facilities for storage and refrigeration of foods, for disposal of garbage and for cleaning of dishes and cooking utensils.
- e. DINING AREA** – The dining area shall be spacious and provided with dining table and chairs, including all essential facilities, such as, but not limited to plates, spoons and forks, drinking glasses, etc.
- f. TOILET AND BATHROOM** – The toilet and bathroom shall always be clean and have adequate sanitation and running water.
- g. BEDROOM** – The bedroom shall be spacious and provided with comfortable bed. There must also be provided a closet and a mirror.
- h. LINEN** – The apartel/housing unit shall have sufficient supply of clean linen. The linen shall be changed regularly.
- i. VENTILATION**- The apartment shall be sufficiently ventilated and, if possible, each bedroom shall be air-conditioned or provided with an electric fan. This requirement shall not be applicable in high altitude areas.
- j. LIGHTING** – Lighting arrangements and fixtures in all rooms shall be adequate.
- k. TELEPHONE** – There shall have a telephone or a “call bell” button in each room.
- l. ELEVATORS** – An elevator shall be provided for a building of more than three (3) storey whenever possible.
- m. STAFF AND SERVICES** – The staff shall be trained, experienced, courteous and efficient. They shall wear clean uniform while on duty.
- n. MEDICAL FACILITIES** – An emergency clinic, stocked with emergency medicines and rugs to service employees and guests shall be provided. Apartel/housing units with more than one

hundred (100) apartments shall secure the regular services of a house physician or as required under SBMA Rules and Regulations.

**o. FIRE-FIGHTING FACILITIES** – The apartel/ housing units shall provide fire-fighting facilities in accordance with the SBMA rules and regulations and Fire Code of the Philippines.

**p. LOUNGE AND RECEPTION COUNTER** – There shall be a reasonably furnished lounge commensurate with the size of the apartel/ housing unit. The reception counter shall be attended by trained and experienced staff and shall also be provided with a telephone.

**q. SECURITY** – Adequate security on a 24-hour basis shall be provided in all entrances and exits of the apartel/ housing units. The apartel/housing units shall see to it that the tenants shall have a good, peaceful and comfortable lodging during their stay in the apartel/ housing.

## **CHAPTER V STANDARD REQUIREMENTS FOR TOURIST INNS**

**SECTION 1. STANDARD REQUIREMENTS FOR TOURIST INNS.** For purposes of Classification, these are the minimum requirements for the establishment, operation and maintenance of a Tourist Inn.

**a. LOCATION** – The tourist inn, except those already existing at the time of the promulgation of these Rules, shall be located along the principal highways or major transportation routes and shall open to business on a 24-hour basis.

### **b. BEDROOM FACILITIES AND FURNISHINGS**

- All bedrooms shall have attached toilet and bath equipped with 24-hour service of running water. They shall have an adequate natural, as well as artificial light and ventilation, and shall be furnished with comfortable beds and quality furniture (mirror, writing table, chair, closet and dresser).
- Walls shall be painted or wall-wrapped and kept clean and pleasing to the eye. Windows shall be furnished with clean and appropriate draperies. Floors shall be of good flooring materials.
- All single bedrooms shall have a floor area of not less than nine (9) square meters and all twin-rooms or double rooms shall have a floor area of not less than sixteen (16) square meters.
- There shall be vacuum jugs and thermo flasks with drinking water with glasses in each bedroom. There shall be adequate supply of clean linen, blankets and towels that should be changed regularly.

**c. PARKING** – There shall be an adequate parking space for vehicles proportionate to the number of lettable rooms and other public facilities of the Inn.

**d. RECEPTION** – There shall be a reception and information counter attended by qualified, trained and experienced staff. There shall be a lobby and a well-appointed lounge for seating and/or reading purposes.

- e. **TELEPHONE** – There shall be adequate telephone facilities for the use of all guests in all public areas. Services for long distance telephone calls or overseas shall be made available upon request.
- f. **RADIO/TELEVISION** – There shall be provisions for radios and/or television for the use of guest upon request.
- g. **DINING ROOM** – There shall be well-equipped, well-furnished and well-maintained dining room/restaurant for its guests as well as the public in general. A kitchen, pantry and cold storage shall be designed and organized to ensure efficiency of operation and shall be well-maintained, clean and hygienic.
- h. **STAFF AND SERVICES** – The motel staff shall be trained, experienced, courteous and efficient. They shall wear clean uniforms while on duty.
- i. **SECURITY**- Adequate security shall be provided to all guests and their belongings.
- j. **EMERGENCY POWER** – Inns with more than fifty (50) lettable rooms shall have emergency power facilities to light common areas and emergency exits in case of power failure.
- k. **FIRE-FIGHTING FACILITIES** – Adequate fire-fighting facilities shall be available as required and specified by the Fire Code of the Philippines and SBMA.

## **CHAPTER VI STANDARD REQUIREMENTS FOR MOTELS**

**SECTION 1. STANDARD REQUIREMENTS FOR MOTELS.** For purposes of Classification, these are the minimum requirements for the establishment, operation and maintenance of motels..

- a. **LOCATION** – The Motel, except those already existing at the time of the promulgation of these Rules, shall be located along or close to the highways or major transportation routes. It shall have at least ten (10) units.
- b. **GARAGE** – The motel shall have an individual garage or a common parking space for the vehicle of its guests.
- c. **BEDROOM** – Each unit shall be provided with a fully air-conditioned bedroom, or at least, an electric fan, and shall be furnished with comfortable bed/s, clean pillows, linen and bed sheets.
- d. **TOILET AND BATHROOM** – The unit shall be provided with attached toilet and bathroom with cold and hot water, clean towels, tissue paper and soap.
- e. **TELEPHONE** – There shall be a telephone and a call-bell in each unit.
- f. **STAFF AND SERVICES** – The motel staff shall be trained, experienced, courteous and efficient. They shall wear clean uniforms while on duty.
- g. **MEDICAL SERVICES** – Medical services on emergency basis shall be made available or as required under SBMA Rules and Regulations.

**h. FIRE-FIGHTING FACILITIES** – Adequate fire-fighting facilities shall be provided for each separate unit/building, in accordance with the SBMA rules and regulations and the Fire Code of the Philippines.

**i. LIGHTING** – Lighting arrangement and fixtures in all units shall be adequate.

**j. HOUSEKEEPING** – Efficient housekeeping shall be maintained.

**k. MAINTENANCE** – Efficient maintenance of the motel in all of its sections (i.e. building ground, furniture, fixtures, public rooms, air-conditioning, etc.) shall be provided.

**l. OTHER FACILITIES** – The motel may, at its option, serve food and drinks exclusively to its guests, and install such other facilities necessary for their business.

**l. SIGNBOARD** – All motels shall keep and display in a conspicuous place outside the establishment a signboard showing clearly the name of the motel.

**SECTION 2. REGISTRY.** All motels shall keep a Motel Registry Book. All guests seeking accommodation in the establishment shall be required to register the following particulars in the Registry Book.

a. Full Name;

b. Address

c. Any of the following:

1. Residence Certificate – number, place and date of issue

2. Driver's License; or

3. Passport.

The Motel Management is required to maintain a separate logbook of the plate number of the vehicles or cars used by its customers or guests coming into or leaving the motel.

**SECTION 3. ENTRY IN THE MOTEL REGISTRATION BOOK.** - The date prescribed in the preceding section shall be entered forthwith by the guests, or if unable to write, by the motel keeper or motel clerk.

**SECTION 4. MINORS TO BE ACCOMPANIED BY PARENT OR GUARDIAN.** No motel shall accept for lodging or accommodation any person below 18 years of age unless accompanied by a parent or guardian.

**SECTION 5. DEPARTURE OF GUESTS.** On the departure of the guests, the motel clerk shall record in the Registry Book, the date and hour of their departure.

**SECTION 6. ROOM RATES.** In addition to daily rates, motels may likewise impose wash-up rates. No guest who desires to be accommodated on a daily rate basis shall be refused. The rental rates shall be posted prominently at the reception counter and/ or at the door of each room.

**CHAPTER VII**  
**STANDARD REQUIREMENTS FOR PENSION HOUSES/ RETIREMENT VILLAGE**

**SECTION 1. STANDARD REQUIREMENTS PENSION HOUSES/RETIREMENT VILLAGE.** For purposes of Classification, these are the minimum requirements for the establishment, operation and maintenance of Pension Houses/ etirement Village.

- a. **SIZE** – A Pension Houses/ Retirement Village shall have at least five (5) lettable rooms.
- b. **BEDROOM** - The bedrooms shall be provided with sufficient number of comfortable beds commensurate with the size of the room. Each room shall have an adequate natural as well as artificial light and ventilation. It shall be provided with at least an electric fan, writing table, a closet, a water jug with glasses proportionate to the number of beds in the room. Rooms shall be clean and presentable and reasonably furnished to depict the true atmosphere of a Filipino home.
- c. **COMMON TOILET AND BATHROOM.** – The establishment shall provide a toilet and bathroom to be used in common by the guests. There shall be at least one (1) toilet and one (1) bathroom/ shower for every five (5) guests.
- d. **LINEN.** – There shall be adequate supply of clean linen and towels. Soap and tissue paper shall be provided at all times.
- e. **LIVING ROOM.** – There shall be a reasonably furnished lounge or living room area commensurate with the size of the pension house/ retirement unit where guests may receive visitors, watch television or read.
- f **DINING ROOM.** – The pension house/ retirement unit shall have a dining room which shall be available for the common use of its guests.

**CHAPTER VIII**  
**APPLICATION FOR CLASSIFICATION**

**SECTION 1. FILING OF APPLICATION.** Any person, partnership, corporation or other entity desiring to secure a Certificate of Rating of Classification and/or Certificate of Accreditation from the Tourism Standards, shall accomplish in triplicate and file with the Tourism Standards the application form prescribed for such purpose.

**SECTION 2. SUPPORTINMG DOCUMENTS TO BE SUBMITTED WITH APPLICATION.** Unless otherwise indicated in the form, the application shall be accompanied by three (3) copies of the following documents:

- a. In the case of corporation or partnership, a certified true copy of the Articles of Incorporation, its by-laws, Articles of Partnership and Amendments thereof, duly registered with the Securities and Exchange Commission (SEC), and Business Name Certificate; in case of Single Proprietorship, Business Name Certificate and Amendments thereof, if any
- b. Applicant's latest Income Tax Return and Audited Financial Statement sheets for the preceding year of its operation (Not applicable for new establishment);

- c. List of the names of all officials and employees and their respective designations, nationalities, home address; for alien personnel – Subic Special Working Visa (SSWV)/ Subic Special Investors Visa (SSIV), from Locators Registration and Licensing Department (LRLD), SBMA.
- d. Permit To Operate (PTO) or Certificate of Registration and Tax Exemption (CRTE)
- e. Such other documents as may be required from time to time by the Tourism Standards.

**SECTION 3. CREATION OF AN INSPECTION TEAM OF THREE (3) OFFICIALS.** After the application has been filed, the Tourism Standards, SBMA shall create an inspection team composed of three (3) members -- two from SBMA and one from the Department of Tourism.

**SECTION 4. OCULAR INSPECTION OF ESTABLISHMENT AND ITS IMMEDIATE PREMISES.** Upon receipt of its Mission Order, the inspection team shall conduct an ocular inspection of the establishment and its immediate premises for the purpose of determining whether it meets the standards set by Tourism Standards, SBMA in coordination with the Department of Tourism.

**SECTION 5. CHECKLIST TO BE ACCOMPLISHED DURING OCULAR INSPECTION OF ESTABLISHMENT.** The team shall provide itself with a set of checklist of the requirements for the establishment.

**SECTION 6. ALL OBSERVATIONS OF THE APPLICANT TO BE ENTERED IN THE CHECKLIST.** Any observation of the applicant or its duly authorized representative present at the time of inspection on any adverse finding of the team shall be entered in the checklist. The applicant shall then be furnished with a copy of the accomplished checklist.

**SECTION 7. REPORT OF THE TEAM.** Within five (5) working days from the date of the inspection of the establishment and its immediate premises, the team shall render a report of its findings and/ or recommendations.

**SECTION 8. ISSUANCE OF CERTIFICATE OF CLASSIFICATION.** If the applicant has satisfactorily complied with the minimum prescribed requirements, the Tourism Standards shall then issue the Certificate of Classification in favor of the applicant.

**SECTION 9. VALIDITY OF CERTIFICATE OF REGISTRATION FOR CLASSIFICATION.** The certificate of registration for classification shall be good and valid for a period of one (1) year from the date of issue, unless sooner revoked or cancelled by the Tourism Standards, SBMA.

**SECTION 10. CLASSIFICATION FEES.** An annual fee according to each category as listed below shall be collected from the applicants that have complied with the requirement for Classification.

**HOTEL**

DE LUXE CLASS	.....	Php 2700.00
FIRST CLASS	.....	Php 2400.00
STANDARD CLASS	.....	Php 2000.00
ECONOMY CLASS	.....	Php 1400.00

**RESORT**

CLASS "AAA"	.....	Php 2700.00
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CLASS "AA"	.....	Php 1400.00
CLASS "A"	.....	Php 1000.00
SPECIAL INTEREST RESORT	.....	Php 750.00
TOURIST INN	.....	Php 750.00
APARTEL/ HOUSING UNIT	.....	Php 750.00
PENSION HOUSE/ RETIREMENT VILLAGE UNIT.....		Php 750.00
MOTORIST HOTEL	.....	Php 750.00

**ADDITIONAL FEES:**

PLAQUE	-	Php 1000.00
STICKER		
BIG	-	Php 200.00
SMALL	-	Php 100.00
Tourism Standards ID	-	Php 100.00

**SECTION 11. RENEWAL OF CLASSIFICATION.** The certificate of classification shall be renewed on or before its date of expiration.

**SECTION 12. DOCUMENTS REQUIRED FOR APPLICATION FOR RENEWAL OF CLASSIFICATION.** The application for renewal of classification shall be supported by the following documents:

- a. A copy of the amended or revised Articles of Incorporation or Articles of Partnership and by-laws, if applicable.
- b. The list and information sheets of additional personnel, if any, including any change in the manpower complement of the company.
- c. Audited Financial Statements and Income Tax Return covering the preceding year's operation; provided, that if this requirement is not available at the time of renewal, the same shall be submitted not later than April 30 of the current year; and
- d. Permit To Operate (PTO) or Certificate of Registration and Tax Exemption (CRTE).

**CHAPTER IX  
SUPERVISION OF CLASSIFIED ESTABLISHMENTS**

**SECTION 1. DISPLAY OF CERTIFICATE OF CLASSIFICATION.** The Certificate of Classification shall be displayed in a conspicuous place of establishment.

**SECTION 2. NON-TRANSFERABILITY OF CERTIFICATE OF CLASSIFICATION.** The classification shall not be transferable.

**SECTION 3. PERIODIC INSPECTION.** When necessary or when public good dictates, the Tourism Standards, SBMA may send an inspection team to the establishment for the purpose of finding out whatever it is being kept and/ or managed in a manner conformable to the standards set by SBMA and DOT. The inspection shall be conducted at a reasonable time of the day with due regard and respect accorded to the right privacy of parties concerned.

**SECTION 4. FAILURE TO REMEDY THE DEFECTS AND DEFICIENCIES.** If the management fails to remedy the defects and deficiencies, the Tourism Standards will re-classify the establishment and rate at the next lower classification and/ or lowest classification.

**SECTION 5. NON-COMPLIANCE ON TOURISM STANDARDS.** If the management fails to comply with the minimum requirements on Tourism Standards, they are not entitled to the privileges incentives given to the classified establishments. SBMA has the right to hold its PTO/ CRTE, unless it complies with the minimum requirements set by the Tourism Standards.

**SECTION 6. LIABILITY OF KEEPERS/ MANAGERS OR THE AUTHORIZED PERSON FOR ACTS OF OMISSION OF ITS EMPLOYEES.** Without prejudice to the provisions of existing laws, keepers/managers and their assistants shall be administratively liable for the acts or omissions of any staff committed against any member or guests. They may, however, be exempt from liability if they could establish that they have exercised the diligence of a good father of the family in the supervision of the erring employee.

## **CHAPTER X GROUNDS FOR CANCELLATION OF CLASSIFICATION**

**SECTION 1. GROUNDS FOR CANCELLATION OF CLASSIFICATION.** Any of the following acts or omissions shall be sufficient ground for cancellation of classification:

- a. Making any false declaration or statement or making use of any such declaration or statement or any document containing the same committing fraud or any act of misrepresentation for the purpose of obtaining the grant for classification.
- b. Failure to maintain the standards and requirements for classification as prescribed in this Rules;
- c. Violation of non-compliance with any provisions of this Rules, Promulgated Orders, Decisions and Circulars issued by the Tourism Standards and other concerned agencies; and
- d. Any other act or omission that works against the interest of the Tourism Industry.

## **CHAPTER XI MISCELLANEOUS PROVISIONS**

**SECTION 1. SEPARABILITY CAUSE.** The provisions of this Rules are hereby declared separable, and in the event that anyone or more such provisions are declared invalid, the validity of all other provisions shall be affected thereby.

**SECTION 2. REPEALING CAUSE.** All existing Rules and Regulations or Circulars issued by the Tourism Standards and Department of Tourism on the operations of Tourism-Related Establishments subject of these rules which are inconsistent with the provisions of these rules and regulations are hereby repealed and superseded accordingly.

**SECTION 3. EFFECTIVITY.** These Rules and Regulations shall take effect immediately.

Approved and Promulgated this \_\_\_\_\_ day of \_\_\_\_\_ 2007 at **Subic Bay Freeport Zone, Philippines.**

**Prepared by:**

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In-Charge, Tourism Standards/ Research and Statistics  
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**Noted by:**

**(SGD.)RODEL R. MAYOR**

Chief, Conference Support and Services Division  
Tourism Department, Subic Bay Metropolitan Authority

**Approved by:**

**(SGD.)RAUL F. MARCELO**

Deputy Administrator for Business Group  
Subic Bay Metropolitan Authority

**Attested by:**

**(SGD.)ARMAND C. ARREZA**

Administrator and CEO  
Subic Bay Metropolitan Authority

**(SGD.)FELICIANO G. SALONGA**

Head of Agency and Chairman of the Board  
Subic Bay Metropolitan Authority

(Reference DOT Guidelines)  
file/maa

## **INCENTIVES TO SBMA/ DOT CLASSIFIED ESTABLISHMENTS**

- Philippine Visitors and Convention Corporation (PCVC) Membership endorsement and inclusion in its marketing and promotional programs
- Issuance of Tourism Standards, SBMA/ DOT Cards to Bonafide employees
- Technical/ Security Facilitation support or assistance
- Endorsement to embassies and travel trade associations for utilization of establishment's facilities and services.
- Free Ads Permit of one (1) streamer/ tarpaulin for 15 days/ quarterly at a designated area on a scheduled basis.
- Free one (1) major event permit and two (2) minor event permit per annum.
- Free Maximum of five (5) pax for an ocular tour/ inspection at SBMA/ FSC Tourism Facilities.
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## **ADDITIONAL INCENTIVES TO SBMA/ DOT CLASSIFIED ACCOMODATION ESTABLISHMENTS**

- Endorsement to Ninoy Aquino International Airport (NAIA) and other international airports for issuance of access passes to qualified personnel.
- Endorsement to Commission on Elections (COMELEC) for exemption from liquor ban during election-related events.

## **ADDITIONAL INCENTIVES TO SBMA/ DOT CLASSIFIED RESTAURANTS**

- Endorsement to the COMELEC for exemption from liquor ban during election-related events.

## **ADDITIONAL INCENTIVES TO SBMA/ DOT CLASSIFIED TOUR OPERATORS**

- Endorsement to Ninoy Aquino International Airport (NAIA) and other international airports for issuance of access passes to qualified personnel.

## **ADDITIONAL INCENTIVES TO SBMA/ DOT CLASSIFIED TOURIST TRANSPORT OPERATORS**

- Exemption from Metro Manila Development Authority's (MMDA) Unified Vehicular Volume Reduction Program (UVVRP)

**TOURISM DEPARTMENT**  
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