



Republic of the Philippines  
Region IV-A (CALABARZON)  
Province of Cavite  
CITY OF GENERAL TRIAS

OFFICE OF THE SANGGUNIANG PANLUNGSOD

CITY ORDINANCE NO. 21-07 (GENERAL)

**Author** : SP Member Richard R. Parin  
Chair, Committee on Tourism, Arts, Culture  
and Public Information

**Sponsors** : SP Member Jonas Glyn P. Labuguen  
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SP Member Clarissel J. Campaña-Moral  
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SP Member J-M Vergel M. Columna  
SP Member Walter C. Martinez  
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SP Member Vivencio Q. Lozares, Jr.  
SP Member Hernando M. Granados  
SP Member Alfredo S. Ching  
SP Member Reienel R. Ferrer

**UPDATING THE MUNICIPAL ORDINANCE NO. 13-10, THE LOCAL TOURISM CODE OF THE CITY OF GENERAL TRIAS FOR THE DEVELOPMENT, PROMOTION AND REGULATION OF TOURISM INDUSTRIES IN THE CITY.**

**WHEREAS**, it is recognized that tourism serves as a positive instrument towards alleviation of poverty and improvement of the quality of life while safeguarding the natural environment to satisfy equitably the needs and aspirations of the present and future generations;

**WHEREAS**, Section 2 of Republic Act No. 9593, otherwise known as the "Tourism Act of 2009", provides that tourism is an indispensable element of the national economy and an industry of national interest and importance, which must be harnessed as an engine of socio-economic growth and cultural affirmation to generate investment, foreign exchange and employment, and to continue to mold an enhanced sense of national pride for all Filipinos;

**WHEREAS**, the City Government of General Trias is promoting tourism as an important component in economic, socio-cultural and environmental development of the City. Tourism boosts the creation of jobs, generation of revenue for local businesses and improvement of basic public services.

**WHEREAS**, under Section 17 of Republic Act No. 7160, otherwise known as the "Local Government Code of 1991", specifically paragraph (a)(xi), grants the local government units, such other powers and discharge such other functions and responsibilities, as are necessary, appropriate or incidental to efficient and effective provision of tourism facilities and other tourist attractions, including the acquisition of equipment, regulation and supervision of business concessions and security services for such facilities;

**NOW THEREFORE**, on motion of SP Member Richard R. Parin duly seconded by SP Member Jonas Glyn P. Labuguen,

**RESOLVED**, AS IT IS HEREBY RESOLVED, by the Sangguniang Panlungsod of General Trias in session assembled to enact the following Ordinance:

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Continuation...page 2 of City Ordinance No. 21-07 (General):

ARTICLE I  
GENERAL PROVISIONS

**SECTION 1. TITLE** - This Ordinance shall be known as the "CITY OF GENERAL TRIAS TOURISM CODE OF 2020".

**SECTION 2. SCOPE** - The ordinance shall govern and empower the City of General Trias Tourism and Cultural Affairs Office (CGTTCAO) for the overall tourism operations and management which include parks and tourist areas within the city. It will also facilitate the tourism projects, events, promotional programs, as well as the accreditation and regulation of the operation of tourism-oriented establishments within the City of General Trias.

**SECTION 3. DEFINITION OF TERMS** - For the purpose of this Ordinance, the terms and phrases enumerated in this Section shall be construed or interpreted to mean or to refer to, as follows:

- a. **Accreditation** - a certification issued by City of General Trias Tourism and Cultural Affairs Office (CGTTCAO) recognizing that the establishment has complied with the minimum requirements set in its operation,
- b. **Apartment Hotel (Apartel)** - 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. **Bar (KTV/Videoke), Cocktail Lounge, Night or Day Clubs** - Bars are establishments where intoxicating and fermented liquors or malt are sold in addition to cooked food. It may also feature videoke entertainment or live bands. Night or Day Club includes any place frequented at night-time or day-time, as the case may be, where patrons are served with food and drinks and are allowed to dance with their partners or with professional dance instructors,
- d. **BPLO** - Business Permit and Licensing Office,
- e. **Department Store** - a store which sells or carries several lines of merchandises and that is organized into separate sections for the purpose of promotion, service, accounting and control,
- f. **DOH** - Department of Health,
- g. **DOT** - Department of Tourism,
- h. **Convention Center** - Refers to an establishment used as venue for the performing arts,
- i. **CGTCAC** - City of General Trias Culture and Arts Council,
- j. **CGTTCAO** - City of General Trias Tourism and Cultural Affairs Office,
- k. **Gym** - refers to fitness centers,
- l. **Hotel** - any building, edifice or premises which offers venue for receptions, functions, seminars, conventions, forums, accommodations or lodging of travelers or tourist for a fee,
- m. **License** - the privilege or authority granted by the BPLO to own, operate, manage and maintain a tourist establishment,
- n. **LGU** - Local Government Unit,
- o. **Museum** - Refers to establishments showcasing historical artifacts,
- p. **NCCA** - National Commission for Culture and the Arts,

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Continuation...page 3 of City Ordinance No. 21-07 (General):

- q. **Registration** - the listing of tourism-oriented and tourism-related establishments, including those offering training and promotion programs, after such establishments and facilities shall have been certified by the City Government of General Trias, through the CGTTCAO as having conformed to the minimum standards/requirements in accordance with this Ordinance,
- r. **Resort** - any place or places with a pleasant environment and atmosphere conducive to a comfortable, healthful relaxation, offering food, sleeping accommodations and recreational facilities to the public for a fee,
- s. **Resort/ Hotel Spa** - a spa owned by and located within a resort or hotel providing professionally administered spa services, fitness and wellness components,
- t. **Restaurant** - any establishment offering to the public regular and special meals or menu, cooked foods or short orders, beverages and drinks,
- u. **Shop** - any establishment offering to the public regular and specialized items and souvenir products,
- v. **Spa** - establishments which offer complete relaxation to its clients for beauty and wellness,
- w. **Sports and Recreational Facilities** - establishments or resorts providing sports and recreational facilities such as swimming pools, bowling lanes, tennis courts, squash courts, golf course, riding range, shooting range, archery range, aquatic/ water sports arrangements, fishing, water skiing and similar facilities forming part of the resort,
- x. **Tenant** - any tourist or traveler who is registered as paying occupant of any apartment-hotel,
- y. **Tourism-Oriented Establishment** - any establishment which is registered and licensed by the appropriate offices of the City Government which caters directly to tourists, whether domestic or foreign,
- z. **Tourism-Related Establishment** - any establishment or enterprise which may or may not be registered with the CGTTCAO but caters incidentally to both foreign and local travelers and tourists, and
- aa. **Travel Agency** - An entity which may either be a single proprietorship, partnership or corporation regularly engaged in the business of extending to individual or groups, such services pertaining to documentation of travel papers, ticketing, sales and/or accommodation, handling and/or conduct of tours within or outside the Philippines whether or not for a fee, commission, or any form of compensation.

ARTICLE II  
SUPERVISION AND CONTROL

**SECTION 4. THE CITY OF GENERAL TRIAS CULTURE AND ARTS COUNCIL (CGTCAC)** - In pursuant to the Department of the Interior and Local Government (DILG) issued Memorandum Circular No. 2017-133, dated 29 September 2017, revising DILG Memorandum Circular No. 2002-81, titled "Creation of Local Culture and Arts Council", the City of General Trias Culture and Arts Council (CGTCAC) by

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Continuation...page 4 of City Ordinance No. 21-07 (General):

virtue of an Executive Order No. 26, Series of 2016, dated 15 December 2016 was organized which shall be the highest coordinating and policy formulating body on tourism in the City:

**SECTION 4.1. COMPOSITION** - The CGTCAC shall be composed of the following:

**Chairman** : The City Mayor,  
**Vice Chairman** : The City Vice Mayor,

**Members:**

- Chairperson, Sangguniang Panlungsod Committee on Tourism, Arts, Culture and Public Information,
- City Information Officer,
- City Tourism Officer,
- City Planning and Development Officer,
- City Budget Officer,
- Schools Division Superintendent, Schools Division of General Trias,
- Philippine News Agency,
- Parish Priest, St. Francis of Assisi Parish,
- General Trias Youth Symphonic Band,
- President, General Trias Businessmen Association,
- Local Youth Development Officer,
- Curator, Geronimo Berenguer Delos Reyes (GBR) Museum,
- Representative, Lyceum of the Philippines University Cavite,
- Representative, General Trias Heritage Society,
- Representative, General Trias Dairy Raisers Multi-Purpose Cooperative,
- Representative, Commission on Higher Education (CHED), and
- Representative, Technical Education and Skills Development Authority (TESDA)
- Representative, National Commission for Culture and the Arts (NCCA)

**SECTION 4.2. FUNCTIONS OF THE CGTCAC** - The CGTCAC shall perform the following functions:

- a. Prepare an annual plan on culture, arts, and cultural heritage consonant with the Philippine Development Plan for Culture and Arts, to be integrated in the local development plan and considered in the annual appropriation ordinances,
- b. Formulate programs and recommendations to develop and sustain local cultural and artistic talents, cultural industries, traditional and contemporary arts and crafts, and their processes,
- c. Coordinate with the appropriate affiliated cultural agencies of the NCCA for the conservation and monitoring of national cultural properties found in the LGU,
- d. Conduct cultural events such as cultural festivals, competition, lectures, seminars and symposia,

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- e. Identify such other products, programs and activities for the promotion of local cultural heritage and arts,
- f. Ensure the protection, preservation, conservation and promotion of the local cultural and historical heritage,
- g. Declare and maintain Local Heritage Zones,
- h. Establish a Local Registry of Cultural Property,
- i. Acknowledge the importance of traditional folk artist as singular conduit between skills of the past and the future,
- j. Revitalize a community's artistic tradition thereby protecting a valuable fact of Philippine culture,
- k. Provide mechanisms for identification and assistance for qualified traditional folk artists to transfer their skills to the community, and
- l. Create opportunities for popularizing their works locally.

**SECTION 4.3. TERM OF OFFICE** - The term of office of all officers and members of the Council shall be determined by the City Mayor, who can replace or modify the council's composition, at any time, with or without cause, by virtue of an Executive Order.

**SECTION 5. THE CITY OF GENERAL TRIAS TOURISM AND CULTURAL AFFAIRS OFFICE (CGTTCAO)** - For purposes of implementation of the provisions of this Ordinance, technical and administrative duties and functions shall be performed by the City of General Trias Tourism and Cultural Affairs Office (CGTTCAO) which is task to formulate tourism-related projects and programs in the City of General Trias.

The CGTTCAO shall perform the following functions:

- a. Conduct registration of tourism-related/oriented establishments, tourist transport units, travel agencies, travel tour operators, accommodations and travel tour services,
- b. Conduct tourism summits,
- c. Conduct information dissemination on tourism awareness,
- d. For and in behalf of the city government, solicit donations, grants, and other forms of assistance in relation to the establishment, improvement and design of tourism-related structures, facilities, programs, projects and studies,
- e. Perform other tasks in relation to tourism promotion and development office, and
- f. Conduct study related to tourists.

The Head of the City of General Trias Tourism and Cultural Affairs Office (CGTTCAO) shall work with the Office of the City Mayor on the promotion of tourism-related projects. He shall be assisted by a City Tourism Officer who shall closely coordinate with different officers as regards to the implementation of tourism projects and programs in the city.

**SECTION 6. THE COMMITTEE ON TOURISM, ARTS, CULTURE AND PUBLIC INFORMATION OF THE SANGGUNIANG PANLUNGSOD** - The Committee on Tourism, Arts, Culture and Public Information of the Sangguniang Panlungsod shall take responsibility in passing and enacting legislative measures concerning the promotion of tourism in the City of General Trias.

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**ARTICLE III**  
**TOURISM EVENTS, PARKS, RESORTS, CONVENTIONS**  
**AND CULTURE OF EXCELLENCE**

**SECTION 7. TOURISM EVENTS** - The City shall organize various activities that will aim at promoting City of General Trias and at the same time providing direct and indirect income to its constituents. The CGTTCAO shall spearhead and promote the established and recognized annual and regular tourism programs and special events in the City which include, but shall not be limited to the following:

- a. **Town Fiesta - October 4;**
  - Pabialahay (Pagbibinyag ng mga Alagang Hayop),
  - Karakol,
  - Grand Pasayo,
  - Grand Parish Procession, and
  - Palarong Pinoy,
- b. **Cityhood and Founding Anniversary - December 12 and December 13; and**
- c. **Valenciana Festival (December, week-long)**
  - Street Dancing
  - Field Demo
  - Wreath Laying
  - Valenciana Tasting Contest.

**SECTION 8. CITY PARKS, RESORT AND CONVENTION** - The City shall continuously upgrade and beautify all its parks and playground. The CGTTCAO shall oversee the following city tourist destination areas:

- a. **Town Plaza,**
- b. **General Trias City Cultural and Convention Center,**
- c. **Sports and Development Center,**
- d. **General Trias Sports Park,**
- e. **General Trias Youth Center,**
- f. **Geronimo Berenguer Delos Reyes (GBR) Museum located at Barangay Javalera inside Gateway Business Park,**
- g. **Arnaldo Park,**
- h. **Lyceum of the Philippines University - Cavite,**
- i. **Eagle Ridge Golf and Country Club,**
- j. **Senior Citizens' Park, and**
- k. **All Barangay Covered Courts.**

**ARTICLE IV**  
**ACCREDITATION**

**SECTION 9. ACCREDITATION BASIS** - All tourism establishments/ activities in the City of General Trias shall be classified, accredited and registered in accordance with the Rules and Regulations promulgated by the Department of Tourism (DOT) on 20 April 1992 and 26 August 1992, published in the Supplement of the Official Gazette, Volume 89, No. 20 dated 17 May 1993.

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**SECTION 10. ACCREDITATION OF TOURISM-ORIENTED/RELATED ESTABLISHMENTS** - No person, natural or juridical, shall keep, manage, or operate any building, edifice or premise, or a completely independent part thereof, for the purpose of engaging in the tourism business without securing a license permit from the City Business Permit and Licensing Office (BPLO) to operate the same, and a certificate of accreditation of the establishment from the CGTTCAO.

**SECTION 11. WHO ARE AUTHORIZED TO SIGN THE APPLICATION FOR ACCREDITATION** - In the filing of application for accreditation, the following shall be authorized to sign the said application:

- a. In the case of sole proprietorship, the owner thereof or his duly authorized representative,
- b. In the case of partnership, one of the partners designated on a sworn certification by all partners to sign the application, and
- c. In the case of corporation, the person named in the board resolution as authorized to sign the application or person so designated in its by-laws.

**Note:** All applicants who wish to apply for the Accreditation Certificate should submit a copy of their Mayor's Permit to the Department of Tourism-Region IV-A.

**ARTICLE V  
CLASSIFICATION AND STANDARD  
REQUIREMENTS FOR RESORTS**

**SECTION 12. CLASSIFICATION OF RESORTS** - For the purposes of accreditation, resorts shall be classified as follows:

- a. First Class,
- b. Second Class, and
- c. Third Class.

**SECTION 13. MINIMUM REQUIREMENTS FOR FIRST CLASS RESORT** - In the operation and maintenance of a First Class Resort, the following minimum requirements shall apply:

- a. **Conference and Convention Facilities** - facilities with attached toilets shall be provided for conference, convention and other meeting activities,
- b. **Employees Facilities** - employees are in complete uniform with Identification cards (IDs), have adequate and well-maintained locker rooms and bathrooms for male and female, including cafeteria provided by the management of the resort,
- c. **Facilities and Room Accommodation** - rooms, facilities, and amenities same to those of a First Class hotel,
- d. **Location and Environment** - the resort shall be in a suitable location free from noise, atmospheric pollution and water pollution,
- e. **Parking** - parking space with parking security shall be adequately provided to guests,

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- f. Public Washrooms - first class and adequate public toilets and bathrooms for male and female provided with sufficient hot and cold running water, hand dryer, towels and toiletries, and
- g. Sports and Recreational Facilities - minimum of three (3) facilities for sports, recreation and other related activities shall be provided in the resort.

**SECTION 14. MINIMUM REQUIREMENTS FOR SECOND CLASS RESORT.** - In the operation and maintenance of a Second Class Resort, the following minimum requirements shall apply:

- a. Conference and/or Convention Facilities - conference and/or convention facilities with attached toilets shall be provided,
- b. Employees Facilities - employees are in complete uniform with IDs. Adequate and well-maintained locker rooms and bathrooms for male and female provided by the management of the resort,
- c. Facilities and Room Accommodations - rooms, facilities, and amenities equivalent to those of a Standard Class hotel,
- d. Parking - an adequate and free parking space with parking security shall be provided to guests,
- e. Public Washrooms - clean and adequate public toilet and bathrooms for male and female provided with sufficient running water, hand drier, towel and toiletries, and
- f. Sports and Recreational Facilities - A minimum of two (2) facilities for sports, recreation and other related activities.

**SECTION 15. MINIMUM REQUIREMENTS FOR THIRD CLASS RESORT** - In the operation and maintenance of a Third Class Resort, the following minimum requirements shall apply:

- a. Facilities and Room Accommodation - rooms, facilities, and amenities equivalent to those of an Economy Class hotel,
- b. Food and Beverage Outlet - one (1) food and beverage outlet,
- c. Parking - an adequate and free parking space with parking security shall be provided to guests,
- d. Public Washrooms - clean and adequate public toilet and bathroom for male and female, provided with sufficient running water, toilet paper and soap, and
- e. Sports and Recreational Facilities - at least one (1) sports and recreational facility.

**SECTION 16. MAINTENANCE AND HOUSEKEEPING** - Procedures and activities related to the maintenance of all sections of the resort shall be of acceptable standards on a continuing basis with consideration to the quality of materials used in the construction and establishment of the resort.

Housekeeping shall ensure a well-kept, clean and pollution-free premises in the resort at all times. Pest control program shall be applied in all areas. Proper garbage disposal shall be practiced regularly. Sanitation measures under Presidential Decree No. 856, the "Sanitation Code of the Philippines", shall be implemented.

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**SECTION 17. LIFEGUARD AND SECURITY** - Services of sufficient number of well-trained and licensed lifeguards as well as Security Personnel shall be provided in the resort.

**SECTION 18. MEDICAL SERVICES** - Services of a physician, either on-call or full-time basis, depending on the volume of operation and accessibility to hospital and other medical centers shall be provided in the resort.

In addition, employment of adequate first-aiders who have completed a course in first aid duly certified by the Philippine National Red Cross or any other organization accredited by the same shall be aimed by the management. Adequate first aid medicines and necessary life-saving equipment shall be provided within the premises.

**SECTION 19. FIRE-FIGHTING FACILITIES** - Fire-fighting facilities shall be provided in the resort in accordance with the Fire Code of the Philippines.

**SECTION 20. SIGNBOARDS.** - The name and classification of the resort as determined by the CGTCAO shall be printed on signboards which are conspicuously displayed outside the establishment.

**SECTION 21. PRECAUTIONARY MEASURES -**

- a. Night swimming at the pools shall only be allowed upon the availability of adequate lifeguards on duty and when the pool premises are sufficiently lighted,
- b. Management shall post sufficient and visible warning signs or signages of the presence of artificial or natural hazards, danger area or occurrences thereat in strategic areas in the swimming pools, and
- c. Gambling of any form, drunkenness or disorderly conduct of any kind, or any activity using prohibited drugs in the resort and immediate premises are strictly prohibited in the resort.

**ARTICLE VI  
CLASSIFICATION AND STANDARD  
REQUIREMENTS FOR HOTELS**

**SECTION 22. CLASSIFICATION OF HOTELS** - For accreditation purposes, hotels are hereby classified into the following categories, namely:

- a. First Class,
- b. Standard Class, and
- c. Economy Class.

**SECTION 23. REQUIREMENTS FOR A FIRST CLASS HOTEL** - In the establishment, operation and maintenance of a First Class Hotel, the following minimum requirements shall apply:

- a. **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,

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Continuation...page 10 of City Ordinance No. 21-07 (General):

- **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 a 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 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 well-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 guests,
- b. 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** - all private and public rooms shall be air-conditioned (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 public and private rooms,
  - **Emergency Power** - there shall be a high-powered generator capable of providing sufficient lighting for all guest rooms, hallways, public areas/rooms, operating elevators, food refrigeration and water services,
  - **Fire Prevention Facilities** - the fire prevention facilities shall conform to the requirements of the Fire Code of the Philippines,

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c. Entertainment - Live entertainment shall be provided,

d. 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 with adequate light and ventilation,
- *Crockery*
  1. the crockery shall be of best quality,
  2. there shall be adequate 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,

e. Front Office/Reception

- *Reception and Information Counter* - reception and information counter providing a 24-hour service and staffed by trained and experienced personnel shall be provided therein,
- *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, and/or internet access for e-mail shall be 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 telex-transceiver and facsimile facilities in the establishment,

f. General Facilities

- *Parking/ Valet* - there shall be an adequate parking space and valet service,
- *Function and Conference Facilities* - there shall be special rooms for conference or banquet purposes,
- *Shops* - there shall be a DOT-accredited travel agency/tour counter, barber shop, 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,

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- **Medical Service** - a medical clinic to service guests and employees with a registered nurse on a 24-hour basis and a doctor on-call shall be provided,
- g. **Housekeeping** - housekeeping shall be of high standards
  - **Linen** - there shall be a good supply of linens, blankets, towels, etc., which shall be of high quality and should 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 public and private rooms shall have high quality carpeting which should be well-kept at all times,
- h. **Location**
  1. The locality and environs including approaches shall be suitable for a first class hotel of international standard,
  2. The facade, architectural features and general construction of the building shall have the distinctive qualities of a first class hotel,
- i. **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 tennis, golf, squash, gym or other recreational facility or a tie-up with one within the vicinity of the hotel,
- j. **Service and Staff** - highly qualified, trained, experienced, efficient and courteous staff shall be hired. The staff shall be in smart and clean uniforms, and
- k. **Special Facilities** - facilities for airport transfers shall be provided,

**SECTION 24. REQUIREMENTS FOR A STANDARD CLASS HOTEL.** - In the establishment, operation and maintenance of a Standard Class Hotel, the following minimum requirements shall apply:

- a. **Bedroom Facilities and Furnishings**
  - **Size** - all single and double rooms shall have a floor area of not less than eighteen (18) square meters, inclusive of bathrooms,
  - **Bathrooms** - all rooms must have bathrooms which shall be equipped with showers and fittings of good standard with cold running water on a 24-hour basis and hot running water at selected hours,
  - **Telephone** - there shall be a telephone in each guest room,
  - **Cold Drinking Water** - there shall be a cold drinking water and glasses in each bedroom,
  - **Room Service** - room service shall be provided at selected hours,
  - **Furnishings and Lighting** - all guest rooms shall have furniture of very good standard and design; floors shall have good quality carpets; walls shall be well-furnished and drapes shall be well-tailored and of good materials. Lighting arrangements and fixtures in the rooms and bathrooms shall be well-designed ensuring complete satisfaction functionally,

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Continuation...page 13 of City Ordinance No. 21-07 (General):

- **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,
- b. **Food and Beverage**
  - **Dining Room** - there shall be at least one dining room facility which is well-equipped, well-furnished and well-maintained and serving good quality cuisine and providing entertainment,
  - **Bar** - wherever permissible by law, there shall be a bar therein,
  - **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 flooring and tiled walls with 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,
- c. **Front Office/ Reception**
  - **Reception and Information Counter** - there shall be a reception and information counter providing a 24-hour service and staffed by trained and experienced personnel,
  - **Lounge** - there shall be a well-appointed lounge the size of which shall be commensurate with the size of the hotel,
  - **Porter Service** - porter service shall be provided upon request,
  - **Foreign Exchange Counter** - there shall be a duly licensed and authorized foreign exchange counter,
  - **Mailing Facilities** - mailing facilities including sale of stamps, envelopes and internet service for e-mail shall be available in the premises,
  - **Long Distance/ Overseas Calls** - long distance/overseas telephone calls shall be made available upon request,
  - **Reception Amenities** - there shall be a left-luggage room and safety deposit boxes available in the establishment,
  - **Telex Facilities** - telex facilities shall be optional,
- d. **Engineering and Maintenance**
  - **Maintenance** - maintenance of the hotel in all sections (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 a minimum of 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 public and private rooms,

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Continuation...page 14 of City Ordinance No. 21-07 (General):

- **Emergency Power** – there shall be a high-powered generator capable of providing sufficient lighting for all guest rooms, hallways, public areas/rooms, operating elevators, food refrigeration and water services,
  - **Fire Prevention Facilities** – the fire prevention facilities shall conform to the requirements of the Fire Code of the Philippines,
- e. General Facilities**
- **Parking** – there shall be an adequate parking space,
  - **Shops** – there shall be a 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,
- f. Housekeeping**
- **Linen** – there shall be adequate supply of linens, blankets, towels, etc., of good quality 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 at least carpets in all bedrooms and the floors of public rooms should be properly covered unless the flooring is of very high standard,
- g. Location** – the locality and environs including approaches shall be suitable for a very good hotel. The architectural features and general construction of the building shall be of very good standard,
- h. Service and Staff** – qualified, trained, experienced, efficient and courteous staff shall be employed. The staff shall be in clean uniforms, and
- i. Special Facilities** – facilities for airport transfers shall be provided.

**SECTION 25. REQUIREMENTS FOR AN ALL CLASS ECONOMY HOTEL** – In the establishment, operation and maintenance of an Economy Class Hotel, the following minimum requirements shall apply:

- a. Bedroom Facilities and Furnishings**
- **Size** – all single and double rooms shall have a floor area of not less than eighteen (18) square meters, inclusive of bathrooms,
  - **Bathrooms** – all rooms must have bathrooms equipped with showers and basic fittings of good standard with cold running water on a 24-hour basis and hot running water at selected hours,
  - **Telephone** – there shall be a call bell in each guest room,
  - **Cold Drinking Water** – There shall be a 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,

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Continuation...page 15 of City Ordinance No. 21-07 (General):

- **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,
- b. **Engineering and Maintenance**
  - **Maintenance** - maintenance of the hotel in all sections (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 adequate lighting in all public and private 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 to the requirements of the Fire Code of the Philippines,
- c. **Food and Beverage**
  - **Dining Room** - there shall be at least one (1) equipped and well-maintained dining room/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,
- d. **Front Office/Reception**
  - **Reception and Information Counter** - there shall be a reception and 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 shall be available,
  - **Long Distance/Overseas Calls** - long distance/overseas calls shall be made available upon request,
  - **Reception Amenities** - there shall be a left-luggage room and safety deposit boxes,
  - **Telex Facilities** - telex facilities shall be optional,
- e. **General Facilities**
  - **Shops** - there shall be a sundries shop,
  - **Security** - adequate security on a 24-hour basis shall be provided in all entrances and exits of the hotel premises,
  - **Medical Service** - The services of a doctor shall be available when needed,

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Continuation...page 16 of City Ordinance No. 21-07 (General):

- f. **Housekeeping** - premises shall be kept clean and tidy
  - *Linen* - clean, good quality linens/blankets/towels, etc., shall be supplied and changed daily,
  - *Laundry/ Dry-Cleaning Service* - laundry and dry-cleaning services shall be available by arrangement,
- g. **Location** - the locality and environs including approaches shall be such as are suitable for a good hotel. The architectural features and general construction of the building shall be of good standard,
- h. **Service and Staff** - the staff shall be well-trained, experienced, courteous and efficient and shall be in clean uniforms, and
- i. **Special Facilities** - Airport transfer services shall be provided upon request.

**ARTICLE VII**  
**STANDARD REQUIREMENTS FOR MOTELS**

**SECTION 26. REQUIREMENTS FOR MOTELS.** - For purposes of accreditation, the following are the minimum requirements for the establishment, operation and maintenance of motels:

- a. **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, linens and bed sheets,
- b. **Fire-fighting Facilities** - adequate fire-fighting facilities shall be provided for each separate unit/building, in accordance with the Fire Code of the Philippines,
- c. **Garage** - the motel shall have an individual garage or a common parking space for the vehicle of its guests,
- d. **Housekeeping** - efficient housekeeping shall be maintained,
- e. **Lighting** - lighting arrangement and fixtures in all units shall be adequate,
- f. **Location** - the motel, except those already existing, shall be located along or close to the highways or major transportation routes. It shall have at least ten (10) units,
- g. **Maintenance** - efficient maintenance of the motel in all its sections (i.e. building ground, furniture, fixtures, public rooms, air-conditioning, etc.) shall be provided on a continuing basis,
- h. **Medical Services** - medical services on an emergency basis shall be made available,
- i. **Other Facilities** - the motel may, at its option, serve food and drinks exclusively to its guests, and install such other special facilities necessary for their business,
- j. **Signboard** - all motels shall keep and display in a conspicuous place outside the establishment a signboard showing clearly the name of the motel,
- k. **Staff and Service** - the motel staff shall be trained, experienced, courteous and efficient. They shall wear clean uniform while on duty,
- l. **Telephone** - there shall be a telephone or call-bell in each unit,
- m. **Toilet and Bathroom** - the unit shall be provided with attached toilet and bathroom with cold and hot water, clean towels, tissue paper and soap.

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Continuation...page 17 of City Ordinance No. 21-07 (General):

**SECTION 27. 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, and
- c. Number, date and place of issue of Residence Certificate Class "A", or Driver's License, or 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 motels.

**SECTION 28. 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 29. MINORS TO BE ACCOMPANIED BY PARENT OR GUARDIAN** – No person below 18 years of age shall be accepted for lodging or accommodation unless accompanied by a parent or guardian.

**SECTION 30. 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 31. ROOM RATES** – In addition to daily rates, motels may likewise impose wash-up rates. Guest who desires to be accommodated on a daily rate basis shall be accepted. The rental rates shall be posted prominently at the reception counter and/or at the door of each room.

**ARTICLE VIII  
STANDARD REQUIREMENTS FOR  
APARTELS**

**SECTION 32. REQUIREMENTS FOR APARTELS** – For purposes of accreditation, the following are the minimum requirements for the establishment, operation and maintenance of an apartel:

- a. Size – the apartel shall have at least a minimum of twenty-five (25) lettable apartments,
- b. Apartment – each apartment of the apartel 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,

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Continuation...page 18 of City Ordinance No. 21-07 (General):

- 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 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 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) storeys whenever possible,
- m. **Staff and Services** - the staff shall be trained, experienced, courteous and efficient. They shall be provided with smart and clean uniform,
- n. **Medical Facilities** - an emergency clinic, stocked with emergency medicines and drugs to service employees and guests shall be provided. Apartel with more than one hundred (100) apartments shall secure the regular services of a house physician,
- o. **Fire-fighting Facilities** - the apartel shall provide fire-fighting facilities in accordance with the Fire Code of the Philippines,
- p. **Lounge and Reception Counter** - there shall be a reasonably furnished lounge commensurate with the size of the apartel. The reception counter shall be attended by trained and experienced staff and shall also be provided with a telephone, and
- q. **Security** - adequate security on a 24-hour basis shall be provided in all entrances and exits of the apartel premises. The apartel shall see to it that the tenants shall have a good, peaceful and comfortable lodging during their stay in the apartel.

**SECTION 33. HOUSE RULES AND REGULATIONS** - The apartel shall prescribe reasonable house rules and regulations to govern the use of apartments and other facilities of the apartel.

**ARTICLE IX  
STANDARD REQUIREMENTS FOR  
RESTAURANTS**

**SECTION 34. RESTAURANT MINIMUM REQUIREMENTS.** - For the purposes of accreditation, the following are the minimum requirements that must be complied with by the restaurants:

- a. **Location** - the locality and environs including approaches shall be with proper ingress and egress. The façade and architectural features of the building shall be appropriately designed,
- b. **Parking** - it should be adequate, secured and provided free to customers,
- c. **Reception** - a reception shall be available to usher in guests. A waiting lounge with a telephone shall also be provided,

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Continuation...page 19 of City Ordinance No. 21-07 (General):

**d. Dining Room**

- **Furnishing** - the dining room shall be adequate in size, with sufficient and well-maintained furniture. Flooring materials shall be kept clean at all times,
  - **Atmosphere** - the restaurant shall have a pleasant atmosphere,
  - **Cuisine** - there shall be a cuisine of good quality and presentation which may be of special interest to tourists available during normal meal hours and served with distinction. Raw food used shall meet minimum government and international standards,
  - **Menu Book/ Card** - shall be presentable, clean and easy to read with the menu items listed in logical sequence. All items shall be made available at all times on a best effort basis,
  - **Linen** - all tables shall have clean tablecloth, napkins of good quality, not faded nor with frayed edges and should be changed after every service,
  - **Crockery** - no piece of crockery, cutlery and tableware in use shall be chipped, cracked or grazed. The silverware shall be kept polished and clean at all times,
- e. Service and Staff** - adequate number of well-trained, well-groomed, experienced, efficient and courteous staff shall be employed,
- f. Bar** - The bar shall be well-stocked at all times,
- g. Comfort Rooms** - shall be of good quality fixtures and fittings and provided with running water. The floor and walls shall be covered with impervious materials of good quality workmanship and shall be kept clean and sanitary at all times. Tissue paper, soap, paper towels and/or hand drier shall be provided,
- h. Kitchen** - the kitchen, pantry and cold storage shall be in good operating condition at all times and shall be well-equipped and hygienic. Equipment necessary to maintain a high standard of sanitation and hygiene shall be installed and used,
- i. Lighting** - adequate lighting arrangement and fixtures shall be installed in all dining rooms, public rooms, comfort rooms, corridors and other public areas,
- j. Maintenance** - all sections of the restaurant shall be maintained properly at all times. A periodic vermin control program shall be maintained for all establishments,
- k. Fire-Fighting Facilities** - adequate fire-fighting facilities shall be provided in accordance with the Fire Code of the Philippines, and
- l. Air-conditioning/Ventilation** - all main dining or function rooms shall be fully air-conditioned and/or well-ventilated. An exhaust fan may be necessary to maintain the pleasant air inside the establishment.

**ARTICLE X  
STANDARD REQUIREMENTS FOR SHOPS/  
DEPARTMENT STORES**

**SECTION 35. SHOPS/DEPARTMENT STORES MINIMUM REQUIREMENTS -**  
For the purposes of accreditation, the following are the minimum requirements that shall be complied with by shops/department stores:

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Continuation...page 20 of City Ordinance No. 21-07 (General):

a. Physical Requirements

1. The establishments shall be fronting a major street or thoroughfare or is situated in a shopping center/mall,
2. The entrance and display windows shall be attractively designed and adequately illuminated,
3. The furniture and decor of the establishment shall be presentable and functional at all times,
4. The shop shall be fully air-conditioned,
5. Well-maintained restrooms shall be provided for by the establishment itself, or in the event that the shop is located in a shopping mall or commercial building, the common/public restrooms shall be made available to the clients and visitors,
6. In case of department store,
  - 6.1. The store shall be in an edifice or a building or may be part of a shopping mall/center,
  - 6.2. Parking area shall be made available to clients,
  - 6.3. There shall be appropriate directional signs,

b. Staff - all members of the staff shall be well-groomed, courteous and efficient at all times,

c. Services

1. Goods displayed in the shop window or show cases shall be provided with clearly written price tags,
2. A wide selection of goods shall be in stock,
3. A receipt shall be supplied to the tourist for its purchase. The full name and address of the establishment shall be printed on the receipt, together with the number of the authorized business license. Purchase shall be itemized together with the price, and any addition or tax paid or discount granted on the goods shall be indicated,
4. Discounts shall be given on the price of the goods marked on the price tags,
5. The business shall be responsible for the maintenance of its facilities and premises and its immediate surroundings (sidewalk, yard, etc.), and
6. In case of antique shops, a certificate confirming authenticity shall be attached to each article in accordance with the guidelines/instructions of the National Museum.

ARTICLE XI  
STANDARD REQUIREMENTS FOR TRAVEL  
AGENCIES

SECTION 36. TRAVEL AGENCY OFFICE REQUIREMENTS - The travel agency shall comply with the following office requirements:

- a. Shall be used exclusively for the travel agency business,
- b. Shall be located in a commercial district and not in a residential area, and
- c. Easily identifiable.

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Continuation...page 21 of City Ordinance No. 21-07 (General):

**Note:** The travel agency should present an annual in-bound and out-bound tour program for submission to the Tourism Development Board (TDB) and its implementation schedule for the whole year.

ARTICLE XII  
STANDARD REQUIREMENTS FOR BAR,  
COCKTAIL LOUNGE, AND NIGHT CLUBS

**SECTION 37. BAR, COCKTAIL LOUNGE/NIGHT CLUBS REQUIREMENTS** - In the establishment, operation and maintenance of Bar, Cocktail Lounge/Night Clubs, the following minimum requirements shall apply:

- a. **Comfort Room** - shall be of good quality fixtures and fittings and provided with running water. The floor and walls shall be covered with impervious materials of good quality workmanship and shall be kept clean and sanitary at all times. Tissue paper, soap, paper towels and/or hand drier shall be provided,
- b. **Crockery** - should be best designed, made with good quality and should have adequate supply. No piece of crockery in use should be chipped, cracked or grazed. The silverware should be kept well-plated and polished at all times,
- c. **Employee Facilities** - adequate and well-maintained locker rooms and bathrooms for male and female employees shall be provided,
- d. **Engineering and Maintenance**
  - **Emergency Power** - there should be high-powered generator capable of providing sufficient lighting in all areas of the establishments, including food refrigeration and water services,
  - **Fire-Fighting Facilities** - shall be provided in accordance with the Fire Code of the Philippines,
  - **Lighting** - Technologically advanced, efficient and adequate lighting arrangement and fixtures shall be installed in all areas of the establishment,
  - **Maintenance** - 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. Regular and hygienic garbage disposal system shall be maintained. Sanitation measures shall be adopted in accordance with the Sanitation Code of the Philippines,
  - **Signboard** - shall be conspicuously displayed outside the establishments showing clearly the name of the bar, cocktail lounge and night club subject to the issuance of necessary permits and payment of fees. A periodic vermin program shall be maintained,
  - **Ventilation** - The premises shall be well-ventilated,
- e. **Entertainment** - live entertainment should be provided but strictly no lewd, obscene or bold shows as prescribed by law,
- f. **Food and Beverage** - dining room should be well-equipped, well-furnished and well-maintained, serving a good quality cuisine with good presentation which may be of special interest to tourists. It should be available during normal meal hours and served with distinction. Raw food used shall meet minimum government and

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Continuation...page 22 of City Ordinance No. 21-07 (General):

international standards of grading and quality. Flooring materials shall be kept clean at all times. Bars should be well-stocked at all times with an atmosphere of comfort,

- g. Kitchen/Pantry/Cold Storage - should be professionally designed to ensure efficiency of operation and should be well-equipped, well-maintained, clean and hygienic. Should have an adequate floor area with non-slip flooring and tiled walls and adequate light and ventilation,
- h. Linen - all tables shall have clean table cloths and napkins of good quality. They should not be faded nor with frayed edges and stains and should be changed after every service,
- i. Location - subject to the provisions of existing laws and ordinances, locality and environment including approaches should be pleasant with an atmosphere of comfort. The facade and architectural features of the building shall be appropriately designed,
- j. Menu/Beverage Book - shall be presentable, clean and easy to read with items listed in logical sequence and should be made available at all times on a best effort basis,
- k. Parking Space - adequate parking space with security shall be provided free to guests and customers,
- l. Reception Counter - there shall be a reception counter with a telephone attended by highly qualified, trained and experienced staff. A receptionist shall be available to usher in customers,
- m. Staff and Service - adequate number of trained, experienced, courteous and efficient staff shall be employed. They shall wear smart and clean uniforms at all times, and
- n. Security - adequate security shall be provided on all entrances and exits of the establishments.

**SECTION 38. PRECAUTIONARY MEASURES** - Management shall post sufficient and visible signs in strategic areas of the cocktail lounge/night clubs/bars to warn and/or inform the guests and customers of the rules and regulations, fire exit guidelines including hours of operation to observe while inside the premises.

**SECTION 39. PROHIBITED ACTS AND PRACTICES** - Littering in cocktail lounges, night clubs and bars shall be strictly prohibited. Cocktail lounge, night clubs and bar owners shall keep their premises clean and shall adopt their own anti-littering measures. Cocktail lounge, night club, and bar owners/operators shall not allow gambling of any form and disorderly conduct of any kind in its premises specifically lewd shows. Minors are not allowed to enter the premises. Guests/customers wearing sando and slippers shall not be allowed to enter. Firearms and deadly weapons are strictly prohibited inside the premises.

**ARTICLE XIII**  
**STANDARD REQUIREMENTS FOR SPORTS**  
**AND RECREATIONAL CLUBS**

**SECTION 40. SPORTS AND RECREATIONAL CLUB MINIMUM REQUIREMENTS** - For purposes of accreditation, the following are the minimum requirements for the operation and maintenance of a sports and recreational clubs:

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Continuation...page 23 of City Ordinance No. 21-07 (General):

- a. Location - the locality and environs including approaches shall be pleasant with proper ingress and egress. The facade and architectural features shall be appropriately designed,
- b. Parking - adequate and secured parking space shall be provided at all times,
- c. Security - adequate security shall be provided at all times,
- d. Reception - a receptionist shall be available to usher in guests. A waiting lounge with telephone shall be provided,
- e. Dining Room - there shall be a dining outlet adequate in size, with pleasant atmosphere and furnished with appropriate and well-maintained furniture,
- f. Sports and Recreational Equipment - there shall be adequate sports and recreational equipment available for rent,
- g. Public Washrooms - there shall be provided adequate and accessible toilet facilities separately for male and female. Tissue paper, soap, hand/paper towel shall be provided, and
- h. Locker Area and Facilities - there shall be adequate number of lockers for male and female. Dressing areas and shower cubicles shall also be provided.

ARTICLE XIV  
STANDARD REQUIREMENTS FOR  
MUSEUMS

SECTION 41. MUSEUM MINIMUM REQUIREMENTS. - For accreditation purposes, in the operation and maintenance of a museum, the following minimum requirements shall apply:

- a. Membership - the institution shall be a member of the National Committee on Museums,
- b. Location - the locality and environs including approaches shall be pleasant with proper ingress and egress. The facade and architectural features shall be appropriately designed,
- c. Parking Area - there shall be an adequate and secured parking space for customers,
- d. Security - Adequate security shall be provided at all times,
- e. Reception - a well-informed receptionist shall be available to usher in guests. A waiting lounge with telephone shall also be provided,
- f. Conference/Auditorium - there shall be a conference and/or auditorium provided with audio-visual equipment and made available to the public,
- g. Library - there shall be a library adequately equipped and made available to the public, and
- h. Public Washrooms - there shall be adequate and accessible toilet facilities provided separately for male and female. Tissue paper, soap, hand/paper towel shall be provided.

ARTICLE XV  
STANDARD REQUIREMENTS FOR REST  
AREAS IN GASOLINE STATIONS

SECTION 42. MINIMUM REQUIREMENTS - For accreditation purposes, in the operation and maintenance of rest areas, the following minimum requirements

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Continuation...page 24 of City Ordinance No. 21-07 (General):

shall apply:

- a. **Location** - the locality and environs including approaches shall be pleasant with proper ingress and egress and shall be located along a major highway or road,
- b. **Parking** - there shall be adequate parking area for customers,
- c. **Rest Room** - there shall be a rest room with adequate, clean and well-maintained toilet and washing facilities. Tissue paper, soap, hand paper/towel shall also be provided,
- d. **Signage** - there shall be a rest room signage visible from major approaches and which shall be well-illuminated at night,
- e. **Service and Staff** - adequate number of well-trained, properly-groomed, efficient and courteous staff shall be employed. They shall wear clean uniforms at all times,
- f. **Gasoline Station** - the gasoline station shall be clean and well-maintained. It shall also be well-illuminated at night, and
- g. **Sundries Shop** - there shall be an adequately stocked sundries shop which shall be clean and well-maintained.

ARTICLE XVI  
STANDARD REQUIREMENTS FOR SPAS

SECTION 43. MINIMUM REQUIREMENTS - For accreditation purposes, in the operation and maintenance of spa, the following minimum requirements shall apply:

- a. **Location and Environment** - the spa shall be situated in a safe and reputable location with clean, calm and relaxing environment,
- b. **Lounge and Reception Counter** - there shall be a reception counter attended by qualified and trained staff and a reasonably furnished lounge with seating facilities commensurate with the size of the spa,
- c. **Food Bar** - there shall be a well-maintained and well-stocked food bar for clients,
- d. **Washrooms** - there shall be separate clean and adequate washrooms for male and female provided with running water, hand dryer and toiletries,
- e. **Locker Rooms** - there shall be separate male and female locker rooms for guests,
- f. **Shower Rooms** - there shall be separate male and female shower and changing rooms,
- g. **Treatment Rooms** - There shall be separate unlocked treatment rooms for male and female,
- h. **Services** - the spa shall provide all of the following services in addition to other spa-related amenities which it may offer:
  - 1. **Massages** - Swedish, Lymph Drainage and Reflexology, etc.,
  - 2. **Steam, Sauna and/ or Water Baths,**
  - 3. **Body Treatments** - one or more of the following: body packs and wraps, exfoliation, body toning/ contouring, waxing, hand and foot care,
- i. **Staff** - there shall be adequate number of well-trained, well-groomed, experienced, courteous and efficient staff. There shall be at least one (1) DOH - registered massage therapist supervising a

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Continuation...page 25 of City Ordinance No. 21-07 (General):

- maximum of twenty (20) massage attendants and the staff shall wear clean, proper and non-transparent uniform at all times,
- j. Steam, Sauna and Water Baths - the steam, sauna and water baths shall be maintained in a level of temperature which will not cause adverse reactions to user. Safety signages shall be provided to include information on allowable maximum temperature, duration of stay and guide in operating temperature regulator,
  - k. Linen - there shall be adequate supply of linen, towels and appropriate garments such as robes or sarongs of good quality which shall be kept clean,
  - l. Employee Facilities - there shall be adequate and well-maintained locker rooms and bathrooms for male and female employees,
  - m. Parking - there shall be adequate, secured parking space provided for free to customers/ guests,
  - n. Emergency Generator - there shall be high-powered generator capable of providing full power in all areas of the establishment except those spas located in a commercial building with its own emergency generator capable of supplying the power requirements of its tenants,
  - o. First Aid Cabinet - there shall be a well-stocked first aid cabinet available at all times,
  - p. Facilities for Disabled - there shall be facilities and provisions for the disabled in accordance with Batas Pambansa Blg. 344 promulgated on May 1985, otherwise known as an "Act Enhancing the Mobility of Disabled Persons",
  - q. Maintenance - maintenance of all sections of the spa shall be on a continuing basis taking into consideration the quality of equipment and supplies,
  - r. Sanitation - sanitation measures like cleaning and sterilizing of equipment, robes, sheets, blankets, pillow case, towels or other materials which may come in direct contact with the client's body shall be adopted in accordance with the standards prescribed under Presidential Decree No. 856 otherwise known as the "Sanitation Code of 1976", and
  - s. Signboards - appropriate sign boards shall be conspicuously displayed outside the establishment showing clearly the name of the spa while safety signages shall be prominently posted in strategic locations inside the spa.

ARTICLE XVII  
GENERAL RULES ON THE OPERATION AND  
MAINTENANCE OF TOURISM-ORIENTED AND RELATED  
ESTABLISHMENTS

SECTION 44. FIRE-FIGHTING FACILITIES - Fire-fighting facilities shall be provided in accordance with the Fire Code of the Philippines.

SECTION 45. MAINTENANCE - All facilities of the establishment concerned shall be properly maintained at all times. A periodic vermin control program shall be conducted.

SECTION 46. AIR-CONDITIONING/VENTILATION - All enclosed areas of the establishment concerned shall be fully air-conditioned or well-ventilated.

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Continuation...page 26 of City Ordinance No. 21-07 (General):

**SECTION 47. PROHIBITED ACTS AND PRACTICES -**

- a. No pets or animals shall be allowed within the premises,
- b. Ambulant vendors shall be prohibited from peddling their wares within premises,
- c. All forms of gambling, drunkenness or disorderly conduct of any kind shall be prohibited in the establishments and within its immediate premises, and
- d. Keepers, managers or operators shall exert all possible efforts not to permit any person whom they know or have reason to believe to be either a prostitute, pedophile or of questionable character to use the establishment for purposes of immoral/illegal activities. They shall immediately report to the nearest police station the presence of any such person.

**ARTICLE XVIII  
ACCREDITATION TEAM AND INSPECTION**

**SECTION 48. ACCREDITATION TEAM -** There is hereby created Accreditation Team to be headed by the CGTTCAO, The Sangguniang Panlungsod Committee on Tourism, Arts, Culture and Public Information.

**SECTION 49. FUNCTION OF THE ACCREDITATION TEAM -** The Accreditation Team shall have exclusive authority to conduct inspection in all Tourism Establishments for purposes of facility assessment, accreditation and classification.

**SECTION 50. FREQUENCY AND TIME OF REGULAR INSPECTION -** Inspection shall be made once every one (1) year during business hours.

**SECTION 51. SPECIAL INSPECTIONS -** When public interest so requires, the recommendation of the Tourism Head, approved by the City Mayor, may serve as basis for an authorization for the Accreditation Team or any member or members thereof, to conduct a special inspection.

**SECTION 52. CHECKLIST TO BE ACCOMPLISHED DURING INSPECTION -** The CGTTCAO shall provide the necessary checklist to be accomplished by all teams in carrying out its inspection. All findings and/ or observations of the teams to be indicated in the checklist should be made in the presence of an authorized representative of the establishments and duly signed/noted by the said authorized representative.

**SECTION 53. REPORT OF THE ACCREDITATION TEAM -** Within five (5) days from the date of inspection, the Accreditation Team shall submit a report of its findings and/or recommendation to the Office of the City Mayor.

**SECTION 54. ACCESS OF INSPECTION TEAM TO RECORDS AND PREMISES -** The Accreditation Team shall have access to the registry book or card of the tourism establishments and all parts and facilities thereof, and the right to interview any employee and investigate any fact, condition, or matter which may be necessary to determine any violation or aid in arriving at a just and correct conclusion.

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Continuation...page 27 of City Ordinance No. 21-07 (General):

**SECTION 55. DEFECTS AND DEFICIENCIES FOUND DURING THE INSPECTION** - Where certain defects or deficiencies have been found in the course of inspection, the Accreditation Team shall give directions to the manager/operator of the tourism establishments concerned to rectify/remedy the defects or deficiencies within a period of one (1) week from notice thereof.

**ARTICLE XIX  
CERTIFICATE OF ACCREDITATION**

**SECTION 56. ISSUANCE OF CERTIFICATE OF ACCREDITATION AND STICKER -**

- a. After having determined that all requirements set forth in the preceding Sections have been satisfied and/or completed by the applicant, the City Government through the BPLO and the CGTTCAO shall issue the corresponding Accreditation Certificate and Seal sticker, and
- b. The CGTTCAO shall adopt a seal (sticker) for accreditation purposes.

**SECTION 57. VALIDITY OF CERTIFICATE OF ACCREDITATION** - The Certificate of Accreditation of tourism-oriented and tourism-related establishments shall be valid until revoked or cancelled for a valid cause. If the tourism-oriented and/or tourism-related establishment concerned has ceased operation for at least three (3) months, it shall re-apply for accreditation.

**SECTION 58. RENEWAL OF ACCREDITATION** - Application for the renewal of accreditation shall be supplied by the same documents previously submitted together with the Accreditation given by the CGTTCAO.

**SECTION 59. DISPLAY OF CERTIFICATE AND STICKER OF ACCREDITATION** - The Certificate of Accreditation and Seal of Excellence shall be displayed in conspicuous area in their place of business. Stickers shall be posted in entrances/doors, gates of such establishments for easy identification purposes.

**ARTICLE XX  
RECLASSIFICATION AND/OR CANCELLATION OF  
ACCREDITATION OF TOURISM-ORIENTED/RELATED  
ESTABLISHMENTS**

**SECTION 60. PROMOTION/DEMOTION** - An establishment may be promoted or demoted from one class to another as the facts may warrant.

**SECTION 61. PROMOTION TO A HIGHER CLASS** - Any establishment which has upgraded its facilities and services among others, to comply with the requirements of a higher class, may apply to the CGTTCAO for promotion to such higher class.

**SECTION 62. DEMOTION TO A LOWER CLASS OR CANCELLATION OF ACCREDITATION** - Where after due investigation by the Accreditation Team it has been established that an establishment is not being kept or managed in a manner conformable to the established standards, the CGTTCAO shall give notice to the manager/operator or such fact granting the establishment a period of time stated

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Continuation...page 28 of City Ordinance No. 21-07 (General):

in the notice within which to comply with the required standards. If the establishment fails to comply within the period granted in the notice, the CGTTCAO shall remove the registration of the establishment from the class it originally holds and place it by a lower class or may cancel its accreditation.

**SECTION 63. GROUNDS FOR CANCELLATION OF ACCREDITATION** - Any of the following acts, omissions or offences shall be sufficient grounds for the cancellation of accreditation:

- a. Making any false declaration or statement or making use of any such declaration or statement or any document containing the same or committing fraud or any act of misrepresentation for the purpose of obtaining the issuance of accreditation,
- b. Failure to comply with or contravene any of the conditions set forth in the certificate of accreditation,
- c. Failure to meet the standards and requirements for the operation of the establishment as prescribed in these rules and regulations,
- d. Allowing or permitting the establishment or its facilities to be used for prostitution particularly those involving children or any illegal, immoral or illicit activities, and
- e. Violation of or non-compliance with any of the provisions of these rules, promulgated orders, decisions and circulars issued by DOT and other concerned government agencies.

**ARTICLE XXI  
MISCELLANEOUS PROVISIONS**

**SECTION 64. CONFIDENTIAL CHARACTER OF CERTAIN DATA** - Information and documents received by or filed with the CGTTCAO in pursuance of the requirements of this Ordinance shall be treated as confidential and shall not be divulged without the consent of the party concerned when public interest so requires. Any official or employee of the CGTTCAO, including those that are temporarily assigned therewith, who shall violate the provision of this Section shall be guilty of an offense under this Ordinance.

**SECTION 65. IMPLEMENTING RULES AND REGULATIONS** - The City Mayor, may, from time to time, shall issue rules and regulations as he may deem fit and necessary for the effective implementation of this Ordinance.

**SECTION 66. FUNDING** - The funds necessary for the implementation of this Ordinance shall be taken to the annual appropriations of the CGTTCAO, and the Office of the City Mayor. Said funds shall be included in the preparation of the Annual Budget of the City Government.

**ARTICLE XXII  
FINAL PROVISIONS**

**SECTION 67. SEPARABILITY CLAUSE** - If for any reason or reasons, any part or provision of this Ordinance shall be held unconstitutional or invalid, other parts which are not affected thereby shall continue to be in full force and effect.

**SECTION 68. REPEALING CLAUSE** - Any Ordinance, Executive Order, Local Issuances, or Rules and Regulations, or parts thereof, which are inconsistent with

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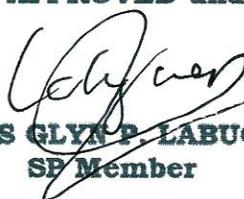
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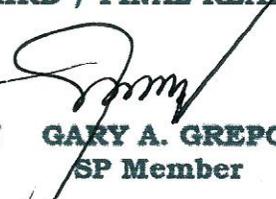
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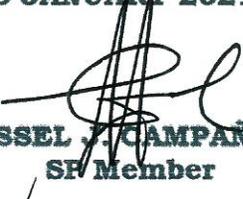
this Ordinance are hereby repealed and/or modified accordingly.

**SECTION 69. EFFECTIVITY CLAUSE** - This Ordinance shall take effect upon its approval which shall follow the required publication.

APPROVED under THIRD / FINAL READING on 25 JANUARY 2021.

  
**JONAS GLYN P. LABUGUEN**  
 SP Member

  
**GARY A. GREPO**  
 SP Member

  
**CLARISSSEL J. CAMPAÑA-MORAL**  
 SP Member

  
**JOWIE S. CARAMPOT**  
 SP Member

  
**KRISTINE JANE M. PERDITO-BARISON**  
 SP Member

  
**ISAGANI L. CULANDING**  
 SP Member

  
**J-M VERGEL M. COLUMNA**  
 SP Member

  
**WALTER C. MARTINEZ**  
 SP Member

  
**FLORENCIO D. AYOS**  
 SP Member

  
**VIVENCIO Q. LOZARES, JR.**  
 SP Member

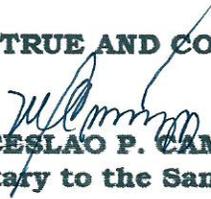
  
**RICHARD R. PARIN**  
 SP Member

  
**HERNANDO M. GRANADOS**  
 SP Member

  
**ALFREDO S. CHING**  
 SP Member/LNB President

  
**REINEL R. FERRER**  
 SP Member/SKF President

CERTIFIED TRUE AND CORRECT:

  
**WENCESLAO P. CAMINGAY**  
 Secretary to the Sanggunian

ATTESTED:

  
**MAURITO C. SISON**  
 City Vice Mayor/Presiding Officer

APPROVED:

  
**ANTONIO A. FERRER**  
 City Mayor

app/wpc/dga