

CITY ADMINISTRATOR'S OFFICE

Iligan City Hall, Buhanginan Hills, Pala-o, 9200 IliganCity

Tel.: (063) 225-3032; 222-2623; email: cad.iligancity@gmail.com

Frontline Service : TOUR GUIDING

Schedule of Availability of Service : Monday to Friday (8:00AM to 5:00PM) except for Package Tours that have Pre-set dates

Who May Avail of the Service : Any Clients (Group or Individual)

What are the requirements:

- **Group Tour**- Letter request or personal arrangements with the City Tourism Office
- **Individual Tour** - Area of interest and personal arrangements with the City Tourism Office
- **Package Tour**- Fill-up registration form, payment of tour fee

Duration : One (1) hour

How to Avail of the Service:

Step	Applicant/ Client	Service Provider	Duration of Activity	Person in Charge	Fees	Form/s
Special Tour:						
1	Call, visit or submit Letter request to City Tourism Office	Officer-in-charge, City Tourism Office	One (1) day	Ms. Donna Belle G. Olado	N/A	Fill-in registrations form/ Tour Logbook
2	Provide tour details and arrangements	Officer-in-charge, City Tourism Office	Within 30 mins.	Ms. Donna Belle G. Olado	N/A	
3	Avail the tour	Officer-in-charge, City Tourism Office	One (1) day or depending on the Itinerary of Travel	Mr. Pat D. Noel	N/A	

Step	Applicant/ Client	Service Provider	Duration of Activity	Person in Charge	Fees	Form/s
Package Tour:						
1	Visit City Tourism Office	Tour Coordinator	Within 30 mins.	Mr. Pat D. Noel	Depending on the itinerary	Fill-in registrations form/ Tour Logbook
2	Fill-in registration form and pays the tour fee in partial or full	Tour Coordinator	Within 10 mins.	Mr. Pat D. Noel		
3	Avail the tour	Tour Coordinator	One (1) day or depending on the Itinerary of Travel	Mr. Pat D. Noel		
END OF TRANSACTION						

