

6.2.3. Recommends to the Local Chief Executive, policies and programs vital for the inclusion in the Tourism Development Plan and other regulatory measures relative to the implementation of this Code.

6.3. **Term of Office.** The elected Officers of the MTC shall have a two-year term.

6.4. **Election.** Election of Officers shall be conducted every 2nd week of January, once in every two (2) years of which election of Working Committees shall eventually follow.

The 1st set of MTC Officers shall be appointed by the Local Chief Executive who shall serve in the transitory period until such time the Officers shall be duly elected conformably with the provisions of this Code.

6.5. **Vacancy.** In case of vacancy in the position of any post in the Council, said vacancy shall be filled up by election.

6.6. **Meeting.** The Council shall meet regularly once in every three (3) months which date, time and venue shall be determined by the body. However, an emergency meeting shall be called for, if deemed necessary.

6.7. **Quorum.** For any type of meeting, 50% plus one (1) of the members of the Council shall constitute a quorum.

6.8. **Duties & Responsibilities of the Municipal Tourism Council**

6.8.1 Reviews all Certificates of Registration issued by the Mayor's Office to tourism establishments as to its conformity with the existing Rules & Regulations.

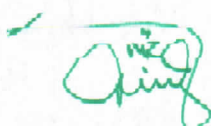
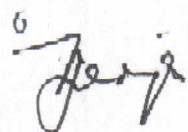
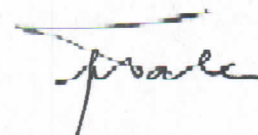
6.8.2 Exercises appellate jurisdiction on matters involving the issuance, renewal, revocation or denial of Certificates of Registration and/or licenses to tourism establishments and cases involving violation of this Code without prejudice to the existing laws.

6.8.3 Recommends to the Local Chief Executive, policies and programs vital for the inclusion in the Tourism Development Plan and other regulatory measures relative to the implementation of this Code.

6.9. **Working Committees.** Every Working Committee of the Municipal Tourism Council shall be composed of a Chairman, Vice Chairman and member/s whose functions, duties and responsibilities shall be determined by the Council. The working Committees and their respective duties and responsibilities are the following, to wit:

6.9.1. Marketing Committee - in charge in the advertisement, sales and promotion.

6.9.2. Environmental Management Committee - in charge in the monitoring and supervision of the tourism establishments as to compliance of existing environmental laws.



6.9.3 Finance Committee – in charge to sourcing of funds and formulation of the Fiscal Plan.

6.9.4. External Affairs Committee – in charge in the international affairs and other out-of-the-country transactions.

6.9.5. Domestic Affairs Committee – in charge in the internal and other local affairs

6.9.6. Security & Protection Committee – in charge in the coordination to concerned government agencies for the safety of tourists, investors and guests

6.9.7. Committee on Election & Laws – in charge of the conduct of election process and formulation of laws of the Council.

6.9.8. Human Resource Management Committee – in charge in keeping an eye on the proper handling of manpower sourcing/pooling, training and skills development of tourism establishments.

6.10. **The Executive Committee.** There shall be created an Executive Committee which shall compose of all chairmen of the working committees to be headed by the Local Chief Executive as Over-all Chairman and the Municipal Vice Mayor as Over-all Vice Chairman.

6.11. Duties & Responsibilities of the Executive Committee

6.11.1. This body shall be the overseer of the MTC and shall act on its behalf, in matters that require immediate action.

6.11.2. In addition, the Executive Committee shall be responsible in the formulation of the Internal Rules and Procedures of the Council.

6.12. Duties & Responsibilities of the Working Committees

6.12.1 Marketing Committee – in charge in the advertisement, sales and promotion.

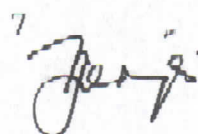
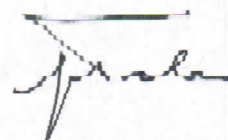
6.12.2 Environmental Management Committee - in charge in the monitoring and supervision of the tourism establishments as to compliances of existing environmental laws

6.12.3 Finance Committee – in charge to sourcing of funds and formulation of the Fiscal Plan.

6.12.4 External Affairs Committee – in charge in the international affairs and other out-of-the-country transactions.

6.12.5 Domestic Affairs Committee – in charge in the internal and other local affairs.

6.12.6 Security & Protection Committee – in charge in the coordination to concerned government agencies for the safety of tourists, investors and guests.



6.12.7 Committee on Election & Laws - in charge of the conduct of election process and formulation of laws of the Council

6.12.8 Human Resource Management Committee - in charge in keeping an eye on the proper handling of manpower sourcing/pooling, training and skills development of tourism establishments

Section 7. **THE MUNICIPAL TOURISM OFFICE** - There shall be created a Municipal Tourism Office with administrative duties and functions prescribed under the existing laws.

7.1. **Composition** To efficiently and effectively deliver the necessary services to the tourism industry, there shall be created positions in the Municipal Tourism Office which shall be composed of, but not limited to the following:

Municipal Tourism Officer
Tourism Operations Officer
Information Officer

7.2. **Duties and Responsibilities of the Municipal Tourism Office.** The Municipal Tourism Office shall have the following duties and responsibilities, to wit:

7.2.1. In close coordination with the Municipal Chief Executive, shall be the forefront in the implementation of Tourism Plans and Programs of the municipality.

7.2.2. To prepare listing of all potential tourist destinations in the municipality to serve as basis in the formulation of tourism plans and programs.

7.2.3. Shall act as Liaison of the Local Government Unit to all Local & National Offices and other foreign agencies.

7.2.4. Shall be responsible for the accreditation of tourism-related activities.

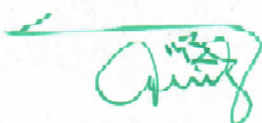
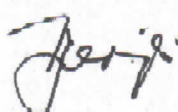
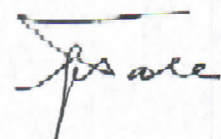
7.2.5. Shall act as Secretariat of the Municipal Tourism Council

7.2.6. Shall recommend for the revocation and suspension of Certificate of Registration and Licenses of tourism establishments if found to have violated the provisions of this Code.

7.2.7. Shall act on complaints and objections to the business application of tourist establishments

7.2.8. Shall maintain a comprehensive data of tourists, tourist spots visited arrival and departure of tourists & guests, accommodation and other statistical records related to tourism for future reference.

7.2.9. Shall be in the frontline in the preservation and enhancement of local culture and arts through tourism promotion.



7.2.10. Shall be the Advisor to the Local Chief Executive and the Sanggunian, as the case may be, in recommending plans and programs for the policy-making of tourism-related endeavors.

7.2.11. Shall establish Tourist Assistance Center (TAC) to cater the needs of tourists and guests relative to their itineraries and other travel requirements.

7.2.12. Shall coordinate closely with the Barangay Officials and the Barangay Tourism Committee in the development of tourism potential areas in their respective barangays.

7.2.13. Shall perform such other duties and functions as may be prescribed by law or ordinance.

CHAPTER III. RESOURCE DEVELOPMENT AND MANAGEMENT

Section 8. **ENVIRONMENTAL SECURITY** – For purposes of ensuring environmental adherence, resorts, hotels, tourist inns, motels, apartels, pension houses, entertainment facilities, restaurants and other tourism-related establishments must secure an Environmental Compliance Certificate (ECC) and other requirements from the Department of Environment and Natural Resources (DENR) and the Palawan Council for Sustainable Development (PCSD), prior to construction and setting up of business.

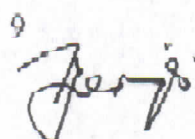
Section 9. **TOURISM PLAN** – Upon approval of this Code, A Ten (10)-year **Community-based Tourism Development and Management Plan** shall be prepared and formulated by the Municipal Tourism Council (MTC) with the technical assistance of the Municipal Planning and Development Office (MPDO) based on the listing of the Municipal Tourism Office (MTO) on potential tourist destinations within the Municipality of Roxas, Oriental Mindoro of which framework shall include but not limited to eco-tourism, environmental conservation and community development.

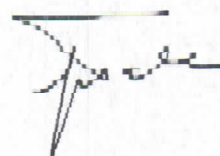
Section 10. **PROTECTED ZONES** – All existing laws relative to environmental preservation and protection of the natural habitat of marine and other wildlife and all other policies sanctioned by the Protected Area Management Board shall be adopted in this code.

Areas declared under protected zones by law or ordinance shall be tapped solely for eco-tourism activities, such as:

- 10.1 Trekking/Mountaineering
- 10.2 Mangrove Tour/(Island Hopping)
- 10.3 Educational Field Trips
- 10.4 Marine/Wildlife Photography
- 10.5 Scuba Diving/Snorkeling
- 10.6 Such other activities as may be determined by the MTC.



9




CHAPTER IV ACCOMMODATION PROPERTIES

Section 11. **CLASSIFICATION OF ACCOMMODATIONS** – For registration and licensing purposes, hotels, resorts and restaurants are hereby classified as follows:

11.1 Hotels

- 11.1.1 De Luxe Class
- 11.1.2 First Class
- 11.1.3 Standard Class
- 11.1.4 Economy Class
- 11.1.5 Budget Class

11.2 Inns

- 11.2.1 Tourist Inn
- 11.2.2 Apartment Hotel (Apartel)
- 11.2.3 Motorist Hotel (Motel)
- 11.2.4 Pension House

11.3 Resorts (Beach, Inland, Island, Lakeside or Riverside and Mountain)

- 11.3.1 "AAA" Class
- 11.3.2 "AA" Class
- 11.3.3 "A" Class
- 11.3.4 Special Interest Resort (SIR)

11.4 Restaurants

- 11.4.1 "AAA" Class
- 11.4.2 "AA" Class
- 11.4.3 "A" Class

Section 12. **ACCOMMODATION STANDARD FOR HOTELS** – Accommodation Standard for Hotels are determined and set, to wit:

12.1 De Luxe Class Hotel - The following are the minimum requirements for the establishment, operation, and maintenance of a deluxe class property.

LOCATION:

- a) The locality and environs including approaches should be suitable for a luxury property or international standard.
- b) The facade, architectural features and general construction of the building should have distinctive qualities of a luxury property.

BEDROOM FACILITIES AND FURNISHINGS.

- a) Size - All single and double rooms should have a floor area of not less than 25 square meters, inclusive of bathrooms.
- b) Suites - There should be one suite per 30 guestrooms.
- c) Bathroom - i) All rooms must have bathrooms that should be equipped with fittings of the highest quality befitting a luxury property