

VENTILATION - All main dining or function rooms shall be well-ventilated.

MAINTENANCE - All sections of the restaurant shall be maintained for all establishments.

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

SIGNAGE - Signboards should be uniform in size or dimension and shall be placed in a common position.

- 15.3 **"A" Class Restaurant** (Comprised of Carinderia, Refreshment Parlor and Turo-turo) - The following are the minimum requirements for the establishment, operation, and maintenance of an "A" class restaurant.

LOCATION - The locality and environs, including approaches, shall be presentable.

DINING ROOM

- a) The furniture shall be well-maintained and floors shall be kept clean at all times.
- b) The atmosphere shall be pleasant.
- c) The cuisine shall be of good quality.
- d) The menu board shall be presentable and clean, with easy-to-read menu items.
- e) Table napkins shall be provided.
- f) Utensils shall be kept clean at all times.

SERVICE AND STAFF - The staff shall be well-groomed, courteous, and pleasant.

COMFORT ROOMS - At least one (1) comfort room shall be provided within the premises of the property.

KITCHEN - Running water shall be provided in the kitchen.

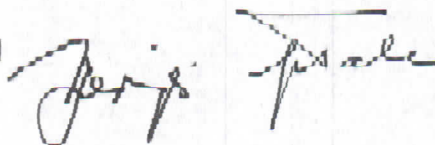
LIGHTING - Adequate lighting arrangements shall be installed.

VENTILATION - The restaurant shall be well-ventilated.

MAINTENANCE - The restaurant shall be well-maintained at all times.

CHAPTER V
REGULATION, CONTROL AND SUPERVISION
OF ACCOMMODATION ESTABLISHMENTS

- Section 16. **REGISTRATION AND PERMIT OF ACCOMMODATION ESTABLISHMENTS** - Any person, partnership, corporation or other entity desiring to keep, manage or operate any building, edifice, premises or an independent part thereof, for the purpose of engaging in a tourism-related business in the Municipality of Roxas, shall register its business with the Municipal Tourism Office and secure Mayor's Permit from the office of the Local Chief Executive.



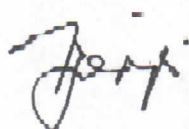
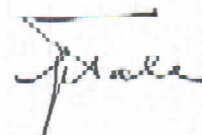
- Section 17. **APPLICATION FOR REGISTRATION** - Accommodation establishments shall accomplish in quadruplicate and file with the Municipal Tourism Office an application form for registration prescribed for the purpose.
- Section 18. **APPLICATION BY CORPORATION OR PARTNERSHIP** - Application by a corporate body, partnership, association or other entity shall be executed under oath and shall be signed by the person duly authorized to act for and in behalf of the applicant.
- Section 19. **DISAPPROVAL OF APPLICATIONS** - Failure of the applicant to properly accomplish the application forms shall be a sufficient ground for its disapproval.
- Section 20. **DOCUMENTS REQUIRED SUPPORTING APPLICATION FOR REGISTRATION** - Submission of duly accomplished application form for registration of all accommodation establishments shall include the following documents:

20.1 For Single proprietorship

- 20.1.1 Business Name Registration Certificate from the Department of Trade and Industry (DTI);
- 20.1.2 Barangay Clearance from where the business shall be operated;
- 20.1.3 Such other documents required by law or ordinance.

20.2 For Corporation, Partnership and Asso.

- 20.2.1 Certified true copies of Articles of Incorporation;
- 20.2.2 Articles of Partnership and Amendments;
- 20.2.3 Certificate of Registration from the Securities and Exchange Commission (SEC);
- 20.2.4 Business Name Registration Certificate from the Department of Trade and Industry (DTI);
- 20.2.5 A sworn certificate of list of managers, assistant managers, staff, officials and employees and their respective designations, nationalities, and home addresses; for alien personnel, valid visa from the Bureau of Immigration and Deportation and the proper permit from the Department of Labor and Employment shall be submitted.
- 20.2.6 Resolution of the Board of Directors of the corporation, association or other entity authorizing the filing of application and designating its representative authorized to act for and in its behalf.
- 20.2.7 List of the names of the members of the Board of Directors and other principal officers and their respective nationalities. If a Director or officer is a naturalized Filipino citizen, such fact



should be stated, accompanied by a copy of his certificate of naturalization or citizenship

20.2.8 Joint ventures and/or technical assistance agreements, if any, existing or proposed and about to be entered into with foreign nationals.

20.2.9 Such other documents as may be required by laws, regulations and ordinances.

Section 21 **INSPECTION COMMITTEE** - There shall be created an Inspection Committee which shall be composed of but not limited to the following:

21.1 Representative from the Municipal Tourism Office;

21.2 Representative from the Department of Tourism, if available;

21.3 Representative from the Municipal Health Office;

21.4 Representative from the Municipal Engineering Office;

21.5 Representative from the Municipal Planning and Development Office;

21.6 Representative from the Permits and Licensing Office.

Section 22. **DUTIES AND FUNCTIONS OF THE INSPECTION COMMITTEE** - After the application process has been accomplished and requirements are met by the applicant, prior to issuance of the Certificate of Registration, the Inspection Committee shall:

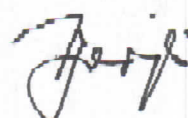
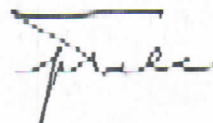
22.1 Conduct an ocular evaluation to the property or place of business to ensure compliance to the standards set forth by this Code and determines as to what class of property it belongs.

22.2 Submit its report, findings and recommendations to the Municipal Tourism Office Five (5) days after the ocular evaluation of which a copy shall be furnished to the applicant.

Section 23. **ISSUANCE OF THE CERTIFICATE OF REGISTRATION AND MAYOR'S PERMIT** - After all requisites have been duly accomplished, the Municipal Tourism Office shall recommend to the Office of the Municipal Mayor the issuance of the Certificate of Registration and Permit to operate to the applicant.

Section 24. **VALIDITY OF THE CERTIFICATE OF REGISTRATION** - The certificate of registration shall be applied with the Municipal Tourism Office once, at the start of operation of the business. It should be reapplied for if the business has ceased operations for at least six (6) months or if the Mayor's Permit has been revoked for cause. The business establishment shall only pay the registration fee once unless it has filed for reapplication due to the upgrading/downgrading of business establishments and for reasons cited above.

Section 25. **VALIDITY OF MAYOR'S PERMIT** - The Mayor's Permit duly issued shall be valid for a period of one (1) year from its date of issue until the 31st of December of the year of issuance of the license unless sooner revoked for cause.



Section 26. **REGISTRATION FEE RATES** - The following schedule of registration fees shall be collected from applicants who have complied with the requirements

26.1 For Hotels

26.1.1	De Luxe	Php 10,000.00
26.1.2	First Class	8,000.00
26.1.3	Standard Class	3,000.00
26.1.4	Economy Class	3,000.00
26.1.5	Budget Class	3,000.00

26.2 For Resorts

26.2.1	"AAA"	Php 5,000.00
26.2.2	"AA"	4,000.00
26.2.3	"A"	3,000.00
26.2.4	Special Interest Resorts (SIR)	2,000.00

26.3 For Restaurants

26.3.1	"AAA"	Php 1,500.00
26.3.2	"AA"	(For all types of
26.3.3	"A"	Restaurants)

**26.4 For Tourist Inns/ Pension Houses/
Motels/Apartels/Cottages**

Php 1,500.00

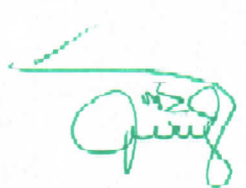
Section 27. **TRANSFER OF CERTIFICATE OF REGISTRATION AND MAYOR'S PERMIT** - No owner or operator shall transfer or alienate, in any other manner, the certificate of registration and Mayor's Permit of the property without the prior approval of the Municipal Tourism Office. It shall likewise be notified of any transfer of ownership and its reasons. Transfer of ownership shall mean cancellation of previous registration and permit. The new owner shall apply for a registration and secure Mayor's Permit following the procedures mandated in this Code.

Section 28. **DISPLAY OF CERTIFICATE OF REGISTRATION AND MAYOR'S PERMIT** - All establishments are obliged to display their Certificate of Registration and Mayor's Permit in a conspicuous place within the business area.

Section 29. **GUESTS AND VISITORS REGISTRATION** - For record and monitoring purposes. Hotels, Resorts, Tourist Inns, Motels, Apartels, Pension Houses and other related establishments shall be required to register their guests in their Registry Book which shall contain the following information.

- 29.1 Full name,
- 29.2 Place of origin and permanent known address;
- 29.3 Passport No., driver's license no., or any identity card;
- 29.4 Nationality;
- 29.5 Duration of stay and intended destination;
- 29.6 Date of arrival and departure.

The Tourism Office, from time to time and as the need arises, may require other particulars to be entered into the registry book or card. Records



of tourist arrival shall be submitted by the establishments to the Municipal Tourism Office on the last working day of every end of the month.

- Section 30. **PERIODIC INSPECTION OF ESTABLISHMENTS** - At anytime, if deemed necessary, the Municipal Tourism Office or the duly authorized representative shall conduct an inspection to establishments and its premises for monitoring and evaluation purposes. The inspection includes brief interviews with employees and access to the registry book.
- Section 31. **PROHIBITION OF GAMBLING, PROSTITUTION AND OTHER DISORDERLY CONDUCT** - Establishment keepers, managers or operators shall exert all efforts not to allow prostitution, prohibited games or gambling of any form, and other disorderly conduct of any kind, in the property and its immediate premises.
- Section 32. **GARBAGE AND WASTE DISPOSAL** - Establishments are required to maintain proper waste disposal system in consonance with the Solid Waste Management Code of the municipality. Littering shall be strictly prohibited. Establishment owners shall keep their premises clean and shall adopt their own anti-littering measures.
- Section 33. **UPGRADING OF BUSINESS ESTABLISHMENTS** - Upgrading of the standard or class of business establishments shall be made possible thru filing a proper application to the Municipal Tourism Office, stating among others, the facts and reasons based on the minimum standard set in this Code. Upon receipt of said application, the Office shall convene the members of the Inspection Team to evaluate the property. Upgraded establishments shall be required to re-register its business upon the renewal of Mayor's Permit on the following year.
- Section 34. **DOWNGRADING OF BUSINESS ESTABLISHMENTS** - Downgrading of the class of business establishments shall be based on the evaluation of the Inspection Team which shall then recommend its findings to the Municipal Tourism Office for appropriate action. Downgraded establishments will be given consideration of not more than six (6) months within which to comply with the standards set in this code.
- Section 35. **LIABILITY OF ESTABLISHMENT KEEPERS/MANAGERS FOR ACTS OR OMISSIONS OF EMPLOYEES** - Without prejudice to the provisions of existing laws, establishment keepers/managers and their assistants shall be administratively liable for the acts or omission of any member of the staff committed against their guests/clients if it can be established that it is due to their laxity and mismanagement.
- Section 36. **TRAINING PROGRAM FOR STAFF** - Appropriate training for the enhancement of skills of staff shall be provided by the establishment operators to ensure an efficient and competent service.
- Section 37. **MEDICAL AND FIRST-AID SERVICES** - Establishments shall provide the services of a physician, either on-call or on a full-time basis. In addition, it shall be required to employ adequate first-aid personnel with acquired basic training in first aid duly certified by the Philippine National Red Cross or any recognized organization promoting safety and first-aid methods.
- Section 38. **LIFEGUARD AND SECURITY** - Establishments 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

