

# **Arranging a Group Tour at the Roxas City Tourism Promotion & Development Office**

Balay Kapisnon, Mckinley St., Roxas City  
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## **ABOUT THE SERVICE :**

The Roxas City Tourism Promotion & Development Office accommodates group educational tours, particularly for visiting students from different schools/colleges or universities. Tours are arranged with the City Tourism Office.

Personnel are assigned to guide visitors through the various tourist spots in the city.

## **REQUIREMENTS:**

The Roxas City Tourism Promotion & Development Office requires every interested schools/entities to provide the following documents for group tour;

1. Letter from the school regarding the proposed visit/educational tour of students specifically mentioning the number of delegates or participants of the tour.
2. Complete list of names of participants and corresponding waiver.
3. Vehicles (with designated drivers) to be used during the tour.

## **FEES:**

No fees required.

## **HOW TO AVAIL OF THE SERVICE:**

<b><u>Follow these steps</u></b>	<b><u>It will take you</u></b>	<b><u>Please Approach</u></b>
Step 1: Inquire about the tour Package.	2 minutes	Alger O. Inocencio Sr. Tourism Opn. Offcr
Step 2: Submit requirements/ Documents	5 minutes	Delia G. Almalbis Administrative Offcr II
Step 3: Approval of request	2 minutes	Rodolfo B. Maestro, Jr. City Tourism Officer