



Republic of the Philippines  
Province of Northern Samar  
**MUNICIPALITY OF SAN ROQUE**  
-ooOoo-

**OFFICE OF THE SANGGUNIANG BAYAN**

**MUNICIPAL ORDINANCE NO. 47 S, 2024**

**AN ORDINANCE ENACTING THE TOURISM CODE OF MUNICIPAL GOVERNMENT OF SAN ROQUE, NORTHERN SAMAR**

\*\*\*\*\*  
Authored by: Ex-Officio Member/PPSK Pres. Reymond J. Bere  
Co - Authored by: Unanimous  
\*\*\*\*\*

**Enactment Clause**

We, the people of San Roque, Northern Samar, recognizing the importance of tourism as a driver of economic growth, cultural preservation and environmental sustainability, hereby enact this Tourism Code to promote responsible tourism development and management within our municipality.

**NOW THEREFORE**, on motion of Ex-Officio Member/PPSK Pres. Reymond J. Bere duly seconded by all the Sangguniang Bayan Members present.

**BE IT ENACTED**, by the Sangguniang Bayan during its regular session duly assembled that:

**ARTICLE I**

**General Provisions**

**SECTION 1. Short Title.** – This Ordinance shall be known as the “San Roque Municipal Tourism Code of 2024.”

**SECTION 2. Declaration of Policy.** – Pursuant to the implementing rules and regulations (IRR) of Republic Act No. 9593, otherwise known as the “Tourism Act of 2009,” the Municipality of San Roque hereby adopts the policy of promoting sustainable tourism development that maximizes the social, cultural and economic benefits to the community while minimizing the negative impacts on the environment and local culture.

Towards this end, the Municipality shall seek to:

- (a) Ensure the development of local tourism that is for and by the people of San Roque, conserve and promote their heritage, identity and sense of unity;
- (b) Recognize sustainable tourism development as integral to the local socioeconomic development efforts to improve the quality of life of the people of San Roque, providing appropriate attention and support for the growth of tourism;
- (c) Promote a tourism industry that is ecologically sustainable, responsible, participative, culturally sensitive, economically viable and ethically and socially equitable for local communities;
- (d) Create a favorable image of San Roque within the Province and the country, thereby strengthening the Municipality's attraction as a tourism destination and eventually paving the way for other benefits that may result from positive global view of the municipality;

- (e) Develop the municipality as one of the leading tourist destinations in the Philippines, as well as a center of local and national congresses and conventions, by promoting sustainable tourism anchored principally on the municipality's history, culture and natural endowments, and ensuring protection, preservation and promotion of these resources; and
- (f) Encourage private sector participation and Agri-tourism for the development and preservation of local communities.

**SECTION 3. Objectives.** – In accordance with the above declaration, the Municipality shall adopt the following objectives:

- (a) Develop a municipal tourism development plan (MTDP) and work for its adoption and implementation by the concerned agencies and offices and barangay local government units (BLGUs);
- (b) Encourage activities and programs which promote tourism awareness, preserve the Municipality's diverse cultures and heritage and instill a sense of history and a culture of tourism among the youth and the populace;
- (c) Provide employment and livelihood opportunities to everyone, particularly the residents of San Roque, in tourism- related enterprises.
- (d) Provide full government assistance by way of competitive investment incentives, long-term development fund and other financing schemes extended to tourism-related investments;
- (e) Ensure that tourism development protects and promotes the general well-being of the people of San Roque, particularly in the area of investment, to include monitoring and prevention of any act of profiteering or speculation to the detriment of the local residents, as well as the exploitation of women and children in tourism;
- (f) Encourage the competition in the tourism industry and maximize consumer choice by creating the travel retail industry and independent tour operation industry and enhancing their continued viability;
- (g) Enhance the collection, analysis and dissemination of data which accurately measure the economic and social impact of tourism in the Municipality to facilitate planning in the public and private sectors;
- (h) Ensure the right of the people to a balanced and healthful ecology through the promotion of activities geared towards environmental protection, conservation and restoration;
- (i) Develop responsible tourism as a strategy for environmentally sound and community participatory tourism programs, enlisting the participation of local communities in conserving bio-physical and cultural diversity, promoting environmental understanding and education, providing assistance in the determination of ecotourism sites and ensuring full enjoyment of the benefits of tourism by the concerned communities;
- (j) Strengthen the role of tourism councils and encourage the participation of nongovernment organizations (NGOs), people's organizations (POs) and the private sector in initiating programs for tourism development and environmental protection;
- (k) Enhance capability-building of partner agencies, offices and the component barangays, in partnership with the private sector, in the management of local tourism projects and initiatives, thereby ensuring accessible and affordable destinations throughout the Municipality, especially in areas that have shown strong comparative advantage;
- (l) Maintain national standards of excellence in all tourism facilities and services, and promote the Municipality as a safe, peaceful and wholesome tourist destination;
- (m) Enhance business relations for the support of tourism projects of the private sector, through partnerships, joint ventures and other cooperative undertakings involving local, national and/or foreign investors;
- (n) Support the establishment of tourism enterprise zones (TEZs), which will provide the necessary vehicle to coordinate actions of the public and private sectors to address development barriers, attract and focus investment on specific geographic areas and upgrade product and service quality; and



- (o) Ensure a sustainable funding mechanism for the implementation of tourism policies, plans, programs, projects and activities.

**SECTION 4. APPLICATION** - This code shall apply to all natural and/or man-made tourism attractions identified, resorts, lodging houses, inns, hotels, homestay, tour guides and sea or land transportation units that are tourism oriented/related and other similar establishment and personal services whether their operation domestic or international.

**SECTION 5. Scope** - (a). The provisions of this Code shall apply to all barangays within the Municipality of San Roque, Northern Samar, non-government organizations, businesses and establishments for tourism, person, whether natural or juridical, directly or indirectly involved in the tourism industry;

(b). Barangay local government Unit with existing tourism ordinances shall amend to harmonize its provisions with the Municipal Tourism Code;

(c) Local conditions and peculiarities obtaining, the provisions of Republic Act Nr. 7160 as well as such relevant and applicable laws, rules and regulations issued by the national government and the Department of Tourism shall guide this Code in case of ambiguity in the implementation thereof.

**SECTION 6. Definition of Terms** – The following terms, as used in this Ordinance, are defined as follows:

**(a) Accreditation** - a certification issued by the appropriate government agency that the holder is recognized as having complied with the minimum standards required by the Municipal Tourism Development Council and the Department of Tourism (DOT) in the operation of establishment and facilities concerned.

**(b) Association** – an organization of person/entities, duly licensed/accredited by the government having the subject of tourism as a common interest.

**(c) DOT** - Department of Tourism

**(d) TIEZA** - Tourism Infrastructure and Enterprise Authority, a government corporation created pursuant to Chapter IV-B of R.A. 9593.

**(e) Capital Resources** - refers to availability of capital/financing, transportation, roads airports, railroads, harbors and marinas, trails and walkways, water, power, waste treatment, and communications.

**(f) Cultural Resources** - this includes historic war sites, monuments, shrines, cuisine, ethnic cultures, industry, government, religion, and ethnic cemetery.

**(g) Human Resource Infrastructure** - these include the warm bodies in the tourism industry- the people operating the various establishments and facilities, the local population whose lives are intertwined with the development of tourism sites in their area; the tourists whose quality of lives are enriched and enhanced by the beauty, the history and the culture of their destinations.

**(h) Human Resource** - include hospitality skills, management skills, seasonal labor force, performing local artist (music, arts), craftsmen, other labor skills from teachers to lawyers to researchers, and local populations.

**(i) Physical Infrastructure** - shall include, but not limited to roads, bridges, administration buildings, toilets and comfort rooms facilities, parking areas, rest areas, forest tracks, walkways, viewing platforms, cottages, wharves, boat landing facilities, solid waste facilities, security and service facilities, and communication centers.

**(j) Potential Tourist Properties** - refer to sites and attraction not yet developed including but not limited to, rivers, wild animals, waterfalls, caves, and rain forests.

**(k) Sustainable tourism development** - means tourism development that leads to management of all resources in such a way those economic, social and aesthetic needs can be fulfilled, while maintaining cultural integrity, essential ecological processes, and biological diversity and life support systems.

*[Handwritten signature]*

*[Handwritten flourish]*

(l) **Tourism**- a major municipal activity in which private sector investment, effort and initiative are encouraged, fostered and supported and through which socio-economic development may be accelerated and the appreciation of municipal's natural beauty, history and culture appreciated with greater pride and commitment.

(m) **Tourism Industry**- refers to industries or business enterprises providing goods and services to tourists and all types of travelers while they stay, travel, visit and enjoy the facilities and destinations.

(n) **Agri-tourism**- involves any agriculturally based operation or activity that brings visitors to an agricultural ambiance.

(o) **Municipal Tourism Development Plan**- a strategic framework that provide for orderly and rational development of the tourism activities within a given area, providing the policy and approaches to develop, promote and integrate various programs and projects such as but not limited to accessibility, including infrastructure and transportation; investment and businesses; environment; cultural heritage; tourism products; marketing; human resources development; community development; among others.

(p) **Special Interest Resort**- refers to resort located at appropriate seaside, sea borne, river sides and other special interest sites providing facilities and equipment for the conduct of special interest activities such as bird watching, camping, target shooting and theme parks such as marine aquarium parks and or forest parks.

**SECTION 7. Mandate** – The Municipal Tourism Council, herein referred to as the Council, shall be the primary planning, programming, coordinating, implementing and regulatory body in the development and promotion of the tourism industry in the Municipality, in coordination with concerned agencies, organizations and other instrumentalities of the local government unit (LGU) of San Roque. It shall instill in the people of San Roque, the industry's fundamental importance in the generation of employment, investment and foreign exchange.

**SECTION 8. Creation** - There is hereby created the Municipal Government Tourism Development Council. This shall be the highest coordinating and policy formulating body on tourism in the municipality.

**SECTION 9. Composition** – The Municipal Tourism Council shall be composed of the following:

- (a) The Municipal Mayor
- (b) The Municipal Vice Mayor
- (c) The members, which shall consist of the following:
  - as Chairperson;
  - as Vice Chairperson;

- i. The chairperson of the Sangguniang Bayan Committee on Tourism;
- ii. The president of the Liga ng mga Barangay;
- iii. The president of the Pambayang Pederasyon ng mga Sangguniang Kabataan;
- iv. The Municipal Tourism Officer (MTO), or any representative from the office so chosen by the Municipal Mayor;
- v. Representatives from each sector of the local tourism-related businesses, establishments and organizations appointed by the Municipal Mayor upon the nomination or recommendation of their respective associations;
- vi. Representatives from local community organizations, appointed by the Municipal Mayor upon the nomination or recommendation of their respective organizations;
- vii. Representative from the Provincial Tourism Office; and
- viii. Other stakeholders as the Council may deem necessary, to be appointed by the Municipal Mayor upon the recommendation of the Council.
- ix. Representative, Local Education Sector/Academe

*[Handwritten mark]*



**SECTION 10. Powers and Functions** – The Council shall have the following powers and functions:

- (a) Develop and recommend tourism development plans, programs and policies for the Municipality, and upon its approval, implement the same;
- (b) Advise the LGU on strategies to enhance the tourism industry including marketing, infrastructure development, and visitor experience;
- (c) Coordinate with government agencies, private sector, and other relevant stakeholders to promote collaboration and partnerships in tourism initiatives, and other tourism-related activities;
- (d) Promote tourist destinations, cultural heritage and local products of the Municipality of San Roque, Northern Samar;
- (e) Ensure the preservation and conservation of natural historical resources and cultural heritage sites;
- (f) Conduct research and gather data to support informed decision-making on tourism matters;
- (g) Monitor and evaluate the effectiveness of tourism programs and initiatives, and the impact of tourism activities on the environment and local communities; and
- (h) Perform such other functions and duties as may be provided for by law or ordinance, or as may be assigned by the Municipal Mayor, or as may be necessary for the promotion and development of tourism in the Municipality of San Roque, Northern Samar.
- (i) Conduct an inventory of available and potential resources that may provide opportunities for tourism development.
- (j) Supervises the operations, maintenance and beautification of municipality-owned and managed tourist destination areas or spots like resorts, park, or picnic areas to ensure the cleanliness and beauty of each facility.
- (k) Organizes and conduct culture and tourism seminars, summit and trainings
- (l) Conducts inspection and accreditation of tourism –oriented enterprises as well as the registration of tour guides and tourists.
- (m) Organizes events and activities that will promote the local culture and tourism attractions of the municipality.

**SECTION 11. Meetings and Quorum** – The Council shall meet every first Monday of the first month of every quarter, or as often as the Council shall require or upon the call of the Municipal Mayor. A majority of all the members present shall constitute a quorum.

**SECTION 12. Funding** – The LGU shall allocate necessary funds and resources to support the operations of the Council. Upon the effectivity of this Ordinance, the Municipal Mayor is authorized, as is hereby authorized, to use any savings or un-programmed appropriations of the current year and allocate the same for the operations of the Council. Every year thereafter, the funds necessary for the operation of the Council shall be incorporated in the annual budget of the LGU.

The Council may seek additional funding through grants, sponsorships or partnerships with relevant organizations.

**SECTION 13. ADMINISTRATION AND ACCREDITATION** - The office shall consist of the Administrative and Accreditation Officer.

13.A1. The Office shall have the following duties and responsibilities:

- 1. handles the administrative and technical responsibilities of the Municipal Tourism Council;
- 2. Registration and accreditation of qualified tourism-oriented enterprises, as well as the registration of tour guides;
- 3. Exclusive authority to conduct inspection in all tourism-oriented enterprises for purposes of facility assessment, accreditation, and classification
- 4. To keep records of all entries in the registration and accreditation;

*efg*



5. Other functions relating to registration and accreditation;

6. Such other functions as may be assigned by the Municipal Mayor.

**SECTION 14. THE SECRETARIAT** - the Office of the Secretariat shall consist of the Secretary and his/her immediate staff.

14.1. The Secretariat shall have the following Functions and Responsibilities:

1. To keep all records or data of the council;

2. To take the minutes of meeting and hearings conducted by the council;

3. Over-all clerical tasks, and

4. Other functions as maybe assigned by the Municipal Mayor that are inherent to the secretariat.

**SECTION 15. CREATION OF A COMPOSITE INSPECTION TEAM** - There is hereby created a composite inspection team to be headed by the Tourism Operations Officer and assistant team leader the from the Municipal Business Permit and Licensing Office. The other member of the team shall be composed of a representative from each of the following offices/departments:

1. Municipal Engineering Office

2. Municipal Health Officer & Sanitary Inspector

3. Municipal Fire Marshal

4. Municipal Treasurer

5. Chief of Police

6. Municipal Tourism Officer

7. Municipal Environment and Natural Resources Officer

8. Internal Auditor

**15.1. FUNCTIONS OF THE COMPOSITE INSPECTION TEAM** - For all establishments already in operation, the composite inspection team shall have exclusive authority to conduct inspection for purposes of renewal of license. For new establishment, the normal process of requiring the clearances and recommendation of the different technical department are required.

**15.2. SPECIAL INSPECTION** - When public interest so requires, the Composite Inspection Team, upon recommendation of Municipal Tourism Office, may authorize the composite inspection team or any three (3) members thereof, to conduct special inspection.

**15.3. CHECKLIST TO BE ACCOMPLISHED DURING INSPECTION** - The Municipal Tourism Office shall provide the necessary checklist to be accomplished by all team/s in carrying out its inspection. All findings and/or observation of the team 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.

**15.4. REPORT OF THE INSPECTION TEAM** - The team leader shall submit within five (5) working days upon inspection a confirmed report of its findings and/or recommendation to the Municipal Tourism Office. The IMPC be furnished a copy of the report.

**SECTION 16. The IMTC Adjudication Board** - there shall be created an IMTC Adjudication Board with the following members.

a. Municipal Tourism Officer

*afg*

- b. Municipal Chief of Police
- c. Municipal Local Government Operations Officer
- d. IMTC Chairperson
- e. Internal Auditor

### ARTICLE III

#### THE BARANGAY TOURISM COUNCIL

**SECTION 17. CREATION** – The Barangay Tourism Council, it is to provide support to the municipality's tourism programs and projects, there shall be created a Barangay Tourism Council in every Barangay in the Municipality.

**SECTION 18. COMPOSITION** – The Barangay Tourism Council shall be a multisectoral body composed of the following:

- (a) Punong Barangay
- (b) Council Member – Chairman on Committee on Tourism
- (c) Barangay Secretary
- (d) SK Chairperson
- (e) Business Owners within the Barangay
- (f) Business Sector Representative
- (g) NGO Representative

**SECTION 19. FUNCTIONS.** – The Barangay Tourism Councils (BTC) shall have the following functions:

- (a) Formulate plans and programs for tourism, culture and heritage in the Barangay level.
- (b) Creates a Barangay Tourism Desk which will be
- (c) Identify tourist destination areas in their respective Barangay.
- (d) Design and execute appropriate product development, marketing and promotion plans and marketing materials.
- (e) Organize fund raising projects and events and accept donations, sponsorships and solicitations, through Barangay resolutions for Barangay tourism programs and projects.
- (f) Coordinate and participate in all municipal tourism activities and programs.

**SECTION 20. Funding** – Every Barangay shall be encouraged to allocate at least five (5) percent of the 20% Barangay Development Fund from their Annual Internal Revenue Allotment Share for tourism development in their respective barangays.

### ARTICLE IV: RESOURCE MANAGEMENT

**SECTION 21. ENVIRONMENTAL CLEARANCE** - Hotels, resorts, tourist inn, motels, pension houses and other related business establishments shall secure Environmental Compliance Certificate (ECC) from the Environmental Management Bureau- Department of Environment and Natural Resources (EMB-ENR) prior to construction/establishment of such to comply/environmental soundness of its vicinity and other necessary permit and clearances, such as:

- a. Sanitary Permit (MHO)
- b. Zoning Clearance (MPDC)
- c. Mayor's Clearance
- d. Building Permit
- e. Barangay Clearance



**SECTION 22. PLAN** - A Resource Management Plan shall be created for every area identified as tourist destination in the Municipality of San Roque, the development of which shall be community-based. Its framework shall be governed by policies related to environmental conservation and community development. It shall also be in consonance with existing national and local laws and ordinances. It should incorporate, but not limited to, the following:

- a. Environmental Protection
- b. Information Campaign
- c. Communities Capacity Building
- d. Fiscal Development
- e. Research and Monitoring

**22. 1. Duration and Procedure** - A minimum of three (3) year-management plan should be established prior to the full-operation of any tourism-related project in an area. Upon approval of the barangay council to which the jurisdiction of an area falls, the same body endorses the plan to the Sangguniang Bayan for adoption and implementation.

**22.2. Lead Agency** - the barangay local government unit has the major responsibility in pursuing the development of a resource management plan for their area. This shall be done through community consultation with the Municipal Tourism Office as main facilitator. Support agencies are the Municipal Agriculture Office, Municipal Health Office, Municipal Planning and Development Coordinator Office, and the Municipal Engineering Office. After the consultation meeting, the team shall now start drafting the plan and should be adopted by the council, the plan should be endorsed to the Sangguniang Bayan, the SB member representing the Liga ng mga barangay as well as the SB member chairman on tourism shall be the main editor/ sponsor for the adoption of the plan.

**22.3. Plan Effectivity** - the plan may be amended after the initial three (3) years of its implementation or if results of research and monitoring showed the need to alter any strategies being implemented.

## **ARTICLE V: GUIDELINES**

### **SECTION 23: CLASSIFICATION OF TOURISM-ORIENTED ESTABLISHMENTS**

**23.1.** For purposes of registration and licensing, hotels and resorts are hereby classified into the following categories, namely:

**Resorts**

**Class "AAA"**

**Class "AA"**

**Class "A"**

**Special Interest Resorts**

**Hotels**

**De Lux Class**

**First Class**

**Standards**

**Economy**

**23.2. Minimum Requirements** - There is hereby established minimum requirements for each tourism-oriented establishment presented herein;

**(a). Location and Environment** – The resort shall be located in a suitable area, free of noise, atmospheric and marine pollution.



**(b). Parking** - An adequate parking space with parking security shall be provided free to guests. A minimum area equivalent to 30% of the total area shall be reserved for parking.

**(c). Facilities and Room Accommodation** - The resort shall have its room, facilities and amenities equivalent to those of a First-Class Hotel.

**(d). Public Washroom** - There shall be a first class and adequate gender free public toilet and bathroom, provided with sufficient hot and cold running water, toilet paper, soap, hand towel and/or hand drier.

**(e). Sports and Recreational Facilities** - The resort shall have at least four (4) recreational facilities.

**(f). Conference Convention Facilities** - Conference convention facilities with attached toilets shall be provided.

**(g). Employees Facilities** - Uniforms of employees shall be provided by the management of the resort. The front-line employees should wear uniforms and IDs. Adequate and well-maintained locker rooms and bathrooms for male and female employees, including cafeteria, shall be provided.

**23.3. Minimum Requirements for "AA" Class Resort-** The following are the minimum requirements for the operation maintenance of "AA" Class Resort.

**(a). Parking** - An adequate parking space with parking security shall be provided free to guests.

**(b). Facilities and Accommodation** - The resort shall have its rooms, facilities and amenities equivalent to those of a Standard Sized Hotel.

**(c). Public Washrooms** - There shall be a clean and adequate gender free public toilets and bathrooms, provided with sufficient running water, toilet paper, soap, hand towel and /or drier.

**(d). Sports and Recreational Facilities** - The resort shall offer at least three (3) sports and recreational facilities.

**(e). Conference/Convention Facilities** - Conference/convention facilities shall be provided.

**(f). Employees Facilities** - Uniforms of employees shall be provided by the management of the resort. The front-line employees should wear uniforms and IDs.

**23.4. Minimum Requirements for "A" Class Resort-** The following are the minimum requirements for the operation and maintenance of "A" Class Resort.

**(a). Parking** - An adequate parking space with parking security shall be provided free to guests.

**(b). Facilities and Room Accommodation** - The resort shall have its room, facilities and amenities equivalent of an Economy Hotel.

**(c). Public Washroom** - There shall be a clean and adequate gender free public toilet and bathroom, provided with sufficient running water, toilet paper and soap.

**(d). Sports and Recreational Facilities** - The resort shall offer at least two (2) sports and recreational facilities.

**(e). Food and Beverage** - The resort shall have one (1) food and beverage outlet.

**23.5. Minimum Requirements for a Special Interest Resort** - For Purposes of registration and licensing, the following are the basic requirements for the establishment's operation and maintenance of a special interest resort.

**(a). Location** - the camp and ground sites shall be well-drained and should not be subject to flooding. It shall be distant from any source of nuisance and shall not endanger sources of any water supply and other natural resources.

*Handwritten signature*

