



OFFICE OF THE NATIONAL ADMINISTRATIVE REGISTER  
Administrative Rules and Regulations

REGISTERED APR 25 2025 #25-0473

ONAR Registration TIME: BY: *[Signature]*

Republic of the Philippines

CITY GOVERNMENT OF MUNTINLUPA  
Sangguniang Panlungsod ng Muntinlupa

OFFICE OF THE SECRETARY  
TO THE SANGGUNIANG  
MUNTINLUPA CITY



CERTIFIED TRUE COPY

FROM THE ORIGINAL

DATE: 22 APR 2025 BY: Julia Siaboc

ORDINANCE NO. 2022-037

AN ORDINANCE AMENDING THE TOURISM CODE MUNTINLUPA

- Sponsored by:
- Hon. Coun. Engr. Arlene D. Hilapo
  - Hon. Coun. Atty. Raul R. Corro
  - Hon. Coun. Alexson V. Diaz
  - Hon. Coun. Paty Katy C. Boncayao
  - Hon. Coun. Rachel Katriel Ann C. Arciaga
  - Hon. Coun. Ivey Rhia A. Tadea
  - Hon. Coun. Allan Rey A. Camilon
  - Hon. Coun. Jedidiah R. Presnedi, LPT
  - Hon. Coun. Ting Niefes
  - Hon. Coun. Mark Lester M. Baes
  - Hon. Coun. Francis Ian T. Bagatsing
  - Hon. Coun. Luvi P. Constantino
  - Hon. Coun. Engr. Mamerto T. Sevilla, Jr.
  - Hon. Coun. Engr. Marissa C. Rongavilla
  - Hon. Coun. Cornelio M. Martinez
  - Hon. Coun. Rodolfo W. Moldez, Jr.
  - Hon. Coun. Walter A. Arcilla
  - Hon. Coun. Kenichi D. Takagi, Jr.

WHEREAS, REPUBLIC ACT NO. 9593, also known as the Tourism Act of 2009 provides, "The State declares tourism as an indispensable element of the national economy and an industry of national interest and importance, which must be harnessed as an engine of socioeconomic growth and cultural affirmation to generate investment, foreign exchange and employment, and to continue to mold an enhanced sense of national pride for all Filipinos";

WHEREAS, supra, the Department of Tourism (DOT) is mandated to "Monitor the LGUs' compliance to national standards in the licensing of tourism enterprises, receive and investigate complaints concerning these enterprises, and act on such complaints to properly implement the provisions of this Act;"

WHEREAS Section 17 of Republic Act 7160 otherwise known as the Local Government Code of 1991, provides that, "Local government units shall endeavor to be self-reliant and shall continue exercising the powers and discharging the duties and functions currently vested upon them. They shall also discharge the functions and responsibilities of national agencies and offices devolved to them pursuant to this Code. Local government units shall likewise exercise such other powers and discharge such other functions and responsibilities as are necessary, appropriate, or incidental to efficient and effective provision of the basic services and facilities," such as, but not limited to tourism development and promotion programs:

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*





Republic of the Philippines  
CITY GOVERNMENT OF MUNTINLUPA  
Sangguniang Panlungsod ng Muntinlupa



OFFICE OF THE SECRETARY  
TO THE SANGGUNIANG PANLUNGSOD  
MUNTINLUPA CITY  
**CERTIFIED TRUE COPY**  
**FROM THE ORIGINAL**  
DATE 22 APR 2025: Julia Siaboc

Page 2  
Ordinance No. 2022-037

**WHEREAS**, pursuant to the national mandates, the Sangguniang Panlungsod of Muntinlupa enacted on October 20, 1999 Ordinance no. 99-044 otherwise known as the Tourism Code of Muntinlupa (TCM) and later on September 3, 2018, by virtue of Ordinance 18-194, the Tourism Culture and the Arts Department (TCAD) was established;

**WHEREAS**, the Tourism Code of Muntinlupa (TCM) precedes the Tourism Act of 2019 by twenty years and is therefore bereft of the latest policy on the tourism industry;

**NOW THEREFORE, BE IT ENACTED**, by the 10<sup>th</sup> Sangguniang Panlungsod of Muntinlupa, in session duly assembled the following:

**SECTION 1. Short Title.** This ordinance shall be known as amendment to the Tourism Code of Muntinlupa (TCM);

**SECTION 2. Renaming of the Office.** Pursuant to Ordinance 18-194, the term Cultural, Tourism and Development Office (CTDO) which are found in various sections and provisions of the TCM shall be replaced with Tourism, Culture and the Arts Department (TCAD);

**SECTION 3. Mandatory DOT Accreditation for Primary Tourism Enterprises and Voluntary accreditation for Secondary Tourism Enterprises.** Section 2 of the TCM shall now be read as follows:

**Regulated acts**

2.g All tourism-oriented establishments are required to secure DOT Accreditation, a certification issued by the Department to a tourism enterprise that officially recognizes it as having complied with the minimum standards for the operation of tourism facilities and services for issuance of license or permit to operate before operations;

2.h Tourism-related establishments that follow minimum DOT standards may secure DOT Accreditation on a voluntary basis;

**SECTION 4. Expanded list of tourism enterprise, defined.** Section 6 of the TCM shall now be read as follows.

For purposes of this ordinance, the terms and phrases enumerated in this section shall be construed or interpreted to mean or refer to, as follows:

6.1 **Tourism-Oriented Establishments** – any legal undertaking or enterprise geared towards the provision of tourist services to both foreign and local tourists:

a. **Accommodation Establishments** – refer to any establishment operating primarily for accommodation purposes including, but not limited to, hotels, resorts, apartment hotels, tourist inns, motels, and pension houses, private homes used for homestay, ecolodges, serviced apartments, condotels, and bed and breakfast facilities;

*[Handwritten signatures and initials on the left margin]*

*[Handwritten signatures and initials on the right margin]*



OFFICE OF THE SECRETARY  
TO THE SANGGUNIANG PANLUNGSOD  
MUNTINLUPA CITY  
**CERTIFIED TRUE COPY**  
**FROM THE ORIGINAL**  
DATE: **22 APR 2025** BY: *Julia Siaboc*

Page 3  
Ordinance No. 2022-037

- b. **Travel and tour services** – include travel and tour agencies, travel agencies, tour operators, and online travel agencies;
- c. **Tourist transport services** – refers to tourist transport business operations by air, sea, or land, either on charter or regular run such as tourist land, water, and air transport operators;
- d. **Ticket Sales Office** – an outlet or any establishment that sells air, land, and sea transportation tickets;
- e. **Meetings, Incentives, Conventions and Exhibitions** – include conventions, exhibitions, and events facilities, organizers, services, and suppliers;
- f. **Tour Guide** – an individual authorized to guide tourists both foreign and domestic for a fee, commission, or any other form of lawful remuneration;

6.2 **Tourism-Related Establishments** – any business enterprise which caters indirectly to both foreign and local travelers or tourists, which may include, but shall not be limited to:

6.2.1 **Food and Beverage Establishments**

A. **Restaurants**

- i. **Fine Dining Restaurant** - full-service restaurants with specific dedicated meal courses, sometimes having certain rules of dining which visitors are generally expected to follow, sometimes including a dress code;
- ii. **Buffet / All-you-can-eat** - offers unlimited food to a diner for a fixed price without leftovers and take outs;
- iii. **Ethnic Restaurant** – offers food of a specific ethnicity/national cuisine, typically uncommon to the regional consumers;
- iv. **Casual Dining** - a full-service restaurant (or a sit-down restaurant) with a comfortable, laid-back atmosphere and affordably priced menu;
- v. **Fast Food/Fast Casual** – offer counter service in contrast with the full service of fine and casual dining;
- vi. **Café** – often serves coffee and tea, in addition to pastries and light meals such as breakfast;
- vii. **Food Stalls, Kiosks, Stands, Truck** - a food service establishment which prepares or serves foods and which does not provide seating facilities for customers;
- viii. **Ghost (Kitchen/Online Delivery Service)** – a food preparation facility for off-premises consumption that serves consumers exclusively by delivery and pick up;

B. **Drinking Establishments** - provides alcoholic and non-alcoholic beverages to be consumed on the premises, other types may also serve food from a restaurant menu. Some types include but are not limited to pubs, taverns, bars (alcoholic/non-alcoholic), gastropubs, restobars, bar and grill, clubs, wineries, etc;

Nº 25 - 0473



*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*



OFFICE OF THE SECRETARY  
TO THE SANGGUNIANG PANLUNSOD  
MUNTINLUPA CITY  
**CERTIFIED TRUE COPY**  
**FROM THE ORIGINAL**  
DATE: 22 APR 2022 BY: Julia Siaboc

Page 4  
Ordinance No. 2022-037

6.2.2 Retail stores and shops

A. Malls and Commercial Centers

- i. Class A – centers with over 200 establishments;
- ii. Class B – centers with less than 200 establishments

B. Essential Retail

- i. **Grocery/Supermarket** - a self-service shop offering a wide variety of food, beverages and household products, organized into sections;
- ii. **Wet and Dry Market** - a marketplace selling wet and dry goods in a non-supermarket setting;
- iii. **Convenience Store** - a retail store that carries a limited selection of basic items, as packaged foods and drugstore items, and is open long hours if not all the time;
- iv. **Drug Store** - a retail store where medicines and miscellaneous articles are sold.

C. Automotive Retailers

- i. **Automobile Dealership** - the premises for the display and sale of new or used automobiles;
- ii. **Motorcycle/Electric Vehicles** - the premises for the display and sale of exclusively motorcycle/electric vehicles;
- iii. **Parts & Accessories** - sells automotive parts and related accessories to both consumers and professional repair shops.

D. Other Retailers

- i. **Big Box/Superstore** - a physically large retail establishment, usually part of a chain of store;
- ii. **Department Store** - a retail establishment offering a wide range of consumer goods of different varieties belonging to different product categories;
- iii. **Specialty Store** - small store which specialize in a specific range of merchandise and related items;
- iv. **Oil and Gas Retail** – establishments primarily selling oil, gas, and fuel.

6.2.3 Recreational Facilities

- A. **Sports Facilities** - enclosed areas of sports and activities engaging in physical exercise, participate in athletic competition, or witness sporting events, such as but not limited to basketball, soccer, golf, bowling, swimming, tennis, archery, roller and ice rinks, etc.;
- B. **Entertainment Facilities** - a building or place used for the purpose of entertainment, performances, exhibitions or displays, including, but limited to the following:

Nº 25 - 0473



*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*



Republic of the Philippines  
**CITY GOVERNMENT OF MUNTINLUPA**  
**Sangguniang Panlungsod ng Muntinlupa**



**CERTIFIED TRUE COPY**

**FROM THE ORIGINAL**

DATE: **22 APR 2025** BY: *Julia Siaboc*

*AMS*  
 Page 5  
 Ordinance No. 2022-037

- i. **Cinema Hall** – an auditorium for viewing films for entertainment
- ii. **Theater** - an auditorium for live performances like plays, opera, ballet, and musical theatre, etc.
- iii. **Game Arcade** - an area where there are many electronic or other coin-operated games for the public;
- iv. **Karaoke/KTV Bars** - a type of interactive entertainment usually offered in clubs and bars, where people sing along to recorded music using a microphone;
- v. **Amusement Facilities** – establishments offering entertainment and amusement to a specific market, including, but not limited to amusement/theme parks, playrooms;
- vi. **Museums, Galleries, and Libraries** – cultural institutions offering access to the different forms of art.

C. **Country Clubs** - a private club, often with a membership, that generally offers both a variety of recreational sports and facilities for dining, socializing, and entertainment.

**6.2.4 Healthcare and Wellness Facilities**

A. **Healthcare** – a premise where healthcare is provided such as the following:

- i. **Hospitals** - a health care institution providing patient treatment with specialized health science and auxiliary healthcare staff and medical equipment;

**DOH Level of Hospital:**

Hospital Services	Level 1	Level 2	Level 3
Clinical Services for Inpatients	Consulting specialists in, but not be limited to Medicine, Pediatrics, Ob-Gyne, Surgery	All of Level 1 plus, the following: - Departmentalized Clinical Services - Respiratory Unit - General ICU - High Risk Pregnancy Unit - NICU - Dental Clinic	All of Level 1 and Level 2 plus, the following: - Teaching/training with at least any two (2) accredited residency program for physicians in any medical/surgical specialty and/or subspecialty - Physical Medicine and Rehabilitation Unit - Ambulatory Surgical Clinic - Dialysis Clinic
	Emergency and Outpatient Services		
	Isolation Facilities		
	Surgical/ Maternity Facilities		

**№25 - 0473**



*AMS*  
*[Signature]*  
*[Signature]*  
*[Signature]*  
*[Signature]*  
*[Signature]*

*[Signature]*  
*[Signature]*  
*[Signature]*  
*[Signature]*

*[Signature]*  
*[Signature]*  
*[Signature]*  
*[Signature]*



OFFICE OF THE SECRETARY  
SANGGUNIANG PANLUNGSOD NG MUNTINLUPA  
MUNTINLUPA CITY  
**CERTIFIED TRUE COPY**  
**FROM THE ORIGINAL**  
DATE: **22 APR 2025** BY: *Julia Siaboc*

Page 6  
Ordinance No. 2022-037

Ancillary Services	- Secondary Clinical Laboratory - Blood Station - 1st Level X-ray - Pharmacy	- Tertiary Clinical Laboratory - Blood Station - 2nd Level X-ray	- Tertiary Clinical Lab with Histopathology - Blood Bank - 3rd Level X-ray
--------------------	---	--	--

ii. **Ambulatory Care Clinic** - is a health facility that is primarily focused on the care of outpatients including diagnosis, observation, consultation, treatment, intervention, and diagnostic and rehabilitation services.

**B. Personal Care and Aesthetic Services**

- i. **Health Spa/Clinic** - a business that provides a variety of services for the purpose of improving health, beauty, and relaxation through personal care treatments such as massages and facials;
- ii. **Beauty Salon** - an establishment dealing with cosmetic treatments for men and women; may include, but not limited to: hair, nail, and lash salons, barbershops, waxing and hair removal, tattoos and piercings, and cosmetic tattooing studios.

C. **Gyms** - a club, building, or large room, usually containing special equipment, where people go to do physical exercise and get fit.

- i. **Membership Gym** - exclusive gyms offering membership plans normally paid monthly or annually with terms and conditions;
- ii. **Pay-As-You-Go Gym** - can be accessed on a pay-as-you-go basis, normally not requiring memberships and is open to the general public for a fee.

**6.2.5 Other related enterprises:**

- i. **Financial Services** - professional services involving the investment, lending, and management of money and assets to both people and corporations; may include money transfer services, pawnshops, foreign exchange, insurance, reinsurance, lending companies/cooperatives, etc.;
- ii. **Transport Services** - engages in the movement of goods and services, people, and animals from one location to another; may include public transportation, courier and delivery service, logistics service providers, warehouse and sorting facilities, etc.;

*Handwritten signatures and initials on the left margin:*  
JTS  
[Signature]  
[Signature]  
[Signature]  
[Signature]  
[Signature]

*Handwritten signatures and initials on the right margin:*  
[Signature]  
[Signature]  
[Signature]  
[Signature]



Republic of the Philippines  
**CITY GOVERNMENT OF MUNTINLUPA**  
 Sangguniang Panlungsod ng Muntinlupa



OFFICE OF THE CITY CLERK  
 TO THE SANGGUNIANG PANLUNGOD NG MUNTINLUPA CITY  
**CERTIFIED TRUE COPY**  
**FROM THE ORIGINAL**  
 DATE: **22 APR 2025** BY: *Julia Siaboc*

Page 7  
 Ordinance No. 2022-037

- iii. **Utility Services** - include telecommunications, electrical utilities, natural gas, certain transportation services, and also water and wastewater treatment services provided by private companies;
- iv. **Educational Services** - establishments that provide instruction and training in a wide variety of subjects;
- v. **Manufacturing Companies** - any business that uses raw materials, parts, and components to assemble finished goods;
- vi. **Professional Services** - include accounting, advertising and marketing, and legal services;
- vii. **Repair and Maintenance Services** - restore machinery, equipment, and other products to working order, typically providing general or routine maintenance (i.e., servicing);
- viii. **Real Estate Activities** - services relating to the provision of property, i.e. buying, selling and renting of commercial and residential properties or land including parking space leasing;
- ix. **Home Maintenance Services** - such as plumbing, roofing, electrical works, and housekeeping;
- x. **Business Process Outsourcing** - third-party service providers that perform non-core business functions for other companies;
- xi. **Electronic Commerce Companies and Contractors** - companies and individuals that deal with the buying and selling of goods and services over the internet;
- xii. **Creative Services** - include, but are not limited to, writing, video production, and design, photography, as well as website and user experience design or consulting;
- xiii. **Publishing and Printing Services** - such as printing of newspapers, magazines, other periodicals, books, brochures, manuscripts, posters, maps, atlases, advertising catalogues, prospectuses; printing onto textiles, plastic, glass, metal wood, ceramics, etc.;
- xiv. **Funeral and Embalming Services** - organize and direct funerals, register deaths, and prepare human bodies for visits by families, and for burial or cremation, also includes viewing facilities;

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

№25-0473





OFFICE OF THE SECRETARY  
 TO THE SANGGUNIANG PANLUNGSOD  
 MUNTINLUPA CITY  
**CERTIFIED TRUE COPY**  
**FROM THE ORIGINAL**  
 DATE **22 APR 2025** BY: **Julia Siaboc**

*Julia Siaboc*

*[Handwritten signature]*

Page 8  
 Ordinance No. 2022-037

- xv. **Rental and Leasing Activities** - include establishments that provide a wide array of tangible goods, such as automobiles, computers, consumer goods, and industrial machinery and equipment, to customers in return for a periodic rental or lease payment;
- xvi. **Events Suppliers** - include, but are not limited to caterers, photographers and videographers, sommeliers, etc.;

6.2.6 **Micro, Small, and Medium Enterprise in Non-Commercial Complexes** - MSMEs not covered by the previous subsections catering indirectly to both foreign and local tourists in non-commercial complexes.

6.3 **T.C.A.D.** - refers to the Tourism, Culture and the Arts Department

6.15 **DOT Accreditation** - a certification issued by the Department to a tourism enterprise that officially recognizes it as having complied with the minimum standards for the operation of tourism facilities and services;

**SECTION 5. New schedule of fees for tourism enterprises registration.** The following shall be the new schedule of fees for tourism enterprise registration thereby amending Section 16 of the TCM:

**"Section 16 Registration** - A registration fee shall be imposed on all tourism establishments, whether operating as principal, branch or extension office at the city payable as follows and without prejudice to the collection of taxes, fees and surcharges imposed under existing laws, ordinances, regulations and other local issuance. An annual registration shall be imposed on a pro-rata basis on all:

16.1	TOURISM-ORIENTED ESTABLISHMENTS	FEES
	<b>Accommodation Establishments</b>	
	a. Hotels:	
	De Luxe	₱5,000.00
	First Class	₱4,500.00
	Standard	₱4,000.00
	Economy	₱3,000.00
	b. Motels, Inns, Apartelles, Resorts, etc.	₱3,000.00

*Marasigla*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

Nº 25 - 0473





Republic of the Philippines  
**CITY GOVERNMENT OF MUNTINLUPA**  
 Sangguniang Panlungsod ng Muntinlupa



OFFICE OF THE SECRETARY  
 TO THE SANGGUNIANG PANLUNSOD  
 MUNTINLUPA CITY  
**CERTIFIED TRUE COPY**  
**FROM THE ORIGINAL**  
 DATE **22 APR 2025**: Julia Siaboc

*[Handwritten signature]*

*[Handwritten signature]*

Page 9  
 Ordinance No. 2022-037

<b>Travel and Tour Services</b>		
a. Travel and Tour Agencies		
Tour Operator		₱3,000.00
Travel Agency		₱3,000.00
Travel and Tour Agency		₱3,000.00
Online Travel and Tour Agency		₱3,000.00
b. Tourist Transport Services		
Tourist Air Transport		₱3,000.00
Tourist Land Transport		₱3,000.00
Tourist Water Transport		₱3,000.00
c. Ticket Sales Office		₱3,000.00
<b>Meetings, Incentives, Conventions and Exhibitions</b>		
a. MICE Facilities		₱3,000.00
b. MICE Organizers		₱3,000.00
<b>Tourism Frontlines</b>		
a. Tour Guide		₱3,000.00
16.2	<b>TOURISM-RELATED ESTABLISHMENTS</b>	
<b>Food and Beverage Establishments</b>		
a. Restaurants		₱2,500.00
Fine Dining Restaurant		₱2,000.00
Buffet / All-you-can-eat		₱2,000.00
Ethnic Restaurant, Casual Dining		₱1,500.00
Fast Food, Fast Casual, Café		₱1,000.00
Pop-up, Stalls, Kiosks, Stands, Food Truck		₱1,000.00
Ghost (Kitchen/Online Delivery Service)		₱1,000.00
b. Drinking Establishments		₱1,500.00
Pubs, Taverns, Bars (alcoholic/non-alcoholic), Gastropubs, Restobars, Night/Day/Super Clubs, Wineries, etc.		

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

№25 - 0473

People's Center Building, Putatan, Muntinlupa City, Philippines 1773  
 Telephone no. 861-0181 Email address: sangguniangpanlungsod2k19@gmail.com







Republic of the Philippines  
**CITY GOVERNMENT OF MUNTINLUPA**  
 Sangguniang Panlungsod ng Muntinlupa



OFFICE OF THE SECRETARY  
 TO THE SANGGUNIANG PANLUNSGOD  
 MUNTINLUPA CITY

**CERTIFIED TRUE COPY**  
**FROM THE ORIGINAL**

DATE: **22 APR 2025** BY: *Julia Siaboc*

Page 11  
 Ordinance No. 2022-037

Other related establishments/activities		
a. Financial Services		P1,500.00
Bank ATMs		P1,000.00
b. Transport Services		P2,000.00
c. Utility Services		
Energy and power companies		P2,000.00
Water supply and sanitation services		P1,500.00
Telecommunications / ISPs		P1,500.00
d. Educational Services		
International School		P3,000.00
Private Schools		P2,000.00
Language, Dance, Voice, Acting Schools, etc.		P2,000.00
Training, Testing and Review Centers, Driving Schools		P1,500.00
Academic Advancement Institutes		P1,500.00
e. Manufacturing Companies		P3,000.00
f. Professional Services		P2,000.00
g. Repair and Maintenance Services		P1,500.00
h. Real Estate Activities		P2,000.00
i. Home maintenance service		P1,500.00
j. Business Process Outsourcing and Export-oriented companies		P2,000.00
k. Creative services		P1,500.00
l. Publishing and Printing Services		P1,500.00
m. Funeral and embalming services		P2,000.00
n. Rental and Leasing Activities		P2,000.00
o. Event suppliers		P2,000.00
<b>Micro, Small, and Medium Enterprise in Non-Commercial Complexes</b>		<b>P1,000.00</b>

**SECTION 6. Additional documentary requirements for Meetings, Incentives, Conferences and Events (MICE) facilities and organizers.** In addition to the documentary requirements stated in Section 9 of the TCM, the following shall be required to MICE establishments:

**9.10 Meetings, Incentives, Conferences and Events (MICE)**

**A. MICE Facility**

- i. Valid Mayor's Permit and/or Business License from the Local Government Unit;
- ii. If Single Proprietorship, valid DTI Business Name Certificate;
- iii. If Corporation/Partnership, SEC Registration Certificate and Articles of Incorporation and its By-Laws;
- iv. If Cooperative, Articles of Cooperation and its By-Laws;
- v. Notarized List of Names of all Officials and employees (with office designation and Nationality);

People's Center Building, Putatan, Muntinlupa City, Philippines 1773

Telephone no. 861-0181 Email address: sangguniangpanlungsod2k19@gmail.com



25-0473



OFFICE OF THE SECRETARY  
TO THE SANGGUNIANG PANLUNGSOD NG  
MUNTINLUPA CITY  
**CERTIFIED TRUE COPY**  
FROM THE ORIGINAL  
DATE: **22 APR 2025** BY: *Julia Siaboc*

Page 12  
Ordinance No. 2022-037

- vi. Other documents as deemed necessary by DOT (e.g. In case of employed foreign nationals, valid working permit from DOLE and valid visa from Bureau of Immigration and Deportation, etc.),

**B. MICE Organizers**

- i. Valid Mayor's Permit and/or Business License from the Local Government Unit;
- ii. If Single Proprietorship, valid DTI Business Name Certificate;
- iii. If Corporation/Partnership, SEC Registration Certificate and Articles of Incorporation and its By-Laws;
- iv. If Cooperative, Articles of Cooperation and its By-Laws;
- v. Notarized List of Names of all Officials and employees (with office designation and Nationality);
- vi. Other documents as deemed necessary by DOT (e.g. In case of employed foreign nationals, valid working permit from DOLE and valid visa from Bureau of Immigration and Deportation, etc.);
- vii. Proof of successfully organizing at least five (5) national or international conventions for the past two (2) years or written testimonials from the event organizer;
- viii. Audited Financial Statements reflecting a minimum working capital of One Hundred Thousand Pesos (P100,000.00);

**SECTION 7. Classifications of hotels, minimum requirements (N).** Based on the DOT-issued Rules and Regulations to govern the Accreditation of Hotels, Tourists Inns, Motels, Apartels, Resorts, Pension houses and other Accommodation Establishments, the following classification of hotels are integrated in the TCM:

**I. DE LUXE CLASS**

**Requirements for De Luxe Class Hotel** - The following are the minimum requirements for the establishment, operation and maintenance of a De Luxe Class Hotel;

- A. **Location** - The locality and environs including approaches shall be suitable for a luxury hotel of international standard. The façade, architectural features and general construction of the building shall have the distinctive qualities of a luxury hotel;
- B. **Bedroom Facilities and Furnishings** -
  - i. **Size** - All single and double rooms shall have a floor area of not less than twenty-five (25) square meters, inclusive of bathrooms.
  - ii. **Suite** - There shall be one (1) suite per thirty (30) guest rooms.



*Handwritten signatures and initials on the left margin:*  
JARS  
[Signature]  
[Signature]  
[Signature]  
[Signature]

*Handwritten signatures and initials on the right margin:*  
[Signature]  
[Signature]  
[Signature]  
[Signature]



Republic of the Philippines  
**CITY GOVERNMENT OF MUNTINLUPA**  
 Sangguniang Panlungsod ng Muntinlupa



OFFICE OF THE SECRETARY  
 SANGGUNIANG PANLUNGSOD NG MUNTINLUPA CITY  
**CERTIFIED TRUE COPY**  
 FROM THE ORIGINAL  
 DATE: **22 APR 2025** BY: *Julia Siaboc*

*Julia Siaboc*  
 Page 13  
 Ordinance No. 2022-037

- iii. **Bathrooms** - All rooms shall have bathrooms which shall be equipped with fittings of the highest quality befitting a luxury hotel with twenty-four (24) hour service of hot and cold running water. Bathrooms shall be provided with bathtubs and showers. Floors and walls shall be covered with impervious material of elegant design and high quality workmanship.
  - iv. **Telephones** - There shall be a telephone in each guest room and an extension line in each guest room.
  - v. **Radio/Television** - There shall be a radio, a television and relayed or piped-in music in each guest room.
  - vi. **Cold Drinking Water** - There shall be cold drinking water and glasses in each bedroom.
  - vii. **Refrigerator/Mini Bar** - There shall be a small refrigerator and a well-stocked bar in each guest room.
  - viii. **Furnishings and Lighting** - All guest rooms shall have adequate furniture of the highest standard and elegant design; floors shall have superior quality wall-to-wall carpeting; walls shall be well furnished with well-tailored draperies of rich materials. Lighting arrangements and fixtures in the rooms and bathrooms shall be so designed as to ensure aesthetic as well as functional excellence.
  - ix. **Information Materials** - Room tariffs shall be prominently displayed in each bedroom including notices for services offered by the hotel, fire exit guidelines, and house rules for guests, including food and beverage outlets and hours of operation.
- C. **Front Office/Reception** - There shall be a reception, information counter and guest relations office providing a twenty-four (24) hour service and attended by highly qualified, trained and experienced staff
- i. **Lounge** - There shall be a well-appointed lounge with seating facilities, the size of which is commensurate with the size of the hotel.
  - ii. **Porter Service** - There shall be a twenty-four (24) hour porter service.
  - iii. **Foreign Exchange Counter** - There shall be a duly licensed and authorized foreign exchange counter.
  - iv. **Mailing Facilities** - Mailing Facilities including sale of stamps, envelopes or internet access for e-mail, shall be available in the premises.
  - v. **Long Distance/Overseas Call** - Long Distance and overseas telephone calls shall be made available in the establishment.
  - vi. **Telex Facilities** - There shall be telex-transceiver facilities in the establishment.
  - vii. **Reception Amenities** - There shall be a left luggage room and safety deposit boxes in the establishment.

*Monsieur*

*Julia Siaboc*  
*Monsieur*  
*Julia Siaboc*

*Julia Siaboc*

*Monsieur*

**Nº 25 - 0 4 7 3**

People's Center Building, Putatan, Muntinlupa City, Philippines 1773  
 Telephone no. 861-0181 Email address: sangguniangpanlungsod2k19@gmail.com





Republic of the Philippines  
**CITY GOVERNMENT OF MUNTINLUPA**  
 Sangguniang Panlungsod ng Muntinlupa



OFFICE OF THE SECRETARY  
 TO THE SANGGUNANG PANLUNSGOD  
 MUNTINLUPA CITY  
**CERTIFIED TRUE COPY**  
**FROM THE ORIGINAL**  
 DATE: 22 APR 2025 BY: Julia Siaboc

Page 14  
 Ordinance No. 2022-037

**D. Housekeeping** -shall be of the highest possible standard.

- i. **Linen** -There shall be plentiful supply of all linen, blanket, and towels, etc. which shall be of the highest quality and shall be spotlessly clean. These shall be changed everyday;
- ii. **Laundry/Dry Cleaning** - Laundry and dry cleaning services shall be available in the establishment;
- iii. **Carpeting** - All public and private rooms shall have superior quality carpeting which shall be well-kept at all times.

**E. Food and Beverage**

- i. **Dining Room** -There shall be a coffee shop and at least one specialty dining room which are well-equipped, well-furnished and well-maintained, serving high quality cuisine and providing entertainment;
- ii. **Bar** - Wherever permissible by law, there shall be an elegant and well-stocked bar with an atmosphere of comfort and luxury;
- iii. **Kitchen** -The kitchen, pantry and cold storage shall be professionally designed to ensure efficiency of operation and shall be well-equipped, well maintained, clean and hygienic. The kitchen shall have an adequate floor area with non-slip flooring and tiled walls and adequate light and ventilation;
- iv. **Crockery** - The crockery shall be elegant design and superior quality. There shall be ample supply of it. No piece of crockery in-use shall be chipped, cracked or grazed. The silverware shall be kept well-plated and polished at all times.

**F. Recreational Facilities**

- i. **Swimming Pool** - There shall be a well-designed and properly equipped swimming pool;
- ii. **Tennis/Golf/Squash/Gym Facilities** - There shall be at least one recreational facility to tie-up with one within the vicinity of the hotel.

**G. Entertainment** – live entertainment shall be provided.

**H. Engineering and Maintenance**

- i. **Maintenance** - Maintenance of all sections of the hotel (i.e., building furniture, fixture, etc.) shall be of superior standard;
- ii. **Air-conditioning** - There shall be centralized air-conditioning for the entire building (except in areas which are at a minimum of 3,000 feet above sea level);

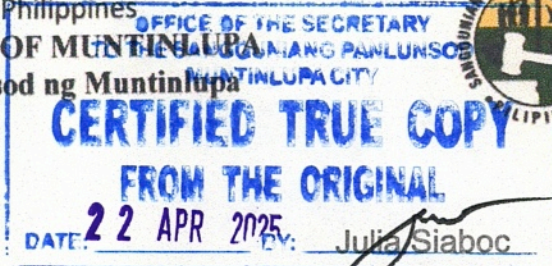
*[Handwritten signatures and notes on the left margin]*

*[Handwritten signatures and notes on the right margin]*

*[Handwritten signatures and stamps at the bottom of the page]*



Nº 25-0473



Page 15  
Ordinance No. 2022-037

- iii. **Ventilation** - There shall be technologically advanced, efficient and adequate ventilation in all areas of the hotel;
- iv. **Lighting** - There shall be adequate lighting in all public and private rooms;
- v. **Emergency Power** - There shall be a high-powered generator capable of providing sufficient lighting for all guest rooms, hallways, public areas/rooms, operating elevators, food refrigeration and water services;
- vi. **Fire Prevention Facilities** - The fire prevention facilities shall conform with the requirements of the Fire Code of the Philippines.

**I. General Facilities**

- i. **Outdoor Area** - The hotel premises shall have a common outdoor area for guests (example: a roof garden or a spacious common terrace);
- ii. **Parking/Valet** - There shall be an adequate parking space and valet service;
- iii. **Function/Conference Facilities** - There shall be one or more of each of the following: conference rooms, banquet halls (with a capacity of not less than 200 people seated) and private dining rooms;
- iv. **Shops** - There shall be a barber shop, recognized travel agency/tour counter, beauty parlor and sundries shop;
- v. **Security** - Adequate security on a 24-hour basis shall be provided in all entrances and exits of the hotel premises;
- vi. **Medical Service** - A medical clinic to service guests and employees shall have a registered nurse on a 24-hour basis and a doctor on-call;

**J. Service and Staff** - Professionally qualified, highly trained, experienced, efficient and courteous staff shall be employed. The staff shall be in smart and clean uniforms;

**K. Special Facilities** - Business Center, limousine service and airport transfers shall be provided;

**L. Insurance Coverage** - There shall be an adequate insurance against accident for all guests.

**II. FIRST CLASS**

The following are the minimum requirements for the establishment, operation and maintenance of a first class hotel:

**A. Location** - The location and environs including approaches shall be suitable for a first class hotel of international standard. The façade, architectural features and general construction of the building shall have the distinctive qualities of a first class hotel;

People's Center Building, Putatan, Muntinlupa City, Philippines 1773

Telephone no. 861-0181 Email address: sangguniangpanlungsod2k19@gmail.com



No. 25-0473

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*



OFFICE OF THE SECRETARY  
 TO THE SANGGUNIANG PANLUNSOD  
 MUNTINLUPA CITY  
**CERTIFIED TRUE COPY**  
**FROM THE ORIGINAL**  
 22 APR 2025 Julia Siaboc

Page 16  
 Ordinance No. 2022-037

**B. Bedroom Facilities and Furnishing**

- i. **Size** - All single and double rooms shall have a floor area of not less than twenty-five (25) square meters, inclusive of bathrooms.
- ii. **Suite** - There shall be one (1) suite per forty (40) guest rooms.
- iii. **Bathrooms** - All rooms shall have bathrooms which shall be equipped with fittings of the highest quality befitting a first class hotel with a 24-hour service of hot and cold-running water. Bathrooms shall be provided with showers and/or bathtubs. Floors and walls shall be covered with impervious material of aesthetic design and high quality workmanship.
- iv. **Telephone** - There shall be a telephone in each guest's room.
- v. **Radio/Television** - There shall be a radio, television and relayed or piped-in music in each guest room.
- vi. **Cold Drinking Water** - There shall be cold drinking water and glasses in each bedroom.
- vii. **Room Service** - There shall be a 24-hour room service including provision for snacks and light refreshment.
- viii. **Furnishing and Lighting** - All guest rooms shall have adequate furniture of very high standard and very good design; floors shall have wall-to-wall carpeting; or if the flooring is of high quality (marble, mosaic, etc.), carpets shall be provided and shall be of size proportionate to the size of the rooms; walls shall be well-furnished with well-tailored draperies of very high quality material. Lighting arrangements and fixtures in the rooms and bathrooms shall be so designed as to ensure functional excellence.
- ix. **Information Materials** - Room tariffs shall be prominently displayed in each bedroom plus prominent notice for services offered by the hotel including food and beverage outlets and hour of operation, fire exit guidelines and house rules for guests.

**C. Front Office/ Reception** - There shall be a reception and information counter providing a 24-hour service and staffed by trained and experienced personnel.

- i. **Lounge** - There shall be a lobby and well-appointed lounge with seating facilities, the size of which is commensurate with the size of the hotel.
- ii. **Porter Service** - There shall be a 24-hour porter service.
- iii. **Foreign Exchange Counter** - There shall be a licensed and authorized foreign exchange counter.
- iv. **Mailing Facilities** - Mailing facilities including sale of stamps, envelopes or internet access for e-mail, shall be available in the premises.
- v. **Long Distance/Overseas Call** - Long distance and overseas telephone calls shall be made available in the establishment.
- vi. **Telex and Facsimile** - There shall be telex-transceiver and facsimile facilities in the establishment.
- vii. **Reception Amenities** - There shall be a left luggage room and safety deposit boxes in the establishment.

People's Center Building, Putatan, Muntinlupa City, Philippines 1773

Telephone no. 861-0181 Email address: sangguniangpanlungsod2k19@gmail.com



№25 - 0473

*[Handwritten signatures on the left margin]*

*[Handwritten signatures on the right margin]*



OFFICE OF THE SECRETARY  
TO THE SANGGUNIANG PANLUNSOD  
MUNTINLUPA CITY  
**CERTIFIED TRUE COPY**  
**FROM THE ORIGINAL**  
DATE: 22 APR 2025 BY: Julia Siaboc

Page 17  
Ordinance No. 2022-037

**D. Housekeeping** – shall be of the highest possible standard.

- i. **Linen** – There shall be plentiful supply of all linen, blanket, and towels, etc. which shall be of the highest quality and shall be spotlessly clean. These shall be changed everyday;
- ii. **Laundry/Dry Cleaning** – Laundry and dry cleaning services shall be available in the establishment;
- iii. **Carpeting** – All public and private rooms shall have superior quality carpeting which shall be well-kept at all times.

**E. Food and Beverage**

- i. **Dining Room** – There shall be a coffee shop and at least one specialty dining room which are well-equipped, well-furnished and well-maintained, serving high quality cuisine and providing entertainment;
- ii. **Bar** – Wherever permissible by law, there shall be an elegant and well-stocked bar with an atmosphere of comfort and luxury;
- iii. **Kitchen** – The kitchen, pantry and cold storage shall be professionally designed to ensure efficiency of operation and shall be well-equipped, well-maintained, clean and hygienic. The kitchen shall have an adequate floor area with non-slip flooring and tiled walls and adequate light and ventilation;
- iv. **Crockery** – The crockery shall be of elegant design and superior quality. There shall be ample supply of it. No piece of crockery in- use shall be chipped, cracked or grazed. The silverware shall be kept well-plated and polished at all times.

**F. Recreational Facilities**

- i. **Swimming Pool** - There shall be a well-designed and properly equipped swimming pool;
- ii. **Tennis/Golf/Squash/Gym Facilities** - There shall be at least one recreational facility to tie-up with one within the vicinity of the hotel.

**G. Entertainment** – live entertainment shall be provided

**H. Engineering and Maintenance**

- i. **Maintenance** - Maintenance of all sections of the hotel (i.e., building furniture, fixture, etc.) shall be of very high quality;
- ii. **Air-conditioning** - There shall be centralized air-conditioning for the entire building (except in areas which are at a minimum of 3,000 feet above sea level);
- iii. **Ventilation** - There shall be technologically advanced, efficient and adequate ventilation in all areas of the hotel;

Nº25 - 0473



Handwritten signatures and initials on the left margin, including names like 'Margarita' and 'M. A. M.'.

Handwritten signatures and initials on the right margin, including names like 'Julia Siaboc' and 'M. A. M.'.



Republic of the Philippines  
**CITY GOVERNMENT OF MUNTINLUPA**  
**Sangguniang Panlungsod ng Muntinlupa**



OFFICE OF THE SECRETARY  
 TO THE SANGGUNIANG PANLUNSOD  
 MUNTINLUPA CITY  
**CERTIFIED TRUE COPY**  
**FROM THE ORIGINAL**  
 DATE: **22 APR 2025** BY: **Julia Siaboc**

Page 18  
 Ordinance No. 2022-037

- iv. **Lighting** - There shall be adequate lighting in all public and private rooms;
- v. **Emergency Power** - There shall be a high-powered generator capable of providing sufficient lighting for all guest rooms, hallways, public areas/rooms, operating elevators, food refrigeration and water services;
- vi. **Fire Prevention Facilities** - The fire prevention facilities shall conform with the requirements of the Fire Code of the Philippines.

**I. General Facilities**

- i. **Parking/Valet** - There shall be an adequate parking space and valet service;
  - ii. **Function/Conference Facilities** - There shall be special rooms for conference/banquet purposes;
  - iii. **Shops** - There shall be a recognized travel agency/tour counter, barber shop, beauty parlor and sundries shop;
  - iv. **Security** - Adequate security on a 24-hour basis shall be provided on all entrances and exits of the hotel premises;
  - v. **Medical Service** - A medical clinic to service guests and employees with a registered nurse on a 24-hours basis and a doctor on-call shall be provided.
- J. Service and Staff** - Highly qualified, trained, experienced, efficient and courteous staff shall be hired. The staff shall be in smart and clean uniforms;
- K. Special Facilities** - Facilities for airport transfers shall be provided;
- L. Insurance Coverage** - There shall be an adequate insurance against accident for all guests;

**III. STANDARD CLASS**

The following are the minimum requirements for the establishment, operation and maintenance of a standard class hotel:

- A. Location** - The locality and environs including approaches shall be suitable for a very good hotel. The architectural features and general construction of the building shall be of very good standard;
- B. Bedroom Facilities and Furnishings**
- i. **Size** - All single and double rooms shall have a floor area of not less than 18 square meters inclusive of bathroom;
  - ii. **Bathrooms** - All rooms shall have bathrooms which shall be equipped with showers and fittings of good standard with cold running water on a 24-hour basis and hot running water at selected hours;
  - iii. **Telephone** - There shall be a telephone in each guest room;
  - iv. **Cold Drinking Water** - There shall be cold drinking water and glasses in each bedroom;





Republic of the Philippines  
**CITY GOVERNMENT OF MUNTINLUPA**  
**Sangguniang Panlungsod ng Muntinlupa**



OFFICE OF THE SECRETARY  
 SANGGUNIANG PANLUNSGOD NG MUNTINLUPA CITY  
**CERTIFIED TRUE COPY**  
**FROM THE ORIGINAL**  
**22 APR 2025** BY: *Julia Siaboc*

Page 19  
 Ordinance No. 2022-037

- v. **Room Service** – Room service shall be provided at selected hours;
- vi. **Furnishings and lighting** – All guest rooms shall have furniture of very good standard and design; floors shall have good quality carpet; walls shall be well furnished and drapes shall be well-tailored and of good material. Lighting arrangement and fixtures in the rooms and bathrooms shall be well-designed ensuring complete satisfaction functionally;
- vii. **Information materials** – Room tariffs shall be prominently displayed in each bedroom plus notices for services offered by the hotel including food and beverage outlets and hours of operation, fire exit guidelines, and house rules for guests.

**C. Front Office/Reception** – There shall be a reception/information counter providing a 24-hour service and attended by qualified and experienced staff.

- i. **Lounge** – There shall be a well-appointed lounge the size of which shall be commensurate with the size of the hotel;
- ii. **Porter Service** – Porter service shall be provided upon request;
- iii. **Foreign Exchange Counter** – There shall be a duly licensed and authorized foreign exchange counter;
- iv. **Mailing Facilities** – Mailing facilities including sale of stamps, envelopes and internet service for e-mail shall be available in the premises;
- v. **Long Distance/Overseas Calls** – Long distance/overseas calls shall be made available upon request;
- vi. **Reception Amenities** – There shall be left-luggage rooms and safety deposit boxes;
- vii. **Telex Facilities** – Telex facilities shall be optional.

**D. Housekeeping** – Shall be of good standard

- i. **Linen** – There shall be adequate supply of linen, blanket, towels, etc. of good quality, which shall be kept clean. These shall be changed daily;
- ii. **Laundry** – Laundry and dry cleaning services shall be available by arrangement;
- iii. **Carpeting** - There shall be carpets in all bedrooms and the floors of public rooms shall be properly covered unless the flooring is of very high standard.

**E. Food and Beverage**

- i. **Dining Room** – There shall be at least one (1) dining room facility which is well equipped and well-maintained and serving good quality cuisine and providing entertainment;
- ii. **Bar** – Wherever permissible by law, there shall be a bar;
- iii. **Kitchen** – The kitchen, pantry and cold storage shall be professionally designed to ensure efficiency of operation and shall be well-equipped, well-maintained, clean and hygienic. The kitchen shall have an adequate area with flooring and tiled walls and adequate light and ventilation;



25-0473

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*



Republic of the Philippines  
**CITY GOVERNMENT OF MUNTINLUPA**  
**Sangguniang Panlungsod ng Muntinlupa**



OFFICE OF THE SECRETARY  
 TO THE SANGGUNIANG PANLUNSOD  
 MUNTINLUPA CITY  
**CERTIFIED TRUE COPY**  
**FROM THE ORIGINAL**  
 22 APR 2025 By: Julia Siaboc

*Handwritten signature*

Page 20  
 Ordinance No. 2022-037

*Handwritten signature*

iv. **Crockery** – Shall be of good quality. No piece of crockery in-use shall be chipped cracked or grazed. The silverware shall be kept well-placed and polished at all times.

**F. Engineering and Maintenance**

- i. **Maintenance** – Maintenance of hotel in all sections (i.e. building, furniture, fixtures, etc.) shall be of good standard;
- ii. **Ventilation** – There shall be efficient and adequate ventilation in all rooms;
- iii. **Lighting** – There shall be adequate lighting in all public and private rooms;
- iv. **Emergency power** – There shall be a high-powered generator capable of providing sufficient lighting for all guest rooms, hallways, public areas operating elevators, food refrigeration and water services;
- v. **Fire Prevention Facilities** – The fire prevention facilities shall conform with the requirements at the Fire Code of the Philippines.

*Handwritten signature*

**G. General Facilities**

- i. **Parking** – There shall be adequate parking space;
- ii. **Shops** - There shall be sundry shop;
- iii. **Security** – Adequate security on a 24-hour basis shall be provided on all entrances and exits of the hotel premises;
- iv. **Medical services** – There shall be a registered nurse on a 24-hour duty and a doctor on call.

*Handwritten signature*

**H. Service and Staff** – Only qualified, trained, experienced, efficient and courteous staff shall be employed. The staff shall be in clean uniform;

**I. Special Facilities** – Facilities for airport transfer shall be provided;

**J. Insurance Coverage** – There shall be an adequate insurance against accident for all guests.

*Handwritten signature*

**IV. ECONOMY CLASS**

The following are the minimum requirements for the establishment, operation and maintenance of an economy class hotel:

**A. Location** – The locality and environs including approaches shall be such as are suitable for a good hotel. The building shall be well- constructed and in the case of new building, they shall be designed by a competent architect;

**B. Bedroom Facilities and Furnishings**

- i. **Size** – All single and double rooms shall have a floor area of not less than 18 square meters inclusive of bathroom;

*Handwritten signature*

*Handwritten signature*

*Handwritten signature*

*Handwritten signature*

*Handwritten signature*

*Handwritten signature*





Republic of the Philippines  
**CITY GOVERNMENT OF MUNTINLUPA**  
 Sangguniang Panlungsod ng Muntinlupa



OFFICE OF THE SECRETARY  
 TO THE SANGGUNIANG PANLUNGSOD  
 MUNTINLUPA CITY

**CERTIFIED TRUE COPY**

**FROM THE ORIGINAL**

DATE: **22 APR 2025** Julia Siaboc

Page 21  
 Ordinance No. 2022-037

*[Handwritten signatures and initials on the left margin]*

*[Handwritten signature on the right margin]*

*[Handwritten signature on the right margin]*

*[Handwritten signature on the right margin]*

*[Handwritten signature on the right margin]*

- ii. **Bathroom** – All rooms shall have bathrooms which shall be equipped with showers and basic fittings of modern sanitation with cold running water on a 24-hour basis and hot running water at selected hours;
- iii. **Telephone** – There shall be a call bell in each guest room;
- iv. **Room Service** – Shall be provided at selected hours;
- v. **Furnishing and Lighting** – All guest rooms shall have the basic furniture of good design; floors shall be well-finished. Lighting arrangements and fixtures in all rooms and bathrooms shall be of good standard;
- vi. **Information materials** – Room tariffs shall be prominently displayed in each bedroom plus prominent notices for services offered by the hotel including food and beverage outlets and hours of operation, fire exit guidelines and house rules for guests.

**C. Front Office/Reception** – There shall be a reception and information counter providing a 24-hour service equipped with telephone.

- i. **Lounge** – There shall be reasonably furnished lounge commensurate with the size of the hotel;
- ii. **Porter service** – Shall be made available upon request;
- iii. **Mailing Facilities** – There shall be mailing facilities;
- iv. Long distance/Overseas calls – Shall be made available upon request;
- v. **Reception amenities** – There shall be left-luggage and safe deposit boxes;
- vi. **Telex Facilities** – Shall be optional.

**D. Housekeeping** – Premises shall be kept clean and tidy.

- i. **Linen** - Clean, good quality linen/blankets/towels etc. shall be supplied and changed daily;
- ii. **Laundry and Dry Cleaning Services** – Shall be available by arrangement.

**E. Food and Beverage**

- i. **Dining Room** – There shall be at least one (1) equipped and maintaining dining room/ restaurant serving good, clean and wholesome food;
- ii. **Kitchen** – There shall be a clean, hygienic and well-equipped and maintained kitchen and pantry. The kitchen shall have an adequate floor area with non-slip flooring and tiled walls and adequate light and ventilation;
- iii. **Crockery** – Shall be of good quality.

**F. Engineering and Maintenance**

- i. **Maintenance** – Maintenance of the hotel in all sections shall be of good standard;
- ii. **Ventilation** – There shall be a spare generator for ventilation in all rooms;
- iii. **Lighting** – There shall be adequate lighting in all public and private rooms;
- iv. **Emergency Power** – There shall be a spare generator available to provide light and power in emergency cases.

**№25 - 0473**

People's Center Building, Putatan, Muntinlupa City, Philippines 1773

Telephone no. 861-0181 Email address: sangguniangpanlungsod2k19@gmail.com







Republic of the Philippines  
**CITY GOVERNMENT OF MUNTINLUPA**  
 Sangguniang Panlungsod ng Muntinlupa



SECRETARY  
 TO THE SANGGUNIANG PANLUNGSOD  
 MUNTINLUPA CITY  
**CERTIFIED TRUE COPY**  
**FROM THE ORIGINAL**  
**22 APR 2025**

Julia Siaboc

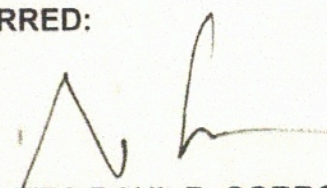
Page 23  
 Ordinance No. 2022-037

**SECTION 12. Publication.** This Ordinance shall be published pursuant to the requirements of the Local Government Code and shall be posted by the Public Information Office (PIO) in the Official Website of the City Government of Muntinlupa and in all available social media platforms.

**ENACTED**, by the **10<sup>th</sup> Sangguniang Panlungsod of Muntinlupa** this **27<sup>th</sup>** day of **December 2022**, on its **25<sup>th</sup> Regular Session**.

**CONCURRED:**

**DISTRICT 1:**

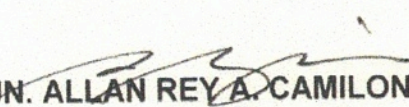
  
**COUN. ATTY. RAUL R. CORRO**  
 Member

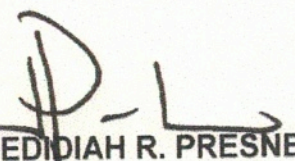
**COUN. ALEXSON V. DIAZ**  
 Member

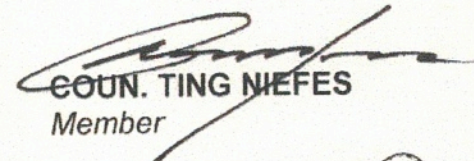
**COUN. PATY KATY C. BONCAYAO**  
 Member

  
**COUN. RACHEL KATRIEL ANN C. ARCIAGA**  
 Member

  
**COUN. IVEE RHIA A. TADEFA**  
 Member


  
**COUN. ALLAN REY A. CAMILON**  
 Member

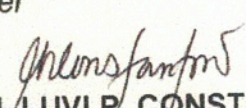
  
**COUN. JEDIDIAH R. PRESNEDI, LPT**  
 Member

  
**COUN. TING NIEFES**  
 Member

**DISTRICT 2:**

  
**COUN. MARK LESTER M. BAES**  
 Member

  
**COUN. FRANCIS IAN T. BAGATSING**  
 Member

  
**COUN. LUVI P. CONSTANTINO**  
 Member

  
**COUN. ENGR. MAMERTO T. SEVILLA, JR.**  
 Member

  
**COUN. ENGR. MARISSA O. RONGAVILLA**  
 Member



Republic of the Philippines  
**CITY GOVERNMENT OF MUNTINLUPA**  
**Sangguniang Panlungsod ng Muntinlupa**



OFFICE OF THE SECRETARY  
 TO THE SANGGUNIANG PANLUNSOB  
 MUNTINLUPA CITY  
**CERTIFIED TRUE COPY**  
**FROM THE ORIGINAL**  
 22 APR 2025  
 Julia Siaboc

Page 24  
 Ordinance No. 2022-037

COUN. ENGR. ARLENE D. HILAPO  
 Member

COUN. CORNELIO M. MARTINEZ  
 Member

COUN. RODOLFO W. MOLDEZ, JR.  
 Member

COUN. WALTER A. ARCILLA  
 President  
 Sectoral Representative  
 Association of Barangay Chairman

COUN. KENICHI D. TAKAGI, JR.  
 President  
 Sectoral Representative  
 Federation of Sangguniang Kabataan

I HEREBY CERTIFY, as to the correctness of the foregoing Ordinance.

*[Handwritten signature]*

CECILIA C. LAZARTE  
 Secretary to the Sanggunian

ATTESTED:

*[Handwritten signature]*  
 ARTEMIO A. SIMUNDAC  
 City Vice-Mayor/Presiding Officer

APPROVED:

*[Handwritten signature]*  
 ROZZANO RUFINO B. BIAZON  
 City Mayor

Date: 05 JAN 2023

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

№25 - 0473

