

**REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TOURISM  
MANILA**

**REVISED RULES AND REGULATIONS  
TO GOVERN THE ACCREDITATION OF SPA ESTABLISHMENTS**

PURSUANT TO THE PROVISIONS OF EXECUTIVE ORDER NO. 120 DATED JANUARY 30, 1987, THE RULES AND REGULATIONS TO GOVERN THE ACCREDITATION OF SPA, WHICH WAS PROMULGATED ON 04 JULY 2002 AS AMENDED ON JULY 15, 2003, IS HEREBY REVISED TO FURTHER ENHANCE SOME PROVISIONS RELATIVE TO THE OPERATION OF A SPA ESTABLISHMENT IN ORDER TO ENSURE PROVISION OF EXCELLENT SERVICE AND THAT THE FACILITIES CONFORM TO INTERNATIONAL STANDARDS .

**CHAPTER 1  
DEFINITION OF TERMS**

**Section 1. Definition of Terms.** – When used in these Rules, unless the context otherwise indicates, the following terms shall mean as follows:

- a. “Spa” - is an establishment that has a holistic approach to health and wellness, rest and relaxation that aims to treat the body, mind and spirit by integrating a range of professionally administered health, wellness, fitness and beauty, water treatment and services.
- b. “Esthetician” – is a licensed therapist who has undergone training locally or internationally regarding the skin, face and neck and likewise skilled in giving beauty treatments such as facials, manicures and pedicures.
- c. “Massage therapist” – is a certified licensed massage therapist who has undergone extensive training either locally or internationally regarding anatomy, physiology and multitude of massage techniques.
- d. “Spa Therapist” – is a massage therapist properly trained by the Spa to perform their particular treatments such as salt, scrub, wraps, etc. treatments and must have proof of proper training on such.
- e. “Day Spa” - is a spa offering a variety of professionally administered spa services to clients on a day use basis including hair and beauty salons and wellness clinics that shall offer at least one water treatment.
- f. “Destination/Resort Spa” - is a spa which has for its sole purpose to provide clients with lifestyle improvement and health enhancement through professionally administered spa services, physical fitness, education programming and on-site accommodations where spa cuisine or healthy food is offered.

- g. “Hotel Spa” - is a spa located within a hotel/urban/out of town providing professionally administered spa services, fitness and wellness components.
- h. “Cruise Spa” – is a spa aboard a cruise ship that provides professionally administered spa services, fitness and wellness components and spa cuisine menu choices.
- i. “A Club Spa” – is a facility whose primary purpose is fitness, offering a variety of professionally administered spa services on a day-use basis to both club members and non-members.
- j. “Medical Spa” – is an individual, solo practice, group and institution comprised of medical and spa professionals whose primary purpose is to provide comprehensive medical and wellness care in an environment which integrates spa services, as well as conventional and complementary therapies and treatments.
- k. “Wellness Center” – is a spa which provides services and an environment wherein the interconnectedness of diet, lifestyle, exercise, relaxation and rejuvenation must exist in order to bring about the balance.
- l. “Rehabilitation Center” – is a spa which primarily focuses on rehabilitation therapy for various accident or health induced incapacity (strokes, heart, etc.) incorporating mainstream and alternative modalities in order to bring the patients to its maximum level of well being.
- m. “Hospital Spa” – a hospital facility with a spa, wherein it integrates mainstream medicine and other alternative approach to promote healing and balance of mind, body and soul.
- n. “Department or DOT” - is the Department of Tourism.
- o. “DOH” - is the Department of Health.
- p. “Accreditation” - is the certification issued by the Department officially recognizing the holder as having complied with the minimum standards and requirements prescribed by the Department for the operation and maintenance of spa.

## **CHAPTER II**

### **MINIMUM STANDARD REQUIREMENTS**

**Section 3. Minimum Standard Requirements.** – For purposes of accreditation, the following are the minimum standard requirements for the operation and maintenance of a spa establishment:

- a. Location and Environment

The spa shall be situated in a safe and reputable location with clean, calm and relaxing environment;

b. Lounge and Reception Counter

There shall be a reception counter attended by qualified and trained staff and a reasonably furnished lounge with seating facilities commensurate with the size of the spa;

c. Washrooms

There shall be separate clean and adequate public washrooms for male and female provided with running water and adequate toiletries;

d. Locker Rooms

There shall be secured separate male and female public rooms for guests;

e. Shower Rooms

There shall be separate male and female public shower and changing rooms;

f. Treatment Rooms

There shall be separate unlocked public treatment rooms for male and female;

g. Services

The spa shall provide the following services in addition to other spa-related amenities which it may offer:

1. Massages – Swedish, Shiatsu, reflexology or tui-na, Thai, aromatherapy/Filipino healing modalities and/or other acceptable massage treatments
2. Steam, sauna and/or water baths
3. Spa treatments – one or more of the following body packs and wraps, exfoliation, body toning/contouring, waxing, hand, foot/face care and hair

h. Staff

The staff shall be appropriately trained by the internationally recognized training institutions and/or associations duly recognized by the Department. Likewise, they shall be properly attired, clean and well-groomed at all times;

i. Steam, Sauna and Water Baths

The steam, sauna and water baths shall be maintained in a level of temperature which shall not cause adverse reactions to user. Safety signages shall be provided to include information on allowable maximum temperature, duration of stay and guide in operating temperature regulator;

j. Linen

There shall be adequate supply of *clean* linen, towels and appropriate garments such as robes or sarongs of good quality;

k. Administrative Facilities

There shall be sufficient and adequate space for backroom operations.

l. Employees' Facilities

There shall be adequate and well-maintained employees' lounge and rest area equipped with bathrooms and dining room for male and female employees;

m. Emergency Generator

There shall be a high-powered generator capable of providing full power in all areas of the establishment.

n. Parking

There shall be adequate and secured parking space provided for customers/guests;

o. First Aid

A well-stocked first aid cabinet and staff trained in first aid shall be available at all times; and

p. Facilities for Disabled

There shall be facilities and provisions for the disabled in accordance with Batas Pambansa Blg. 344 promulgated on May 1985, otherwise known as an "Act Enhancing the Mobility of Disabled Persons".

**CHAPTER III  
GENERAL RULES ON THE OPERATION AND  
MAINTENANCE OF SPA ESTABLISHMENTS**

**Section 4. Client Folio.** All clients shall be required to register and fill-up consultancy forms prior to treatment by therapist to determine any contraindication or special condition. The spa shall also maintain an updated client file.

**Section 5. Maintenance.** Maintenance of all sections of the spa establishment shall be on a continuing basis taking into consideration the quality of equipment and supplies.

**Section 6. Sanitation.** Sanitation measures like cleaning and sterilizing of equipment, robes, sheets, blankets, pillow case, towels or other materials which may come in direct contact with the client's body shall be adopted in accordance with the standards prescribed under Presidential Decree No. 856, otherwise known as the Sanitation Code of 1976.

**Section 7. Fire-Fighting Facilities.** Fire-fighting facilities shall be provided in accordance with Presidential Decree 1185, otherwise known as the Fire Code of 1978.

**Section 8. Signboards.** Appropriate signboards shall be conspicuously displayed outside the establishment showing clearly the name of the spa while safety signages shall be prominently posted in strategic locations inside the spa.

**Sec. 9. Non-Smoking Facility.** The entire spa facility shall be a no smoking facility.

#### **CHAPTER IV APPLICATION FOR ACCREDITATION**

**Section 10. Filing of Application.** Any person, partnership, corporation or other entity desiring to secure an accreditation from the Department shall accomplish and file with the Department, the application form prescribed for such purpose. Each branch shall be covered by a separate accreditation certificate.

**Section 11. Supporting Documents to be Submitted with Application.** Unless otherwise indicated in the form, the application shall be accompanied by the following documents:

- a. In the case of corporation or partnership, a certified true copy of the Articles of Incorporation, or Articles of Partnership and its by-laws and amendments thereof, duly registered with the Securities and Exchange Commission and Business Name Certificate, if applicable; in the case of single proprietorship, Business Name Certificate duly issued by the Bureau of Trade Regulation and Consumer Protection (BTRCP) and amendments thereof, if any;
- b. Updated list of management personnel and therapists and their respective positions, nationalities and home addresses, certified by the general manager and notarized;
- c. Valid health certificate of all massage therapists duly issued by the proper authority and Department of Health (DOH) license as massage therapist for supervisors;
- d. Mayor's Permit and/or Municipal License; and
- e. Fire Safety Inspection Certificate (if applicable).

**Section 12. Creation of an Inspection Team.** The Department shall create a composite team with two (2) members from the Department to conduct inspection of the facilities of applicant establishment within thirty (30) days from filing of application.

**Section 13. Ocular Inspection of Establishment and its Immediate Premises.** Upon receipt of its mission order, the inspection team shall conduct an ocular inspection of the establishment and its immediate premises for the purpose of determining whether it meets the standards set by the Department for the establishment. There shall be an authorized and responsible officer of the spa establishment accompanying the team during the inspection.

**Section 14. Checklist to be Accomplished during Ocular Inspection of Establishment.** The team shall provide itself with a set of checklist of the requirements

for the establishment. All deficiencies found, as well as the requirements complied with shall be noted in the checklist.

**Section 15. All Observations of the Applicant to be Entered by the Team in the Checklist.** Any observation of the applicant or its duly authorized representative present at the time of the inspection on any adverse findings of the team shall be entered in the checklist.

**Section 16. Report of the Team.** Within five (5) working days from the date of the inspection of the establishment and its immediate premises, the team shall render a report of its findings and/or recommendations and a copy thereof shall then be provided the applicant.

**Section 17. Issuance of Certificate of Accreditation, Sticker and Identification Cards.** If the applicant has satisfactorily complied with the minimum prescribed requirements, the Department shall then issue the Certificate of Accreditation and Sticker in favor of the applicant and Identification Cards (optional) to bonafide employees of the establishment.

**Section 18. Validity of Certificate of Accreditation and Sticker.** The certificate of accreditation and sticker shall be good and valid for a period of one (1) year from the date of issue, unless, sooner revoked or cancelled by the Department.

**Section 19. Accreditation Fees.** An annual fee of One Thousand Pesos (P1,000.00) and additional One Hundred Pesos (P100.00) for accreditation sticker shall be collected from the applicants that have complied with the requirements for accreditation.

**Section 20. Renewal of Accreditation.** The accreditation shall be renewed on or before its date of expiration.

## **CHAPTER V SUPERVISION OF ACCREDITED ESTABLISHMENTS**

**Section 21. Display of Certificate of Accreditation and Sticker.** The valid certificate of accreditation and sticker shall be displayed in a conspicuous place of the establishment.

**Section 22. Non-Transferability of Certificate of Accreditation.** The Certificate of Accreditation shall be non-transferable.

**Section 23. Periodic Inspection.** When necessary or when the public good dictates, the Department may send an inspection team to the establishment for the purpose of finding out whether it is being kept and/or managed in a manner conformable to the standards set by the Department. The inspection shall be conducted at a reasonable time of the day with due regard and respect accorded to the right of privacy of parties concerned.

**Section 24. Defects and Deficiencies Found During the Inspection.** Where certain defects and deficiencies have been found in the course of the inspection, the Department shall notify the operator or manager to rectify the defects or deficiencies within a reasonable period of time.

**Section 25. Penalty for Failure to Remedy the Defects and Deficiencies.** If the management fails to remedy the defects or deficiencies within the prescribed period, the Department may revoke the Certificate of Accreditation of the establishment.

**Section 26. Liability of Operators/Managers for Acts or Omissions of its Employees.** Without prejudice to the provisions of existing laws, operators/managers and their assistants shall be administratively liable for the acts or omissions of any of its staff committed against any member or guests. They may, however, be exempt from liability if they could establish that they have exercised due diligence of a good father of the family in the supervision of the erring employee.

## **CHAPTER VI GROUNDS FOR CANCELLATION OF ACCREDITATION**

**Section 27. Grounds for Cancellation of Accreditation.** Any of the following acts or omissions shall be sufficient ground for the cancellation of accreditation:

- a. Making any false declaration or statement or making use of any such declaration or statement or any document containing the same or committing fraud or any act of misrepresentation for the purpose of obtaining accreditation;
- b. Failure to maintain the standards and requirements for accreditation as prescribed in these Rules as well as in the Code of Ethics and Standards of the Spa Association of the Philippines, Inc. or upon recommendation of the standards of the Spa Association of the Philippines, Inc.;
- b. Allowing or permitting the establishment or its facilities to be used for prostitution or any illegal, immoral or illicit activities;
- c. Violation of or non-compliance with any of the provisions of these Rules, promulgated orders, decisions and circulars issued by the Department and other concerned government agencies; and
- d. Any other act or omission that works against the interest of the tourism industry.

## **CHAPTER VII MISCELLANEOUS PROVISIONS**

**Section 28. Separability Clause.** The provisions of these Rules are hereby declared separable, and in the event that anyone or more of such provisions are declared invalid, the validity of all other provisions shall not be affected thereby.

**Section 29. Repealing Clause.** All existing Rules and Regulations or Circulars issued by the Department of Tourism Governing the Accreditation of Spa on the operations of tourism-related establishments subject of these Rules which are inconsistent with the provisions of these Rules and Regulations are hereby repealed and superseded accordingly.

**Section 30. Effectivity.** These Rules and Regulations shall take effect after fifteen (15) days from date of publication in the official gazette or in a newspaper of general circulation.

**APPROVED AND PROMULGATED THIS 27TH DAY OF JUNE 2006.**

**MANILA, PHILIPPINES**

**(SGD.) JOSEPH ACE H. DURANO**  
Secretary

ATTESTED BY:

**(SGD.) ATTY. OSCAR P. PALABYAB**  
Undersecretary  
Tourism Services and Regional Offices

*Spa*  
*approved*  
*6/27/06*