



MEMORANDUM CIRCULAR NO. 2024 - 0004

RULES AND REGULATIONS GOVERNING THE ACCREDITATION OF CAMPGROUNDS

WHEREAS, pursuant to Section 5 of Republic Act No. 9593 or the *Tourism Act of 2009*, the Department of Tourism (DOT) is the primary planning, programming, coordinating, implementing, and regulatory government agency in the development and promotion of the tourism industry;

WHEREAS, Section 6 (I) of R.A. No. 9593 empowers DOT to formulate and promulgate, in consultation with the LGUs, the private sector industries, and other tourism stakeholders, rules and regulations governing the operation and activities of all tourism enterprises, including but not limited to a national standard for licensing, accreditation, and classification of tourism enterprises, prescribing therein minimum levels of operating quality and efficiency for their operation in accordance with recognized international standards, impose reasonable penalties for violation of accreditation.

WHEREAS, Section 39 in relation to Section 3 (t) of RA 9593 provides for the voluntary DOT-accreditation of secondary tourism enterprises;

WHEREAS, nature-based tourism activities which include camping, has significantly increased in popularity over the years and is anticipated to grow continuously on a global scale;

WHEREAS, the Philippines with its rich and diverse natural resources can take advantage of the popularity of camping and become a major camping destination, both for domestic and foreign markets;

WHEREAS, safety, security, comfort and convenience of the tourists is of utmost importance in the accreditation of campgrounds, the protection of the environment is also a major consideration to ensure the quality of tourism experience;

NOW, THEREFORE, based on the foregoing, these Rules and Regulations Governing the Accreditation of Campgrounds are hereby issued:

I. GENERAL PROVISIONS

Section 1. Short Title. This Circular shall be known as the "*Rules and Regulations Governing the Accreditation of Campgrounds.*"

Section 2. Definition of Terms. For purposes of this Circular, the following terms are defined as follows:

- a. **Accreditation** shall refer to a certification issued by the Department of Tourism to a tourism enterprise which is officially recognized as having complied with the minimum standards for the operation of tourism facilities and services.
- b. **Camping** shall refer to an outdoor recreational activity involving an overnight or more than one night stay in a tent or any protective shelter out in nature.

- c. **Camping Tent** shall refer to a collapsible shelter or fabric, such as nylon or canvas stretched and sustained by poles and ropes and used for camping outdoors.
- d. **Campground** shall refer to an area for Camping or Glamping, within natural environment or near to natural attractions, with facilities such as, but not limited to restrooms, showers, catering facilities, and offering recreational activities.
- e. **Cancellation** shall refer to the penalty of removal of the rights and benefits of accreditation with no right to reapply.
- f. **Car Camping** shall refer to a type of camping where campers can drive their own vehicles to the designated campsite and set up their tents nearby, allowing for a more comfortable and convenient outdoor experience.
- g. **Certified First-Aider** shall refer to any person trained and certified to administer first aid by the Philippine Red Cross (PRC), Department of Health (DOH), Bureau of Fire Protection (BFP), Technical Education and Skills Development Authority (TESDA), Disaster Risk Reduction Management Office (DRRMO), and other Department of Labor and Employment (DOLE)-accredited first-aid training providers.
- h. **Department** or **DOT** shall refer to the Department of Tourism.
- i. **DOT Online Accreditation System** shall refer to the web-based platform of the Department designed for processing online applications for DOT Accreditation.
- j. **DOT Tourism Quality Seal** shall refer to the seal or mark issued to accredited tourism enterprises or front liners which indicates that they passed the DOT's standards and requirements.
- k. **Emplacement** shall refer to a delimited area on land where tents and camping vehicles are set-up for camping.
- l. **Environmental Management System** shall refer to a framework used by an organization to identify, manage, and reduce environmental impacts of its operations and activities to deliver services.
- m. **Glamping** shall refer to a luxury type of camping that involves staying in outdoor accommodations with resort-like services not usually associated with traditional camping. The term glamping is a fusion of "glamorous" and "camping" that allows travelers to enjoy the outdoors in comfort and style.
- n. **Glamping Unit** shall refer to a framed or built structure set up in a natural environment with amenities and convenience provided.
- o. **Letter of Non-Compliance** shall refer to the document issued by the DOT to the Tourism Enterprise that has applied for accreditation but failed to comply with the minimum standard requirements. Such document shall indicate the corrective action(s) to be done by the establishment should it wish to reapply for accreditation.
- p. **Local Sourcing** shall refer to the process of purchasing goods and services from suppliers in the immediate geographical proximity.
- q. **Major Deficiencies** shall refer to significant defects that may be corrected within a period not exceeding ten (10) months, such as but not limited to construction and renovation of facilities and structural installations.

- r. **Minor Deficiencies** shall refer to minimal defects that may be corrected within a short period not exceeding three (3) months, such as but not limited to issues on cleanliness, maintenance, and repairs.
- s. **Natural Environment** shall refer to a kind of environment which encompasses land-based ecosystem such as grasslands and forests, aquatic ecosystem such as rivers and wetlands, and coastal and marine ecosystem such as mangroves and sea-grass meadows, and where human impact or interaction has been limited.
- t. **Revocation** shall refer to the removal of the rights and benefits of accreditation with a right to reapply once the period of revocation is lifted.
- u. **Secondary Tourism Enterprises** shall refer to facilities and services that may be related to tourism such as, but not limited to restaurants, specialty shops and department stores, sports facilities and recreational centers such as, museums and galleries, theme parks, zoos, health and wellness facilities such as, but not limited to spas, tertiary hospitals, ambulatory clinics and medical concierge; rest areas in gas stations, farm tourism camps, surfing camps, tourism training centers and institutes, including tourism trainers, surfing instructors, and such other enterprises as may be identified by the Secretary after due consultation with concerned sectors.
- v. **Suspension** shall refer to the temporary withholding of accreditation for three (3) months to one (1) year because of non-conformance with any of the provisions stated under these guidelines or commission of the prohibited acts enumerated under Section 25, Annex D. Full accreditation is restored upon completion of the suspension period.
- w. **Tent Camping** shall refer to camping with a tent, tarp, or other lightweight structure that is temporary and incurs no land disturbance or clearing of vegetation.
- x. **Tourism Enterprises** shall refer to facilities, services, and attractions primarily engaged in whole or in part in tourism and for the purpose of attracting visitors to and within the Philippines.

Section 3. Scope and Coverage. This Circular shall apply to the accreditation of Campgrounds in the Philippines.

II. CATEGORIES OF CAMPGROUNDS

Section 4. Categories of Campgrounds. For purposes of accreditation, Campgrounds shall be categorized as follows:

a. Camping Site

Camping site is in a natural environment, usually divided into emplacements for tent camping or car camping. The campsite shall provide basic facilities, such as but not limited to electricity, water, and communication services.

b. Glamping Site

Glamping site is usually located in a natural environment where campers can stay in accommodation units with resort-like facilities and amenities for comfort and convenience.

III. MINIMUM REQUIREMENTS FOR THE ACCREDITATION OF CAMPGROUNDS

Section 5. Minimum Requirements for the Accreditation of Campgrounds. Campgrounds applying for DOT accreditation shall comply with the following minimum requirements:

a. Location

The Campground shall be located within a natural environment or near natural attractions. The area shall be free from pollution, malodor, noise, dust, and other nuisance which may affect the camper's experience.

b. Infrastructure, Facilities, and Amenities

b.1 Infrastructure

- b.1.1 The campground shall always have available electricity and water supply.
- b.1.2 It should be accessible by public transportation or private vehicles from the national highways or barangay roads.
- b.1.3 Telecommunication network or any means of communication shall be in place.

b.2 Facilities

- b.2.1 Toilets.** Separate toilets for males and females in accordance with PD 856 or the Sanitation Code of the Philippines, shall be conveniently located in the Campground.

The toilets shall have dual flush system or other water-saving mechanism in place. Washbasins or sinks are available within or adjacent to the toilet facilities.

Toilet facilities shall be clean and well-maintained, ventilated, well-lit, and provided with water and liquid soap.

- b.2.2 Accommodation.** All accommodation units such as camping tents and glamping units shall be identifiable by number, letter, or name, and shall maintain a six (6) meter distance from any other unit.

Pitching tents shall only be allowed in designated areas to protect the environment by confining activities of campers.

- b.2.3 Parking Area.** There shall be a designated parking area with adequate parking spaces. Drop-off and Loading area for campers shall be provided within or near the Campground.

b.3 Amenities

- b.3.1 Charging Station.** The Campground shall provide an area or space with power outlets where campers can charge their gadgets and other devices.

- b.3.2 Outdoor Furniture.** The Campground shall provide well-maintained, clean outdoor furniture such as picnic tables and chairs, or benches fixed on the ground, when applicable, to avoid trampling on vegetation and compacting

the soil due to excessive traffic or use. Table umbrellas or sunshades shall be installed for protection from sun, rain, and wind, when necessary.

b.3.3 Reception Area. A permanent reception area shall be manned for at least eight (8) hours by trained personnel. Information on the Campground's facilities, services, and amenities, as well as tourist information for campers shall be available at the reception area.

Emergency and Tourist Assistance Call Center Hotlines, and after hours contact information of the duty personnel shall be available or posted in a conspicuous area.

b.3.4 Recreational Activities. The Campground shall provide onsite recreational activities such as but not limited to swimming, hiking, fishing, birdwatching, etc.

b.3.5 Signage. The Campground shall be identifiable with visible and conspicuously displayed business name signage installed at the main entrance.

b.3.6 Internet. Internet access shall be available in the Campground premises.

c. Safety and Security

c.1 Certified First Aider. The Campground shall have a Certified First Aider whose certification is obtained from any of these organizations: Department of Labor and Employment (DOLE), Philippine Red Cross (PRC), Philippine Coast Guard (PCG), Department of Health (DOH), Bureau of Fire Protection (BFP), Local Disaster Risk Reduction and Management Councils (LDRRMC), DOLE-accredited Technical Vocational Institutions (TVIs) with TESDA-registered Emergency Medical Service National Certification (EMS-NC) program, DOLE-accredited first-aid training institutions.

c.2 Safety Training. The Campground shall have staff trained on safety and security depending on the campground's location and its nature of activities, such as but not limited to Emergency Medical Responder Course, Mountain Search and Rescue Training (MOSAR), Water Search and Rescue Training (WASAR), and Wilderness Search and Rescue Training.

c.3 Communication Devices. Functional communication devices, including but not limited to landline telephones, mobile phones, two-way radios, or intercoms shall be available for internal and external communication.

c.4 Emergency Information. The Campground shall display at the reception area and accommodation units, if applicable, emergency procedures and accurate emergency numbers of the nearest medical facility, police station, fire station, animal bite center, and barangay office or Local Disaster Risk Reduction and Management Council Office (LDRRMO) and other appropriate agencies. After-hours contact information of the duty personnel shall likewise be posted.

c.5 Emergency Lights or Flashlights. Emergency lights or flashlights in all accommodation units shall be available or readily accessible.

c.6 Emergency Plan. The Campground shall prepare a Disaster Management and Emergency Response Plan. Safety protocols shall be followed and properly documented to prevent injuries and damage to properties.

c.7 Policy on Fire Safety. The use of fireworks and explosives shall be prohibited in the Campgrounds and in the surrounding vegetation and wood sides. Cooking in non-designated areas and setting off fire directly on the ground is prohibited within the Campground premises to prevent fire and fire ground scars.

Similarly, a 6-meter clear space between accommodation units shall be strictly enforced to restrict the spread of fire.

c.8 First Aid Supplies and Equipment. The Campground shall have available First Aid supplies and equipment at all times.

c.9 First Aid Kit. A readily accessible first aid kit shall be stocked with medical supplies as recommended in Annex A.

c.10 Lighting. The Campgrounds shall install energy-efficient lighting such as but not limited to LED bulbs, solar-powered lighting systems, and other renewable/alternative energy source throughout the campground premises for sustainable and efficient illumination. Lighting fixtures must undergo regular maintenance check to ensure proper functionality.

Accident-prone places such as walkways, stairs, hallways, glass doors, and walls shall be provided with appropriate and sufficient lighting.

c.11 Locking Mechanism. All doors and windows of accommodation units shall be fitted with locking mechanism.

c.12 Safety Barriers. Any area in the Campgrounds where accidents might occur shall be provided with safety warning signage, handrails, fences, or any type of barriers.

c.13 Safety Reminders. Safety precautions, camp rules, and other helpful information shall be posted in conspicuous areas in the Campground.

c.14 Safety Storage. There shall be a safety storage in all accommodation units or in the Campground's premises for the safekeeping of guests' personal valuables and belongings.

c.15 Security Personnel. Security personnel shall be available to ensure the safety of campers. The campground may employ a licensed security guard from a security agency or an in-house/proprietary guard. The assistance of Barangay Tanod or close coordination with local enforcement bodies may likewise be adopted for the provision of additional security in the area.

d. Cleanliness and Maintenance

d.1 Cleanliness. The Campground premises shall always be kept clean. Gardens shall be neat and well-maintained. Regular cleaning schedule and inspection of Campground's facilities shall be in place.

d.2 Structures. The exteriors and interiors of accommodation units and other buildings in the Campground premises shall be clean and well-maintained. Accommodation units shall be cleaned regularly or upon request by guests.

All floors in the common area, such as kitchen or cooking area, and dishwashing area, toilet and bathroom shall be constructed of concrete or any impervious and

non-slip materials. Walls shall be clean, well-painted, and shall not have cracks or rifts to prevent breeding of vermin.

There shall be a Maintenance Plan which shows the schedule of maintenance work for each structure or facility in the Campground

d.3 Waste Management. Waste bins shall be strategically located in the Campground, properly labeled as to type of wastes, and firmly secured in place to avoid falling off the ground. Waste segregation, recycling, upcycling, composting and other sustainable methods and techniques shall be implemented. Non-biodegradable solid wastes shall be disposed in accordance with national and local laws. Standard sewage system shall be in place. Wastewater generated from campground operations shall conform with the quality standards set by the Department of Environment and Natural Resources- Environmental Management Bureau (DENR-EMB).

Signboards prohibiting littering shall likewise be located in conspicuous area in the Campground.

e. Employees

e.1 Employee Uniform. All employees shall be in clean uniform with ID or nameplate. Employees shall always present a neat and clean appearance.

e.2 Knowledge about the Campground Facilities and Services. Employees shall be knowledgeable about the Campground facilities and services and can provide information such as rates, cancellation policies, check-in/check-out time, leisure activities, tourist information, and other details such as unique features of the campground.

e.3 Employee Training Programs. Campground employees shall be provided with regular trainings appropriate to their work scope such as but not limited to Filipino Brand of Service Excellence, Emergency Response, and training on Environmental Protection and Biodiversity Conservation.

e.4 Local Employment. The Campground shall ensure that at least 80% of its employees are residents of the region where it is located.

f. Business Practices

f.1 Advertisement of Products and Prices. The Campground shall ensure that all information such as rates, facilities, services, and amenities in all its advertisements and materials are updated.

f.2 Environmental Management System. The Campground shall implement resource conservation practices to manage and reduce the environmental impacts of its operations and activities.

The Campground shall have a policy on environmental protection for observance of the campers.

f.3 Policy on Single-use Plastics. Campgrounds applying for accreditation, shall adopt a policy prohibiting single-use plastics to minimize environmental impact and promote sustainability within the campground premises.

f.4 Compliance with Environmental Requirements. Campgrounds applying for accreditation, especially those located in national parks and protected areas, shall secure appropriate environmental permits issued by the Department of Environment and Natural Resources (DENR) and other sector-related government agencies, such as but not limited to Environmental Compliance Certificate (ECC), Forest Land Use Agreements for Tourism Purposes, (FLAgT), Protected Area Management Board (PAMB) Clearance, and Foreshore Lease Agreement (FLA).

f.5 PWD-Friendly Facilities. The Campground shall comply with all applicable accessibility laws and regulations in the Philippines such as, but not limited to the Batas Pambansa Blg. 344 (BP 344) or the Accessibility Law.

However, the Campground shall inform the public if it is unable to provide PWD facilities due to its topography, climate, or any other environmental limitations.

f.6 Local Sourcing. The Campground shall ensure 50% of its food and beverage supplies are sourced within the region where it is located.

f.7 Payment Methods. The Campground shall accept different modes of payment.

f.8 Reservation System. Reservation services shall be available via digital communication or through landline telephone.

f.9 Services of DOT-Accredited Enterprises. The Campground shall only engage the services of DOT-accredited enterprises for its travel and tour requirements, except in areas where there are no available DOT-accredited providers for services required.

f.10 Email, website, or social media. The Campground shall have an email address and website or social media with details such as, but not limited to: Campground Profile, Operation Hours, Contact Details, Facilities and Services, Booking, Refund and Cancellation Policies. An online review and customer feedback shall also be in place to serve as guide and reference for customers.

Section 6. Specific Requirements in the Accreditation of Camping Sites and Glamping Sites. Camping Site and Glamping Site applying for accreditation shall comply with Specific Requirements listed under **Annex B**.

IV. FILING OF APPLICATION, DOCUMENTARY REQUIREMENTS, INSPECTION, VALIDITY OF ACCREDITATION

Section 7. Filing of Application. Campgrounds seeking DOT accreditation, whether new or renewal application, shall apply online through the DOT Online Accreditation System. The filing of application may be done any time of the year. Similarly, the documentary requirements shall also be uploaded to the Online Accreditation System.

Section 8. Documentary Requirements. All Campgrounds applying for DOT accreditation shall submit the documentary requirements for new applications and for renewal of accreditation. The list of documentary requirements for Campgrounds is attached as **Annex C**.

Section 9. Evaluation of Documentary Requirements. The assigned DOT-Accreditation Officer shall evaluate the application as to the completeness and correctness of the submitted documentary requirements.

Section 10. Ocular Inspection. The DOT Inspection Team shall conduct an ocular inspection of the Campground to determine conformance with the minimum requirements set by the DOT. The inspection of the property shall be carried out in the presence of the Campground Owner, General Manager, or its authorized representatives.

Section 11. Inspection Findings. The DOT Inspection Team shall discuss with the Owner, General Manager, or authorized representatives the findings or results of the inspection.

Section 12. Issuance of Certificate of Accreditation. If the applicant has satisfactorily complied with the minimum and specific requirements, as well as documentary requisites for the accreditation of campgrounds, the DOT shall issue the Certificate of Accreditation and Sticker in favor of the applicant upon approval of the application and payment of corresponding accreditation fees.

Section 13. Validity and Renewal of Accreditation. The accreditation of Campgrounds shall be valid for two (2) years commencing from the date of the issuance of the DOT Certificate of Accreditation and shall be renewable, unless suspended, cancelled, or revoked.

Section 14. Compliance with Environmental Requirements. During inspection, Campground owner/operator or authorized representative shall present to the DOT inspection team proof of environmental compliance, as may be applicable, issued by the Department of Environment and Natural Resources (DENR) and the same shall be noted in the inspection report accordingly.

Campgrounds that fail to present proof of environmental compliance may still be issued accreditation valid for one (1) year, subject to the presentation of proof of application of relevant environmental permit/clearance from DENR, and compliance with the documentary and physical requirements for the accreditation of Campgrounds by the DOT.

Upon expiration of accreditation, Campgrounds that fail to secure environmental certificate/permit are ineligible to renew their accreditation.

Section 15. Non-transferability of Accreditation. Accreditation, including the rights and privileges associated with it are non-transferable.

V. FEES AND CHARGES

Section 16. Accreditation Fees. The following fees, as may be applicable, shall be collected from the applicant who has complied with the requirements for accreditation:

Campground Category	Fees	
	1 Year	2 Years
Camping Site	Php 2,500.00	Php 5,000.00
Glamping Site	Php 5,000.00	Php 10,000.00

Section 17. DOT Sticker. DOT stickers shall be issued to accredited Campgrounds upon payment of One Thousand Pesos (₱ 1,000.00). In case of a lost or damaged DOT sticker, the Campground may request a replacement upon submission of a Letter of Request and a duly notarized Affidavit of Loss and payment of One Thousand Pesos (₱ 1,000.00).

Section 18. Replacement of Lost or Damaged Certificate. An amount of One Thousand Pesos (₱ 1,000.00) shall be collected for an authenticated copy of the Accreditation Certificate, upon submission of a Letter of Request and a duly notarized Affidavit of Loss.

Section 19. Change of Registration Details Fee. An amount of One Thousand Pesos (₱ 1,000.00) shall be paid by an accredited Campground to change or modify its accreditation records, upon submission of a Letter of Request and any legal document that supports the change such as, but not limited to a valid Business Permit, DTI Registration Certificate, SEC Registration.

VI. SUPERVISION OF ACCREDITED CAMPGROUNDS

Section 20. Monitoring. As deemed necessary, monitoring of Campgrounds shall be conducted to determine its continued compliance with the standards set by the DOT.

In cases where there are non-conformities with the standards found during the inspection, the DOT shall issue a Letter of Non-Compliance indicating the corrective actions and the compliance period. The compliance period depends on the type of deficiencies as stated below:

TYPE OF DEFICIENCY	COMPLIANCE PERIOD
Minor Deficiencies	Up to three (3) months
Major Deficiencies	Up to ten (10) months

If the Campground fails to implement the DOT recommendations within the agreed period, the DOT shall deny the application or revoke the Certificate of Accreditation, as applicable.

Section 21. Complaints Handling. Complaints related to Campgrounds shall be handled in accordance with the DOT Citizen's Charter, or any subsequent amendments that may be issued.

Section 22. Display of DOT Certificate of Accreditation, Tourism Quality Seal, and Accreditation Number. Valid DOT accreditation certificate and sticker shall be displayed in conspicuous place in the Campground's Reception Area or office. A DOT-accredited Campground that advertises its business or services through online media shall display the DOT Tourism Quality Seal and accreditation number with validity. Similarly, the same shall be exhibited on all print advertisements, brochures, and marketing and promotion materials.

Section 23. DOT Access to the Campground's Office and Records. The Department shall have access to the Campground's office and records such as, but not limited to applicable government permits, visitors' logbook, maintenance schedules, list of employees, with due regard and respect accorded to the right to privacy of parties concerned and compliance with the Data Privacy Act.

VII. GROUNDS FOR DENIAL, SUSPENSION, CANCELLATION OR REVOCATION OF ACCREDITATION

Section 24. Grounds for Denial of Application for Accreditation. The Department may deny the application for accreditation on the following grounds:

- a. Making any false declaration or statement, making use of any such declaration or statement or any document containing the same or committing fraud or any act of misrepresentation to obtain accreditations
- b. Failure to comply with the standard requirements for accreditation as provided under these Rules.
- c. Failure to pay outstanding surcharges, fines, and penalties.
- d. A determinative finding of liability for complaint/s filed against the tourism enterprises with the DOT; and
- e. Commission of any other act or omission deemed to be detrimental to the tourism industry.

Section 25. Grounds for Suspension, Revocation or Cancellation of Accreditation and Schedule of Fines and Penalties. The Department, after due notice and hearing, may impose fines and penalties stated in **Annex D**.

Campgrounds with revoked or canceled accreditation shall surrender their DOT Accreditation Certificate and Sticker to the DOT.

Section 26. Execution of Penalties. The payment of fines, Suspension, Revocation, or Cancellation of DOT Accreditation shall be immediately executory on the date of receipt by the Campgrounds of the Notice of Decision. Any appeal shall be subject to the prevailing issuances of the Department.

Section 27. Lifting of Suspension. Suspension of Campgrounds shall be lifted upon submission of a Letter of Request for reactivation with proof of settlement of complaints filed against it, payment of fines and penalties or passing the inspection conducted by the DOT to assess compliance with the relevant guidelines.

VIII. REPORTING REQUIREMENTS

Section 28. Reporting Requirements. A quarterly report on the following shall be submitted to the DOT Regional Office which has jurisdiction over the Campground, every first week of the succeeding quarter:

- a. Number of Campers with their Nationality
- b. Category of Campground used; and
- c. Length of Stay

IX. MISCELLANEOUS PROVISIONS

Section 29. Compliance with Relevant Issuances. Accredited Tourism Enterprises shall comply with DOT issuances and other applicable laws, rules, and regulations issued by sector-relevant government agencies during the validity of their accreditation.

Section 30. Protection of Personal Information. Personal information received or filed with the DOT pursuant to the requirements of these Rules shall be protected in accordance with *Republic Act No. 1073* or the *Data Privacy Act*.

Section 31. Separability Clause. If any portion or provision of this Circular is declared null and void or unconstitutional, the other provisions not affected thereby shall continue to be enforced and in effect.

Section 32. Repealing Clause. All existing Rules and Regulations or Circulars previously issued by the Department of Tourism that are inconsistent with this Circular are hereby repealed and/or modified accordingly. All relevant provisions not inconsistent with this Circular shall remain effective and enforceable.

Section 33. Effectivity. This Circular shall take effect ninety (90) days upon publication in a newspaper of general circulation or the Official Gazette and filing with the University of the Philippines – Office of the National Administrative Register (UP-ONAR). This Circular shall remain effective until otherwise superseded, amended, or repealed accordingly.

29 JULY 2024.




MA. ESPERANZA CHRISTINA GARCIA FRASCO
Secretary



ANNEX A. LIST OF RECOMMENDED MEDICINES AND MEDICAL SUPPLIES

Medicines	Number of Campers		
	1-50	51-99	100-199
Topical Antiseptic, cc.	60	60	60
70% Isopropyl Alcohol, cc	240	240	240
Aromatic Spirit of Ammonia, cc	30	30	30
Toothache Drops, cc	15	15	30
Hydrogen Peroxide Solution, cc	120	120	120
Burn Ointment, Tube	1	1	1
Analgesic/Antipyretic Tablets	10	10	10
Antihistamine Tablets	-	-	10
Antacid Tablets	10	10	10
Anti-Diarrhea Tablets	10	10	10
Anti-Spasmodic Tablets	10	10	10
Anti-Asthma Tablets	10	10	10
Anti-Hemorrhage Tablets	10	10	10
Medical Supplies and Equipment			
Thermometer	1	1	1
Sterilized Gauze Pads	5	5	5
Gauze Bandages, Roll	1	1	1
Triangular Bandage	1	1	1
Adhesive Tape, Roll	1	1	1
Absorbent Cotton			
Bandage Scissors	1	1	1
Safety Pins			
Hot Water Bag	1	1	1
Ice Bag	1	1	1
Rubber Tourniquet	1	1	1
Stretcher	1	1	1
Spinal Board	1	1	1
Neck Brace	1	1	1
Sphygmomanometer	1	1	1
<p>Note: Any medical supply or equipment prescribed in the table may be substituted with one of comparable effectiveness and shall be replaced with the same quantity immediately after consumption.</p>			

ANNEX B. SPECIFIC REQUIREMENTS FOR CAMPING TENTS AND GLAMPING UNITS

SPECIFIC REQUIREMENTS		
REQUIREMENTS	CAMPING SITE	GLAMPING SITE
1. Emplacement/Units		
Minimum five (5) emplacements with tents	✓	
Minimum three (3) units		✓
2. Accommodation Facilities and Amenities		
One (1) blanket per bed		✓
Two (2) Pillows with pillowcase per guest		✓
Sleeping bags or sleeping pads	✓	
Full-size bed		✓
Bathrobes and slippers per guest		✓
Guestroom Guide with information on facilities, services, tourist information, telephone directory and emergency contact numbers		✓
Telephone, intercom, or any communication device		✓
Hair Dryer		✓
One (1) drinking glass per guest		✓
Refillable water container		✓
Coffee and Tea Facility		✓
Clothes rack with two (2) hangers per guest		✓
Mirror, at least 31 x 16 inches		✓
Waste bin with cover; wastes are disposed regularly		✓
Appropriate room climate control devices for guest comfort		✓
Power outlet for each appliance item in the accommodation unit, plus one (1) for charging guests' gadgets		✓

ANNEX B. SPECIFIC REQUIREMENTS FOR CAMPING TENTS AND GLAMPING UNITS

SPECIFIC REQUIREMENTS		
REQUIREMENTS	CAMPING SITE	GLAMPING SITE
3. Toilet and Bath Facilities and Amenities		
Enclosed Toilet and Bath in glamping units or outdoor Toilet and Bath shared by two (2) glamping units, with dual flush toilet system or similar mechanism to reduce the volume of water used for flushing		✓
Separate shower rooms and toilets for males and females	✓	
Sink/washbasin with mirror	✓	✓
Adequate clean, running water	✓	✓
Hot and Cold Shower		✓
Liquid Body soap, shampoo, and conditioner in bulk dispensers		✓
Hook for clothes or towels	✓	✓
Space for toiletries or personal belongings	✓	✓
One (1) Bath Towel per guest		✓
Complimentary toiletries per guest		✓
Liquid Hand soap	✓	✓
Flush toilets or urinals	✓	✓
Bidet		✓
Waste bin with cover; wastes dispose regularly	✓	✓
4. Kitchen Facilities and Amenities		
Kitchen or Designated Cooking Area in the Campground with power outlets and clean water	✓	
BBQ grill in designated area	✓	
Centralized Dishwashing Area with available clean water	✓	
Camp Stove or Kitchen Stove	✓	
Refrigerator or Freezer	✓	
Crockery and Cutlery	✓	
Cookware and Rice Cooker	✓	
Water Kettle	✓	
Kitchen utensils	✓	
Bottle and can opener	✓	
Cutting Boards and Knives	✓	
Note: The number of kitchen items shall be commensurate to the number of camping tents		
5. Dining Facilities and Amenities		
Restaurant shall be available to serve meals and beverages for dine-in or take-out		✓
Restaurant shall serve Filipino dish, local fruits, and beverages		✓
The restaurant shall have clean, functional bathroom with running water and liquid soap		✓
Dining area shall have ample space, well-maintained, ventilated, and well-lit		✓
Room or tent service is available		✓

ANNEX C. DOCUMENTARY REQUIREMENTS FOR THE ACCREDITATION OF CAMPGROUNDS

REQUIREMENTS	CAMPING SITE		GLAMPING SITE	
	New Application	Renewal	New Application	Renewal
Valid Mayor's Permit	✓	✓	✓	✓
Valid Certificate of Training on Standard First-Aid and Basic Life Support of designated First Aider	✓	✓	✓	✓
Certificate of Staff Training on Search and Rescue, Environmental Protection and Biodiversity Conservation, other trainings based on scope of work of employees	✓	✓	✓	✓
Certificate of Training on Filipino Brand of Service Excellence		✓		✓
Valid Comprehensive General Liability Insurance	Minimum amount of coverage of ₱ 300,000.00		Minimum amount of coverage of ₱ 500,000.00	

The certification on First-Aid and Basic Life Support shall only be given by these organizations: Department of Labor and Employment (DOLE), Philippine Red Cross (PRC), Philippine Coast Guard (PCG), Department of Health (DOH), Bureau of Fire Protection (BFP), Local Disaster Risk Reduction and Management Councils (LDRRMC), DOLE-accredited Technical Vocational Institutions (TVIs) with TESDA-registered Emergency Medical Service National Certification (EMS-NC) programs, and other DOLE-accredited first-aid training institutions.

ANNEX D. GROUNDS FOR DENIAL, DOWNGRADE, SUSPENSION, CANCELLATION OR REVOCATION OF ACCREDITATION AND SCHEDULE OF FINES AND PENALTIES

GROUNDS/ OFFENSES	FINES AND PENALTIES		
	1 st offense	2 nd offense	3 rd offense
a. Unauthorized use or transfer of DOT Accreditation Certificates, Stickers, or any document issued by the DOT.	Stern warning and a fine of ₱5,000.00	Suspension of accreditation for 3 months, up to 6 months, depending on the gravity of the offense and a fine of ₱ 10,000.00	Revocation and a fine of ₱20,000.00 or Cancellation of accreditation depending on the gravity of the offense
b. Unauthorized reproduction of DOT Accreditation Certificates, Stickers, Plaques, or any document issued by the DOT.	Stern warning and a fine of ₱5,000.00	Suspension of accreditation for 3 months, up to 6 months, depending on the gravity of the offense and a fine of ₱ 10,000.00	Revocation and a fine of fine of ₱20,000.00, or Cancellation of accreditation depending on the gravity of the offense
c. Making any false, deceptive, or misleading claims for the purpose of soliciting business from guests or clients	Stern warning and a fine of ₱5,000.00 to ₱20,000.00, depending on the gravity of the offense	Suspension of accreditation for 3 months, up to 6 months, and a fine of ₱21,000.00 to ₱40,000.00, depending on the gravity of the offense	Revocation and a fine of ₱50,000.00, or Cancellation of accreditation depending on the gravity of the offense.
d. Engaging the services of non-DOT accredited tourism enterprises, except in areas where there are no DOT- accredited enterprises or providers.	Stern warning and a fine of ₱10,000.00	Suspension of accreditation for 3 months, up to 6 months and a fine of ₱20,000.00 to ₱25,000, depending on the gravity of the offense.	Revocation and a fine of ₱30,000.00, or Cancellation of accreditation depending on the gravity of the offense.

ANNEX D. GROUNDS FOR DENIAL, DOWNGRADE, SUSPENSION, CANCELLATION OR REVOCATION OF ACCREDITATION AND SCHEDULE OF FINES AND PENALTIES

GROUNDS/ OFFENSES	FINES AND PENALTIES		
	1 st offense	2 nd offense	3 rd offense
e. Failure to display the DOT Accreditation Certificate or Sticker in a conspicuous place in the establishment.	Stern warning and a fine of ₱5,000.00	Suspension of accreditation for 3 months, up to 6 months, depending on the gravity of the offense and a fine of ₱10,000.00	Revocation and a fine of ₱20,000.00, or Cancellation of accreditation depending on the gravity of the offense.
f. Failure to display or specify the DOT Tourism Quality Seal and Accreditation Number with period of validity in all its prints or online media advertisements	Stern warning and a fine of ₱5,000.00	Suspension of accreditation for 3 months, up to 6 months, depending on the gravity of offense and a fine of ₱10,000.00	Revocation and a fine of ₱20,000.00, or Cancellation of accreditation depending on the gravity of the offense.
g. Promotion, facilitation or conduct of activities involving drug-related transactions or any form of sexual exploitation, verified upon investigation by DOT	Cancellation of accreditation and a fine of ₱100,000.00	N/A	N/A
h. Violation of, or non-compliance with any of the provision of these Rules and other issuances issued by the Department	Stern warning and a fine of ₱10,000.00 to ₱20,000.00, depending on the gravity of the offense	Suspension of accreditation for 3 months, up to 6 months and a fine of ₱21,000.00 to ₱40,000.00, depending on the gravity of the offense	Revocation and a fine of ₱50,000.00, or Cancellation of accreditation, depending on the gravity of the offense

ANNEX D. GROUNDS FOR DENIAL, DOWNGRADE, SUSPENSION, CANCELLATION OR REVOCATION OF ACCREDITATION AND SCHEDULE OF FINES AND PENALTIES

GROUNDS/ OFFENSES	FINES AND PENALTIES		
	1 st offense	2 nd offense	3 rd offense
i. Failure to comply with laws requiring tourism establishments to grant privileges and benefits to Senior Citizens, Persons with Disability, National Athletes and Coaches, and other sectors that may be granted discounts and other incentives by the law	Stern warning and a fine of ₱1,000.00 to ₱5,000.00, depending on the gravity of the offense	Suspension of accreditation for 3 months, up to 6 months, and a fine of ₱5,000.00 to ₱10,000.00, depending on the gravity of the offense	Revocation and a fine of ₱20,000.00 to ₱30,000.00, or Cancellation of accreditation, depending on the gravity of the offense
j. Any other act or omission deemed to be detrimental to the tourism industry.	Stern warning and a fine of ₱10,000.00 to ₱20,000.00, depending on the gravity of the offense	Suspension of accreditation for 3 months, up to 6 months and a fine of ₱21,000.00 to ₱40,000.00, depending on the gravity of the offense	Revocation and a fine of ₱50,000.00, or Cancellation of accreditation, depending on the gravity of the offense