PROCEDURE IN APPLYING FOR DOT-ACCREDITATION (NEW APPLICATION)

STEP	APPLICANT	AGENCY ACTION	PERSON	OFFICE	DURATION
1. Securing of application	Secure Self-Assessment Form (SAF)/Application Form from the respective DOT Regional Office or DOT website				
	Determine the establishments' level of compliance (Basic Registration, Regular Accreditation, Premium/Star-rating Accreditation) based on the SAF/Application Form.				
	Submit duly accomplished SAF/Application Form with the required documents to apply for accreditation and Letter of Intent for Star Rating to the concerned DOT Regional Office.	Check documentary requirements' completeness and correctness and schedule inspection. Note: Only applications with complete documents will be processed and scheduled for inspection.	Accreditation Officer	Regional Office	Immediately upon receipt up to 1 working day Note: For **tourist transport operators** with ten (10) to nineteen (19) units, within three (3) working days upon receipt of complete and correct documents. For more than twenty (20) units, within five (5) working days upon receipt of complete and correct documents.

STEP	APPLICANT	AGENCY ACTION	PERSON	OFFICE	DURATION
2. Actual Inspection of the Establishment	Prepare and wait for DOT inspection team to visit the establishment.	Schedule for inspection	Accreditation Officer	Regional Office	Within 14 working days Note: With due considerations to geographic locations, budget processing and other logistics.
		Actual inspection of property in the presence of the owner/ authorized representative.	Accreditation Officer/ Inspection Team		
		Prepare inspection report	Accreditation Officer/ Inspection Team		
		Endorse for approval of application	Division Chief		
		Approval of application	Regional Director		
3. Payment	Pay to the DOT Cashier the corresponding accreditation fees (For regular and premium applications and those with request for extension of basic registration).	Receive Payment	DOT Cashier	DOT Cashier's Office	
4.Issuance of Certificate of Registration, Accreditation (Regular or Premium/Star-Rating) Quality Seal Sticker and Plaque.	Secure Certificate of Registration, Certificate of Accreditation, DOT Quality Seal Sticker, DOT IDs (if any).	Release Certificate of Registration/ Certificate of Accreditation and DOT Quality Seal Sticker/ Certificate of Accreditation and DOT Plaque, DOT IDs (if any).	Accreditation Officer/Releasing Officer	Regional Office	Immediately upon full payment.