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| **APPLICATION FORM** | | | | | | | |
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| **DATA PRIVACY NOTICE** | | | | | | | |
| The Department of Tourism, in line with Republic Act 10173 or the Data Privacy Act of 2012, is committed to protect and secure personal information obtained in the performance of its mandate under The Tourism Act of 2009. Pursuant to its mandate, the Department collects the following personal information: (i) full name of applicant or its official representative, (ii) home/office address, (iii) e-mail address, (iv) contact numbers, (v) nationality, (vi) financial information, and other personal/company information relevant in the processing of Award applications and other DOT applications.  In compliance with the requirements of Data Privacy Act of 2012, the Department commits to ensure that all personal information obtained will be secured and remain confidential. Collected personal information will only be utilized for purposes of processing of applications, documentation, research, if applicable, and facilitation of future transaction. The personal information shall not be shared or disclosed with other parties without consent unless the disclosure is required by, or in compliance with applicable laws and regulations.  Only the agency’s designated personnel/Personal Information Controllers will have access to the collected personal information, which will be stored for three (3) years after the awarding ceremony or after the completion of relevant transaction. The manner of disposition of physical documents will be based on the provision of the National Archive of the Philippines and/or deletion in the agency’s database. Corrections of personal information or withdrawal of data privacy consent, if given, is done by informing the Department in writing through privacy@tourism.gov.ph. | | | | | | | |
| **APARTMENT HOTEL OF THE YEAR** | | | | | | | |
| This award is presented to an APARTMENT HOTEL who has consistently provided the highest-level accommodation experience exceeding customer expectations and have demonstrated a deep understanding of their clients’ needs while integrating sustainability practices, embracing eco-friendly initiatives and making efforts towards environmental conservation, highlighting Filipino brand identity.  There shall only be one applicant hailed as winner under this category. | | | | | | | |
| **ACCREDITATION DETAILS** | | | | | | | |
| *Please be informed that only DOT-accredited Apartment Hotel may apply for this award. Kindly ensure to provide the correct accreditation details.* | | | | | | | |
| DOT Accreditation Number | | | Click or tap here to enter text. | | | | |
| DOT Classification/Category | | | Choose an item. | | | | |
| **APPLICANT PROFILE** | | | | | | | |
| Full Business Name | | | Click or tap here to enter text. | | | | |
| Managing Company | | | Click or tap here to enter text. | | | | |
| Region | | | Choose an item. | | | | |
| Address | | | Click or tap here to enter text. | | | | |
| Contact Details | | | Click or tap here to enter text. | | | | |
| Email Address  *All official communications regarding the Awards shall be communicated through the email address provided herein.* | | | Click or tap here to enter text. | | | | |
| Year Established | | | Click or tap to enter a date. | | | | |
| Number of Units | | | Click or tap here to enter text. | | | | |
| **DOCUMENTARY REQUIREMENTS** | | | | | | | |
|  | Brief Company Profile | | | | | Attach as Annex A | |
|  | Audio-Visual Presentation showcasing the company’s / property’s compliance on award criteria (maximum of 3 minutes) | | | | | Attach as Annex B | |
|  | Latest Income Tax Return and Audited Financial Statement (FY 2022/2023) | | | | | Attach as Annex C | |
| **SUMMARY OF APPLICATION** | | | | | | | |
| ***General Instructions:*** *Please provide a short narration (maximum of 800 characters) of your property's compliance with the indicators specified below.* | | | | | | | |
| **QUALITY OF FACILITIES AND/OR SERVICES** | | | | | | | |
| Which among the following facilities do you have in your property?  *Tick all the box that applies.* | | | | | | | |
| Food and Beverage Outlets  Ballroom  Function/Conference Room | | | | | Gym/Spa/Wellness Center  Swimming Pool | | |
| Others, please specify: | |  | | | | | |
| Facilities and Services Available / provided in the property  *Briefly discuss the current property's facilities and services highlighting its uniqueness and recognition-worthy offerings* (maximum of 800 characters) | | | | | | | |
| Click or tap here to enter text. | | | | | | | |
| Maintenance and Improvement Plans  *Briefly discuss the current property's best practices in terms of maintenance and improvement plans to ensure the quality of its facilities and services* (maximum of 800 characters) | | | | | | | |
| Click or tap here to enter text. | | | | | | | |
| Digitalization and Technological Innovation  *Elaborate the property's efforts to digitalize and adopt technological innovations to better its facilities and services.* (maximum of 800 characters) | | | | | | | |
| Click or tap here to enter text. | | | | | | | |
| Local and International Awards and Recognitions  *Please enumerate local and international awards recognitions received in the last three (3) years.* | | | | | | | |
| **Name of Award** | | | | **Awarding Institution** | | **International/**  **Local** | **Year Awarded** |
| Click or tap here to enter text. | | | | Click or tap here to enter text. | | Choose an item. | Choose an item. |
| Click or tap here to enter text. | | | | Click or tap here to enter text. | | Choose an item. | Choose an item. |
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| Click or tap here to enter text. | | | | Click or tap here to enter text. | | Choose an item. | Choose an item. |
| Click or tap here to enter text. | | | | Click or tap here to enter text. | | Choose an item. | Choose an item. |
| Guest Feedback Mechanism  *Provide an overview of summary of Guest feedback received in the past three (3) years, including the process by which your property handle complaints. Cite one of the most erring compliant received by your property and how was it handled and eventually resolved.* (maximum of 800 characters) | | | | | | | |
| Click or tap here to enter text. | | | | | | | |
| **Quality of Facilities and/or Services**  *Please attach relevant documents as proof and/or evidences to support the application and indicate document title below.*  (Attach as Annex D) | | | | | | | |

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| **OPERATIONAL PERFORMANCE** |
| **Financial Performance:** |
| Average Growth Rate  *Provide an overview of the financial performance of the company by describing the trend or the growth of the company.*  *What is the company’s average growth rate over the last three (3) year?* (maximum of 800 characters) |
| Click or tap here to enter text. |
| Occupancy Reports  *Describe the occupancy rates during the last three (3) years.* (maximum of 800 characters) |
| Click or tap here to enter text. |
| Investments  *Briefly describe the types and form investment poured in within the property including short term plans for expansion, modernization among others. Include in the attachment quantifiable proof/evidences for such investments.* (maximum of 800 characters) |
| Click or tap here to enter text. |
| **Human Resources Management/Development:** |
| Management - Labor Relations  *Discuss briefly the management-employee relationship. List down labor problems encountered, if any. State the cause and the agreement reached. Discuss the Employee Compensation and Benefits Program.* (maximum of 800 characters) |
| Click or tap here to enter text. |
| Employee Training and Development Programs  *Elaborate on the Employee Training and Development programs of the Management to ensure the efficient delivery of quality service. Include the summary of employee training and enrichment programs implemented within the last three (3) years.* (maximum of 800 characters) |
| Click or tap here to enter text. |
| Recognition Program for Employees  *Describe the recognition system for employees within the organization*. (maximum of 800 characters) |
| Click or tap here to enter text. |

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| Equal Employment Opportunities/ Policies  *Describe how the management offers equal opportunity in employing talent, including*   * *Ratio of Male and Female Employees* * *Program for Persons with Disabilities and/or Special Needs/LGBTQ++.* (maximum of 800 characters) |
| Click or tap here to enter text. |
| Business Plans and Systems  *Is there an existing Business Continuity Plan, Crisis Management Plan or any related documentation that ensures the company’s systematic approach to handling crisis or any unforeseen incident that may be considered threat to the business operation. Briefly discuss the current property’s business continuity plan and other efforts to strengthen the capability of the property to continue the delivery of services despite possible risks and threats to the operations.* |
| Click or tap here to enter text. |
| **Operational Performance**  *Please attach relevant documents as proof and/or evidences to support the application and indicate document title below.*  (Attach as Annex E) |
| **FILIPINIZATION/CONTRIBUTION TO THE FILIPINO BRANDING** |
| Inclusion of Philippine cultural elements and/or unique identifying feature in the property and operations  *Describe how the company ensures that guests feel the "Filipino-ness" of the facility and in the availment of services during their stay in the property.* (maximum of 800 characters) |
| Click or tap here to enter text. |
| Hiring of Locals  *Detail the company policy on hiring locals and support with the relevant data.* (maximum of 800 characters) |
| Click or tap here to enter text. |
| Contribution to Philippine Promotions  *Briefly discuss the actual company's effort to promote the Philippines to international market or promote domestic tourism. This may include various initiatives such as Participation in International and Domestic Travel Fairs, Media Advertising and Publicity Mileage. Include the no. of travel fairs participated, marketing collaterals produced, hosted familiarization tours and domestic/international media placements.* (maximum of 800 characters) |
| Click or tap here to enter text. |
| Support to DOT Activities and Advocacies  *Briefly discuss the company’s efforts to align and support the DOT’s thrusts and advocacies. Cite concrete activities and programs participated in and/or initiated.* (maximum of 800 characters) |
| Click or tap here to enter text. |
| **Filipinization/Contribution to the Filipino Branding**  *Please attach relevant documents as proof and/or evidences to support the application and indicate document title below.*  (Attach as Annex F) |
| **GREEN PRACTICES/CONTRIBUTION TO SUSTAINABILITY** |
| Environmental management system to reduce waste with waste reduction targets  *Explain the company's policy and environmental program implemented geared towards proper waste disposal and reduced waste* (maximum of 800 characters) |
| Click or tap here to enter text. |
| Environmental management system to reduce water consumption with water reduction targets  *Explain the company's policy and environmental program implemented geared towards water conservation.* (maximum of 800 characters) |
| Click or tap here to enter text. |
| Environmental Management System to reduce energy consumption with energy reduction targets  *Explain the company's policy and environmental program implemented geared towards energy conservation.* (maximum of 800 characters) |
| Click or tap here to enter text. |
| Green Practices  *Provide the company's policy on green purchasing. Cite concrete implemented programs.* (maximum of 800 characters) |
| Click or tap here to enter text. |
| Green Certifications  *Enumerate Green-related recognition and/or certifications received during the years in consideration.* (maximum of 800 characters) |
| Click or tap here to enter text. |
| **Green Practices/Contribution to Sustainability**  *Please attach relevant documents as proof and/or evidences to support the application and indicate document title below.*  (Attach as Annex G) |
| **CORPORATE SOCIAL RESPONSIBILITY/CONTRIBUTION TO INCLUSIVITY & RESILIENCY** |
| Beneficiaries of Corporate Social Responsibility Activities  *Describe the company's CSR programs implemented during the years in consideration. Identify the intended beneficiary vs the actual result of the CRS program.* (maximum of 800 characters) |
| Click or tap here to enter text. |
| Partnerships and/or Suppliers within the local community  *Detail the existing partnership built within the community, suppliers and/or adopted community (if any) and how it contribute to the economic stability of the local community* (maximum of 800 characters) |
| Click or tap here to enter text. |
| Other engagements within the community  *Elaborate community engagement of the company that shows it support to the community building and socio-economic growth* (maximum of 800 characters) |
| Click or tap here to enter text. |
| **Corporate Social Responsibility/Contribution to Inclusivity & Resiliency**  *Please attach relevant documents as proof and/or evidences to support the application and indicate document title below.*  (Attach as Annex H) |

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| **CERTIFICATION** | |
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| I certify that I am duly authorized to accomplish this application form and that the information provided herein are true, correct and complete statements to the best of my knowledge and in compliance with the provisions of pertinent laws, rules, and regulations of the Republic of the Philippines.  I also hereby authorize the Philippine Department of Tourism and the Awards Secretariat to verify the accuracy of the above information provided. | |
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| Complete Name | Click or tap here to enter text. |
| *The name provided shall be the official Authorized Person to represent the company for all matters pertaining to the Award Application. All DOT communication shall be addressed to the Authorized Representation.* | |
| Designation | Click or tap here to enter text. |
| **DATA PRIVACY CONSENT FORM** | |
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| I, the applicant and/or representative of (the Company), acknowledges that I have read and understood the Data Privacy Notice of the Department of Tourism. In relation thereto, hereby authorize the Department of Tourism to collect, use, further process and share or disclose the personal information and sensitive personal information to authorized Third Party, if necessary, in connection to any or all of the following purposes:   * To evaluate the eligibility and qualification for the Philippine Tourism Awards; * To attest and validate the accuracy of the provided information; and * To include in the marketing and promotional efforts of the agency (e.g. publication of official awardees in DOT website, in print materials, etc.)   Yes, I agree No, I do not agree | |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Signature over Printed Name  Click or tap to enter a date.  Date | |
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