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| **APPLICATION FORM** | |
| **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. | |
| **ENGLISH AS A SECOND LANGUAGE SCHOOL OF THE YEAR** | |
| This award is presented to an English as a Second Language (ESL) school that has consistently provided the highest level of learning experience to students exceeding customer experience and demonstrated a deep understanding of the student’s need while integrating sustainability practices, embracing eco-friendly initiatives, and making efforts towards environmental conservation. | |
| **ACCREDITATION DETAILS** | |
| *Please be informed that only DOT-accredited ESL schools may apply for this award. Kindly ensure to provide the correct accreditation details.* | |
| DOT Accreditation Number | Click or tap here to enter text. |

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| **COMPANY PROFILE** | | | | | | | | |
| Full Name of School | | | | 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 here to enter text. | | | | |
| **DOCUMENTARY REQUIREMENTS** | | | | | | | | |
|  | Brief School Profile | | | | | | Attach as Annex A | |
|  | Audio-Visual Presentation showcasing the company’s / school’s compliance on awards criteria | | | | | | Attach as Annex B | |
|  | Latest Income Tax Return (FY 2022/2023) | | | | | | Attach as Annex C | |
|  | Certificate of Accreditation   * Technical Education and Skills Development Authority (TESDA) * Bureau of Immigration (BI) * Department of Tourism | | | | | | Attach as Annex D | |
|  | Teacher’s Qualifications   * Diploma * Certifications: CELTA, Master TESOL, and others * Teaching Experience | | | | | | Attach as Annex E | |
|  | Certificate/Proof of Partnership   * British Council (BC)   - English Test System (ETS) and others | | | | | | Attach as Annex F | |
| **SUMMARY OF APPLICATION** | | | | | | | | |
| ***General Instructions:*** *Please provide a short narration (maximum of 800 characters) of your school’s compliance with the indicators specified below.* | | | | | | | | |
| **CURRICULUM AND COURSE OFFERINGS** | | | | | | | | |
| **What curriculum and courses does your school offer?**  *Tick all the box that applies.* | | | | | | | | |
| General English  Business English  International English Language Testing System (IELTS) | | | | | Test of English as a Foreign Language (TOEFL)  Others, please specify:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **Relevance and Quality**  *Briefly discuss the alignment with industry standards, feedback from students and teachers, and success rates of graduates (maximum of 800 characters)* | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | |
| **Adaptability**  *Briefly discuss the flexibility in course structures, responsiveness to student needs and feedback, and incorporation of innovative teaching methods, showcasing the school's ability to evolve and meet the diverse learning requirements of students (maximum of 800 characters)* | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | |
| **Skill Balance**  *Provide an overview of course content, assessments, and student outcomes, demonstrating the school's commitment to English proficiency language skills, including listening, speaking, reading, and writing (maximum of 800 characters)* | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | |
| **Curriculum and Course Offerings**  *Please attach relevant documents as proof and/or evidences to support the application and indicate document title below.*  *(Attach as Annex G)* | | | | | | | | |
| **TEACHING QUALITY** | | | | | | | | |
| **Instruction Qualifications**  *Provide documentation of teacher’s qualifications, such as degrees, certifications, and teaching experience, ensuring the competence and expertise in delivering effective language instruction* | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | |
| **Teaching Methods**  *Briefly discuss the teaching methods, observations of classroom activities, and feedback from students, demonstrating the effectiveness of instructional approaches in facilitating language learning and skill development* *(maximum of 800 characters)* | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | |
| **Teacher-to-Student Ratio**  *Provide data on teacher-to-student ratios, highlighting the school's commitment to providing personalized attention and support to students* | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | |
| **Student Progress**  *Briefly discuss the assessments of student progress, such as proficiency test scores, language skill development reports, and academic achievements, demonstrating the effectiveness of instruction in facilitating student growth and success (maximum of 800 characters)* | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | |
| **Teaching Quality**  *Please attach relevant documents as proof and/or evidences to support the application and indicate document title below.*  *(Attach as Annex H)* | | | | | | | | |
| **FACILITIES AND LEARNING ENVIRONMENT** | | | | | | | | |
| **Classroom Quality**  *Provide descriptions of classroom amenities, cleanliness, and organization, as well as feedback from students and teachers, showcasing the conducive and supportive atmosphere for effective language learning* *(maximum of 800 characters)* | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | |
| **Technology**  *Provide descriptions of technology integration, availability of digital resources, and utilization of interactive tools, demonstrating the school's commitment to enhancing learning experiences through innovative teaching methods and technological support (maximum of 800 characters)* | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | |
| **Library/Resources**  *Provide descriptions of library resources, availability of educational materials, and access to research resources, highlighting the school's commitment to providing ample resources for student learning and academic development (maximum of 800 characters)* | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | |
| **Cleanliness and Safety**  *Briefly discuss how the school observes cleanliness, adheres to safety protocols, and maintains records, demonstrating the school's commitment to providing a safe and hygienic environment conducive to effective teaching and learning (maximum of 800 characters)* | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | |
| **Accommodation**  *Provide descriptions of accommodation options, availability of on-campus housing, amenities provided, and DOT-accredited partner hotels* *(maximum of 800 characters)* | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | |
| **Medical and Services**  *Provide descriptions of on-site medical services, availability of trained staff or medical personnel, and emergency response protocols, demonstrating the ESL school's commitment to ensuring the health and well-being of students within the learning environment (maximum of 800 characters)* | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | |
| **Sports/Recreational Facilities**  *Provide descriptions of sports and recreational facilities, availability of equipment, showcasing the ESL school's commitment to promoting holistic development and well-being among students through sports and leisure activities* *(maximum of 800 characters)* | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | |
| **Facilities and Learning Environment**  *Please attach relevant documents as proof and/or evidences to support the application and indicate document title below.*  *(Attach as Annex I)* | | | | | | | | |
| **STUDENT SERVICES** | | | | | | | | |
| **Orientation and Onboarding**  *Briefly discuss the orientation and onboarding process and feedback from new students, demonstrating the ESL school's commitment to providing comprehensive support and guidance to facilitate a smooth transition for incoming students (maximum of 800 characters)* | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | |
| **Counseling Services**  *Briefly discuss the counseling services, availability of trained counselors, and testimonials from students, highlighting the ESL school's commitment to providing mental health support and assistance to students in need (maximum of 800 characters)* | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | |
| **Extracurricular Activities**  *Briefly discuss the extracurricular activities and testimonials from students, showcasing the ESL school's commitment to providing opportunities for holistic development and enrichment outside of the academic curriculum (maximum of 800 characters)* | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | |
| **Visa and Special Study Permit Assistance**  *Briefly discuss the visa /SSP assistance services, success rates in visa/SSP application processes, and testimonials from students, highlighting the school's commitment to providing support and guidance to international students (maximum of 800 characters)* | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | |
| **Student Services**  *Please attach relevant documents as proof and/or evidences to support the application and indicate document title below.*  *(Attach as Annex J)* | | | | | | | | |
| **COST AND VALUE** | | | | | | | | |
| **Affordability**  *Briefly discuss the school’s tuition fees, and other charges, demonstrating the school's commitment to providing accessible education without compromising quality (maximum of 800 characters)* | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | |
| **Scholarship/Financial Aid**  *Provide information on scholarship availability, financial aid programs, and success stories of students who have received assistance, showcasing the school's dedication to making education accessible and affordable for all students (maximum of 800 characters)* | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | |
| **Included Services**  *Provide a list of included services such as textbooks, study materials, and extracurricular activities, demonstrating the school's commitment to offering comprehensive education experiences without additional hidden costs (maximum of 800 characters)* | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | |
| **Return of Investment**  *Provide data on student outcomes such as graduation rates, employment opportunities, and salary increases post-graduation, showcasing the tangible return on investment for students who enroll in the school's programs (maximum of 800 characters)* | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | |
| **Cost and Value**  *Please attach relevant documents as proof and/or evidences to support the application and indicate document title below.*  *(Attach as Annex K)* | | | | | | | | |
| **REVIEWS AND REPUTATION** | | | | | | | | |
| **Accreditations and Certifications**  *Briefly discuss the accreditation status from recognized organizations, and certifications for programs offered, affirming the ESL school's commitment to meeting high standards of quality and excellence in English language education (maximum of 800 characters)* | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | |
| **Alumni Feedback**  *Provide evidence of feedback or reviews from alumni regarding their experiences, achievements, and career success after graduation, providing insights into the school's effectiveness in preparing students for their future endeavors.* | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | |
| **Employability**  *Provide data on graduates' employment rates, job placements, and success in securing employment opportunities, showcasing the ESL school's effectiveness in preparing students for the workforce and enhancing their employability* | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | |
| **Public Recognition**  *Please enumerate local and international awards and recognitions received by the school.* | | | | | | | | |
| **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. |
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| **Reviews and Reputation**  *Please attach relevant documents as proof and/or evidences to support the application and indicate document title below.*  *(Attach as Annex L)* | | | | | | | | |
| **GEOGRAPHIC AND CULTURAL FACTORS** | | | | | | | | |
| **Location**  *Provide descriptions of the ESL school's location, and accessibility to transportation hubs, highlighting the advantages of the school's setting in providing convenient access for students* *(maximum of 800 characters)* | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | |
| **Cultural Diversity**  *Provide data on student demographics, and descriptions of cultural events and activities offered showcasing the school's commitment to fostering a culturally diverse and inclusive learning environment (maximum of 800 characters)* | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | |
| **Community Engagement**  *Provide descriptions of community outreach programs, and partnerships with local organizations, highlighting the school's active engagement with the surrounding community and its contributions to local cultural enrichment. (maximum of 800 characters)* | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | |
| **Geographic and Cultural Factors**  *Please attach relevant documents as proof and/or evidences to support the application and indicate document title below.*  *(Attach as Annex M)* | | | | | | | | |
| **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. | | | | | | | | |
|  | | | | | | | | |
| 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  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  DATE | | | | | | | | |
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