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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. | |
| **FARM TOURISM ENTERPRISE OF THE YEAR** | |
| The Farm Tourism Enterprise of the Year is presented to a farm tourism enterprise operator, either public or privately owned, that has demonstrated remarkable achievements, growth and significant contributions to the tourism industry and local community, exemplifies green practices in agriculture and tourism, and promotes biodiversity-friendly activities for visitors. | |
| **ACCREDITATION DETAILS** | |
| *Please be informed that only DOT-accredited Farm Tourism Enterprise may apply for this award. Kindly ensure to provide the correct accreditation details.* | |
| DOT Accreditation Number | Click or tap here to enter text. |
| DOT Category/Classification | Choose an item. |

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| **APPLICANT PROFILE** | | | | | | | |
| Full Business Name | | Click or tap here to enter text. | | | | | |
| Owner/Managing Company/Institution | | 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 transmitted through the email address provided herein.* | | Click or tap here to enter text. | | | | | |
| Year Established | | Click or tap to enter a date. | | | | | |
| Number of Rooms | | Click or tap here to enter text. | | | | | |
| **DOCUMENTARY REQUIREMENTS** | | | | | | | |
|  | Brief Property Profile | | | | | Attach as Annex A | |
|  | Audio-Visual Presentation showcasing the company’s / property’s compliance with Awards Criteria (maximum of 3 minutes) | | | | | Attach as Annex B | |
|  | Latest Income Tax Return (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 SERVICES** | | | | | | | |
| **Available Facilities and/or Services**  *Check all that apply.* | | | | | | | |
| Accommodation Options  Demonstration Farm  Farm Tours/Farm Tourism Activities  Farm Shop/Mini Trading Posts  Camp Site  On-Farm Entertainment  Farm Guides | | | | | Parking Area  Reception  Food and Beverage/Dining Facility  Function/Conference Room  Spa/Wellness Centers  Outdoor Recreational Facilities | | |
| Others, please specify: | | | Click or tap here to enter text. | | | | |
| **Facilities and Services Available / provided in the Hotel**  *Briefly discuss the 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 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 enhance 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 a summary of Guest feedback received in the past three (3) years, including the process in handling complaints. Cite one of the most erring complaint received by your property and how it was handled and eventually resolved.* (maximum of 800 characters) | | | | | | | |
| Click or tap here to enter text. | | | | | | | |
| **Quality of Facilities and Services**  *Please attach relevant documents as proof and/or evidences to support the application.*  *(*Attach as Annex D) | | | | | | | |
| **OPERATIONAL PERFORMANCE** | | | | | | | |
| **FINANCIAL PERFORMANCE:** | | | | | | | |
| **Average Growth Rate**  *Provide an overview of your financial performance by describing the trend or the growth of the company. What is the company’s average growth rate over the last three (3) years.* (maximum of 800 characters) | | | | | | | |
| Click or tap here to enter text. | | | | | | | |
| **Occupancy Rate/Visitor Count**  *Describe the occupancy rates (for farm stays) or visitor count (for day farms) during the last three (3) years.* (maximum of 800 characters) | | | | | | | |
| Click or tap here to enter text. | | | | | | | |
| **Investments**  *Briefly describe the types and form of investment poured into the property, as well as 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. | | | | | | | |
| **Equal Employment Opportunities/ Policies:**  *Describe how the management offers equal opportunity in employing talents, including the following: (maximum of 800 characters)*  *- Workforce Figures (male and female workers)*  *-Programs for Persons with Disabilities and/or Special Needs/LGBTQ++*  *Provide documentation of the existing policy in the attachments* | | | | | | | |
| Click 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 in handling crisis or threat to the business operation? Briefly discuss the 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 its operations.* (maximum of 800 characters) | | | | | | | |
| Click or tap here to enter text. | | | | | | | |
| **OPERATIONAL PERFORMANCE**  *Please attach relevant documents as proof and/or evidence to support the application.*  *(*Attach as Annex E) | | | | | | | |
| **FILIPINIZATION/CONTRIBUTION TO THE FILIPINO BRANDING** | | | | | | | |
| **Offers Filipino Experience Journey** | | | | | | | |
| Click or tap here to enter text. | | | | | | | |
| **Features Filipino products and uses local suppliers** | | | | | | | |
| Click or tap here to enter text. | | | | | | | |
| **Application of traditional and innovative farming techniques** | | | | | | | |
| Click or tap here to enter text. | | | | | | | |
| **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.* | | | | | | | |
| Click or tap here to enter text. | | | | | | | |
| **Employees are trained with Filipino Brand of Service Excellence** | | | | | | | |
| Click or tap here to enter text. | | | | | | | |
| **Hiring of Locals**  *Detail the company policy on hiring locals and support with the relevant data.* | | | | | | | |
| Click or tap here to enter text. | | | | | | | |
| **Contribution to Philippine promotion**  *Briefly discuss the company’s actual effort to promote Philippine Tourism through various initiatives such as Participation in International and Domestic Travel Fairs, Media Advertising and Publicity Mileage. Include the number of travel fairs participated, marketing collaterals produced, hosted familiarization tours and domestic/international media placements.* | | | | | | | |
| Click or tap here to enter text. | | | | | | | |
| **Support to DOT Activities and Advocacies**  *Briefly discuss the company's effort to align and support to 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.*  *(*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 management program being implemented to support proper waste disposal and waste reduction.* (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 management program being implemented to support 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 management program being implemented to support energy conservation.* (maximum of 800 characters) | | | | | | | |
| Click or tap here to enter text. | | | | | | | |
| **Biodiversity-friendly technologies and practices in agriculture**  *Describe the technologies and practices in agriculture being used to promote tourism and biodiversity conservation.* | | | | | | | |
| Click or tap here to enter text. | | | | | | | |
| **Promotion of Biodiversity-friendly tourism activities**  *Enumerate visitor activities and tours being offered by the property to support the promotion of sustainable tourism.* | | | | | | | |
| Click or tap here to enter text. | | | | | | | |
| **Green Practices/Contribution to Sustainability**  *Please attach relevant documents as proof and/or evidence to support the application.*  *(*Attach as Annex G) | | | | | | | |
| **CORPORATE SOCIAL RESPONSIBILITY/CONTRIBUTION TO INCLUSIVITY AND RESILIENCY** | | | | | | | |
| **Beneficiaries of Corporate Social Responsibility Activities**  *Describe the company's CSR programs implemented during the years in consideration. Identify the intended beneficiaries vs. the actual result of the CSR 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, with suppliers and/or adopted community (if any) and how it contributes 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 engagements of the company that demonstrates support to community building and socio-economic growth* | | | | | | | |
| Click or tap here to enter text. | | | | | | | |
| **Corporate Social Responsibility/Contribution To Inclusivity and Resiliency**  *Please attach relevant documents as proof and/or evidences to support the application.*  *(*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 Representative.* | |
| **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, I hereby authorize the Department of Tourism to collect, use, further process and share or disclose the personal information and sensitive personal information to the authorized Third Party, if necessary, in connection with 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 | |
| Click here to enter text.  Signature over Printed Name  Click here to enter a date.  Date | |
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