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| **PHILIPPINE TOURISM AWARDS** |
| **APPLICATION FORM** |
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| **DATA PRIVACY NOTICE** |
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| 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. |
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| **MICE ORGANIZER OF THE YEAR** |
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| This award is presented to a MICE ORGANIZER who has exhibited the highest level of excellence in planning and executing successful MICE events, understanding of clients' needs, delivering innovative and seamless event experiences, and providing impeccable customer service thus contributing to the growth and promotion of MICE tourism, fostering opportunities for business networking, knowledge exchange, and economic development. |
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| **ACCREDITATION DETAILS** |
| *Please be informed that only DOT-accredited MICE Organizers 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. |
| **COMPANY PROFILE** |
| Full Business Name | 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. |

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| **DOCUMENTARY REQUIREMENTS**  |
| ​​☐​  | Brief Company Profile | Attach as Annex A  |
| ​​☐​  | Audio-Visual Presentation showcasing the company’s compliance on award criteria (maximum of 3 minutes) | Attach as Annex B  |
| ​​☐​  | Latest Income Tax Return and Audited Financial Statement | Attach as Annex C  |

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| **SUMMARY OF APPLICATION** |
| ***General Instructions:*** *Please provide a short narration (maximum of 800 characters) of your property's compliance with the indicators specified below.*  |
| **OPERATIONAL PERFORMANCE / ORGANIZATION CAPABILITY** |
| MICE Handling (Meetings) *Discuss the number and type of events handled within the last five (5) years per MICE pillar handled. Include the total number of delegation (both local and foreign), variety of events handled.* (maximum of 800 characters)  |
| Click or tap here to enter text. |
| MICE Handling (Incentives) *Discuss the number and type of events handled within the last five (5) years per MICE pillar handled. Include the total number of delegation (both local and foreign), variety of events handled.* (maximum of 800 characters)  |
| Click or tap here to enter text. |
| MICE Handling (Conference) *Discuss the number and type of events handled within the last five (5) years per MICE pillar handled. Include the total number of delegation (both local and foreign), variety of events handled.* (maximum of 800 characters)  |
| Click or tap here to enter text. |
| MICE Handling (Exhibition) *Discuss the number and type of events handled within the last five (5) years per MICE pillar handled. Include the total number of delegation (both local and foreign), variety of events handled.* (maximum of 800 characters)  |
| Click or tap here to enter text. |
| Human Resources Management *Discuss briefly the management-employee relationship including employee training program to ensure the efficient delivery of quality service.* (maximum of 800 characters) |
| Click or tap here to enter text. |
| Marketing and Promotions*Discuss briefly the actual company’s effort to promote Philippine Tourism through various initiatives such as:* * Company’s participation to various marketing events boosting its international and domestic presence (e.g. MICECON, PHITEX, etc.)
* Marketing Tools used in the promotion of the events. (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.* (maximum of 800 characters) |
| Click or tap here to enter text. |
| **Operational Performance / Organizational Capability***Please attach relevant documents as proof and/or evidence to support the application and indicate document title below.* (Attach as Annex D) |
| **FILIPINIZATION/CONTRIBUTION TO THE FILIPINO BRANDING** |
| Tourism Value of Event Handled*Cite specific handled events and highlight the tourism value of the event by identifying the destination featured and local community/LGU participation/involvement.* (maximum of 800 characters) |
| Click or tap here to enter text. |
| Integration of Philippine Elements in the Execution of Events*Describe how the company ensures that guests/ delegation feel the "Filipino-ness" in the execution of events.* (maximum of 800 characters) |
| Click or tap here to enter text. |

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| Post Event Tours*Cite examples of the most recognition-worthy handled and describe the post event tours conducted as part of the activity for the delegates and how it showcased the Philippines as a tourism destination.* (maximum of 800 characters) |
| Click or tap here to enter text. |
| Employees are trained with Filipino Brand of Service Excellence*Identify the percentage rate of employees duly trained under the Filipino Brand of Service Excellence.* (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.* |
| Click or tap here to enter text. |
| **Filipinization/Contribution to the Filipino Branding***Please attach relevant documents as proof and/or evidence to support the application and indicate document title below.*(Attach as Annex E) |
| **QUALITY OF SERVICE** |
| Presence of Feedback Mechanism*Provide an overview of the existing process of soliciting feedback from clients and delegates to ensure that services are always geared towards continuous improvement.* (maximum of 800 characters) |
| Click or tap here to enter text. |
| Feedback on the Event/Organizer*Provide a summary of feedback gathered (either from Delegates, Participants, Suppliers, Partners, Local community and/or Contracting Company) in one of the most recognition-worthy events handled within the last three (3) years.* (maximum of 800 characters) |
| Click or tap here to enter text. |
| Client Commendation*Provide an overview of a summary of client feedback in the past three (3) years.* (maximum of 800 characters) |
| Click or tap here to enter text. |
| Handling of Complaints*Provide the process by which your company handles complaints. Cite one of the most erring complaints received and how was it handled and eventually resolved.* (maximum of 800 characters) |
| Click or tap here to enter text. |
| Innovation and Technology*Elaborate the company's efforts to digitalize and adopt technological innovations to better cater to the needs of the clients.* (maximum of 800 characters) |
| Click or tap here to enter text. |
| **Quality of Service***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** |
| Green Purchasing Practices*Provide the company's policy on green purchasing. Cite concrete implemented programs.* (maximum of 800 characters) |
| Click or tap here to enter text. |
| Advocates Patronage of green suppliers*Enumerate Green-suppliers that the company has engaged in the past events handled.* (maximum of 800 characters) |
| Click or tap here to enter text. |
| Digitalization*List down the initiatives of the company to ensure digitalization allowing minimization of waste and allowing positive environmental impact in the conduct of events.* (maximum of 800 characters) |
| 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 and indicate document title below.*(Attach as Annex G) |

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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), acknowledge 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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