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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 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 expiration of accreditation 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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| **TOUR OPERATOR OF THE YEAR** | |
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| This award is presented to a TOUR OPERATOR or TRAVEL AND TOUR AGENCY who has consistently delivered exceptional travel experience surpassing customer expectations and have demonstrated a deep understanding of their clients' needs, offered diverse and innovative travel itineraries, provided impeccable customer service, and showcased a strong commitment to responsible and sustainable tourism. | |
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| **ACCREDITATION DETAILS** | |
| *Please be informed that only DOT-accredited Tour Operator 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. |
| 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. |

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| **DOCUMENTATION REQUIREMENTS** | | |
| ​​☐​ | Brief Company Profile | Attach as Annex A |
| ​​☐​ | Audio-Visual Presentation showcasing the company’ compliance on awards criteria (maximum of 3 minutes) | Attach as Annex B |
| ​​☐​ | Latest Income Tax Return (FY 2022/2023) | 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/ ORGANIZATIONAL CAPABILITY** | |
| Total No. of Guests catered to  *Discuss the number and type of tours conducted, total number of guests catered (both Inbound Foreign Tourists and Domestic Tourists) within the last five (5) years.* (maximum of 800 characters) | |
| Click or tap here to enter text. | |
| Variety of Markets Serviced  *Identify your key source markets being catered for during the years in consideration. Kindly provide the necessary statistical information* (maximum of 800 characters) | |
| Click or tap here to enter text. | |
| Variety of Product Portfolio Offered  *Elaborate on the top three product portfolio being offered to your guests/clients during the years in consideration. Kindly provide the necessary statistical information* (maximum of 800 characters) | |
| Click or tap here to enter text. | |
| Unique Product / Tour Packages  *Briefly discuss your unique or most recognition worthy tour packages.* (maximum of 800 characters) | |
| Click or tap here to enter text. | |
| Financial Performance: Average Growth Rate  *Provide an overview of the financial performance of the company by identifying the average growth rate within the last five (5) years.* (maximum of 800 characters) | |
| Click or tap here to enter text. | |
| Human Resource 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. | |
| Distribution Channels / International Network  *List various tour programs with its description and the channels by which the tour operator collaborate with various partners to ensure a smooth and seamless travel experience to and within the country.* (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 among others.*  *Please write N/A if not applicable.* (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** | |
| Highlight of the Philippine culture and heritage in the planning or developing of tour itineraries  *Describe how the company integrates the Filipino culture, values and heritage through the implementation of various tour programs, such as the selection of entertainment, food options, sites and/or points of interests, integration of Filipino narratives/ stories and support to Filipino MSMEs, among others.* (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. | |
| Facilitation of Familiarization / Incentive Tours to the Philippines  *Cite the most noteworthy familiarization / incentive tours facilitated by your agency and discuss the outcome of such tour and how it affect your business operations.* (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 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 to ensure that services are always geared towards continuous improvement.* (maximum of 800 characters) | |
| Click or tap here to enter text. | |
| Feedback on the tours conducted  *Provide a summary of feedback gathered (either from Guests/Clients, Tour Group/s, Suppliers, Partners, Local community and/or Contracting Company) in one of the most recognition-worthy tour group handled within the last three (3) years.* | |
| Click or tap here to enter text. | |
| Client Commendation  *Provide an overview of a summary of client feedback in the past three (3) years.*  *Please write N/A if none.*  (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. | |
| 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 contributes to the economic stability of the local community* (maximum of 800 characters) | |
| Click or tap here to enter text. | |
| **Quality of Service**  *Please attach relevant documents as proof and/or evidence to support the application and indicate document title below.*  (Attach as Annex F) | |
| **GREEN PRACTICES/CONTRIBUTION TO SUSTAINABILITY** | |
| Availability of Customized Tour Packages that Engages tourists to Participate in Environment-Related Activities  *List down implemented tour packages that allows guests/clients to participate in environment-related activities such as Coastal Clean-up Drives, Eco-Hikes, Bike Trails, etc.)* (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 tours.* (maximum of 800 characters) | |
| Click or tap here to enter text. | |
| Engagements with Other Tourism Enterprises / Partners and/or Suppliers within the Local Community and/or those with Sustainable Practices  *List down existing partners that are practicing the principles of sustainable development and advocates green practices.* (maximum of 800 characters) | |
| Click or tap here to enter text. | |
| Environmental Protection Programs/ Initiatives  *Describe the environmental protection program or initiatives of the company.*  *Please write N/A if not applicable.* (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) | |
| **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. |

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| **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, consent is hereby voluntarily given to the Department of Tourism to use, share, and disclose relevant personal information and sensitive personal information, given and/or disclosed in the application form or any DOT standard forms /documents only for the following purposes  Yes, I consent  No, I do not consent  Click or tap here to enter text. |
| Signature over Printed Name    Click or tap to enter a date.  Date |