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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. | |
| **DIVE TOUR OPERATOR OF THE YEAR** | |
| This award is presented to a Dive Operator who has consistently provided the highest-level of dive operation experience exceeding customer expectations and has demonstrated a deep understanding of their clients’ needs while integrating dive safety and security standards sustainability practices, embracing eco-friendly initiatives, and making efforts towards environmental conservation, highlighting Filipino brand identity. | |
| **ACCREDITATION DETAILS** | |
| *Please be informed that only DOT and/or PCSSD-accredited Dive Tour Operators may apply for this award. Kindly ensure to provide the correct accreditation details.* | |
| DOT Accreditation No. | Click or tap here to enter text. |
| PCSSD Accreditation No. | Click or tap here to enter text. |

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| **APPLICANT PROFILE** | | | | | | | | | | |
| Name of Dive Tour Operator | | | 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. | | | | | | | |
| Website and Social Media Platform/s | | | Click or tap here to enter text. | | | | | | | |
| Year Established | | | Click or tap here to enter text. | | | | | | | |
| **DOCUMENTARY REQUIREMENTS** | | | | | | | | | | |
|  | Property Profile in narrative format | | | | | | | | Attach as Annex A | |
|  | Audio-Visual Presentation showcasing the company’s / property’s compliance on 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 operation’s compliance with the indicators specified below.* | | | | | | | | | | |
| **QUALITY OF FACILITIES AND SERVICES** | | | | | | | | | | |
| What facilities are available in the Dive Establishment/ Liveaboard Dive Boat  *Tick all the boxes that apply.* | | | | | | | | | | |
| Equipment storage  Rental equipment  Training pool | | | | Camera Room  Compressor  Classroom | | | | | | |
| Others, please specify: Click or tap here to enter text. | | | | | |  | | | | |
| What services are available in the Dive Establishment/ Liveaboard Dive Boat  *Tick all the boxes that apply.*  Dive Courses  Specialty Courses  Recreational Diving  Others, please specify: Click or tap here to enter text. | | | | | | | | | | |
| Maintenance and Improvement Plans  *Briefly discuss the current company maintenance and improvement plans that show enhancement of operational efficiency and adaptation to changing market conditions*. (maximum of 800 characters) | | | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | | | |
| What digital technologies has your company used to create new revenue opportunities, and technological innovations leveraged to enhance processes and provide value to clients?  *Tick all the boxes that apply and provide links and/or training particulars.*  Provided training to employees on usage of digital tools  Development of a professional website  Creation of engaging social media platforms  Setting up of e-commerce platform to sell products or services online  Others, please specify: Click or tap here to enter text. | | | | | | | | | | |
| Efforts to Improve Dive Safety Standards/ Emergency Plans, etc.  *Briefly discuss the establishment’s initiatives to improve operations’ dive safety standards/ emergency plans as a commitment to safety and evolution to level-up practices for the well-being of dive tourists.* (maximum of 800 characters) | | | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | | | |
| Provide indicators of quality and performance that your dive compressor and equipment rental are top of the line:  *Tick all the boxes that apply and provide links and/or particulars.*  Brand Reputation  Technology and Features  Maintenance and Servicing  Customer Reviews  Professional Affiliations  Others, please specify: | | | | | | | | | | |
| Estimated total no. of dive tourists accommodated monthly.  *Please attach the relevant documents as proof and/or evidences to support the figures and indicate the document title below.* | | | | | | | | | | |
| Foreign Divers | | Click or tap here to enter text. | | | Local Divers | | | Click or tap here to enter text. | | |
| Variety of markets serviced  *Provide the international and local markets catered to through bookings, trade and consumer shows participated in and partner agents, among others.* | | | | | | | | | | |
| Click or tap here to enter text. | | | | | |  | | | | |
| Variety of Product Portfolio Offered  *Provide the range of dive tourism products offered that cater to different customer preferences and dive market segments.* | | | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | | | |
| Unique dive product/tour packages  *Provide a list of your dive tour packages and briefly discuss what makes these distinct and attractive to dive tourists.* | | | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | | | |
| Facilitation of dive familiarization/incentive tours to the Philippines  *Provide a list of dive familiarization tours organized or supported and briefly discuss what makes these significant for the destination (e.g., quality of participants, exposure to the country, among others)* | | | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | | | |
| Participation in domestic and/or international travel fairs  *Provide a list of significant travel fairs joined.* | | | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | | | |
| Local and International Awards and Recognitions  *Please enumerate local and international awards and recognitions received by your company.* | | | | | | | | | | |
| **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. |
| **Guest Feedback Mechanism**  *Provide an overview of summary of Guest feedback in the past three (3) years, including the process by which your property handle complaints. Cite one of the most erring complaint 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) | | | | | | | | | | |
| **OPERATIONAL PERFORMANCE** | | | | | | | | | | |
| **FINANCIAL PERFORMANCE:** | | | | | | | | | | |
| Gross Revenues/Operating Income  *Provide an overview of the financial performance of the company. Submit gross revenue for the last 3 years. Include in the attachment the latest Audited Financial Statement. Gross revenue is the total value of sales of goods and services to customers, i.e., revenues from rooms, food and beverage, and other income generated from the company’s dive facilities and services.* | | | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | | | |
| **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) years?* (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.​ | | | | | | | | | | |

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| **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**  State 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:* (maximum of 800 characters)  -Ratio of Male and Female Employees  -Programs for Persons with Disabilities and/or Special Needs/LGBTQ++ |
| ​​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 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**  *Please attach relevant documents as proof and/or evidence to support the application and indicate document title below.*  *(*Attach as Annex E) |
| **FILIPINIZATION/CONTRIBUTION TO THE FILIPINO BRANDING** |
| Inclusion of unique Philippine underwater elements and/or unique identifying feature in the property or operations  *Describe how the company ensures that guests feel the “Filipino-ness” of the facility and in the availment of services during their stay.*  *(maximum of 800 characters)* |
| Click or tap here to enter text. |

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| Provide indicators of your company’s active and successful media advertising efforts promoting the Filipino Brand of diving: *Tick all the boxes that apply and provide links and/or particulars.*  Advertising Strategies  Campaign Examples  Innovative Conent  Engagement Metrics  Customer Reach  Others, please specify: Click or tap here to enter text. | |
| Provide indicators of your company’s ability to generate attention and maintain presence in the public eye: *Tick all the boxes that apply and provide links and/or particulars.*  Media Coverage  Marketing Campaigns  Social Media Reach  Partnerships and Sponsorships  Customer Engagement  Others, please specify: | |
| Hiring of Locals  *Detail the company policy on the hiring of locals and support with the relevant data. (maximum of 800 characters)* | |
| Click or tap here to enter text. | |
| Contribution to PH promotions  *Briefly discuss the company’s effort to promote Philippine dive tourism through various initiatives such as participation in international and domestic travel fairs, media advertising and publicity mileage. Include the marketing collaterals produced, publication features, and no. of travel fairs participated in, among others. (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 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 geared towards water conservation. (maximum of 800 characters)* | |
| Click or tap here to enter text. | |
| Environmental management system to reduce water consumption with energy reduction targets  *Explain the company’s policy and environmental program geared towards energy conservation. (maximum of 800 characters)* | |
| Click or tap here to enter text. | |
| 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. | |
| 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. | |
| Adherence to World Recreational Scuba Training Council (WRSTC) Standards in Operation  *Tick all the boxes that apply and provide links and/or particulars.*  Certification  Training Records  Audit Reports  Safety Records  Equipment Standards  Others, please specify: 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) | |
| **CORPORATE SOCIAL RESPONSIBILITY (CSR)** | |
| 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 CSR program. (maximum of 800 characters)* | |
| Click or tap here to enter text. | |
| Partnerships with Suppliers within the local community  *Describe 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. | |
| Other engagements within the community  *Elaborate community engagements of the company that shows its support to community building and socio-economic growth. (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. | |
| **CORPORATE SOCIAL RESPONSIBILITY**  *Please attach relevant documents as proof and/or evidence to support the application and indicate document title below.*  *(*Attach as Annex H) | |
| **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 | |
| Click or tap here to enter text.  Signature over Printed Name  Click or tap here to enter text.  Date | |
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