



**UPDATED PROGRESSIVE ACCREDITATION SYSTEM  
SELF-ASSESSMENT CHECKLIST  
HOMESTAY**

DOT-SMED-SAF-HOM-003  
Form 20 Series 2023

TYPE OF DWELLING: (Check one)  
 Private Home  
 Condominium (not applicable to Premium Accreditation)

Name of Establishment: \_\_\_\_\_  
 Business Address : \_\_\_\_\_  
 Tel. No.: ( ) New ( ) Same \_\_\_\_\_  
 E-mail / Website: \_\_\_\_\_  
 Owner: \_\_\_\_\_

<b>REGULAR ACCREDITATION</b>			
	YES	NO	REMARKS
<b>ACCESSIBILITY</b>			
Accessible to any mode of transportation (e.g. habal-habal, jeepneys, tricycle).			
Visible and conspicuously displayed business name signage.			
<b>HOST</b>			
Accommodating and courteous.			
Conversant in Filipino and English.			
Wears clothing with local touch/ pattern/ accent/ accessories.			
<b>BEDROOM</b>			
Minimum of one (1) and a maximum of four (4) lettable guestrooms distinct from the owner's / host's room			
Comfortable beds with clean mattresses and fresh linens			
At least one (1) pillow with pillow case per person			
Basic amenities such as fan, desk, mirror, electric socket, etc.			
Waste bins			
Area to place clothes and space for personal toiletries			
Room well lighted			

<b>PREMIUM ACCREDITATION</b>			
	YES	NO	REMARKS
<b>ACCESSIBILITY</b>			
<b>HOST</b>			
<b>BEDROOM</b>			
At least two (2) pillows with pillow case per person			
Cabinet, closet provided			

<i>Please check on the appropriate box. Do not leave blank boxes</i>			
REGULAR ACCREDITATION			
	YES	NO	REMARKS
<b>BEDROOM</b>			
All rooms shall maintain a maximum room temperature of 25 degrees Celsius			
Window mesh frame to keep insects out (for non-air-conditioned rooms only)			
Windows with appropriate window coverings (e.g. Curtains, blinds), when applicable			
<b>TOILET/BATHROOM</b>			
Functional, clean toilet / bathroom with locking doors			
Adequate supply of clean water			
Soap and toilet paper			
Clean bath towel per guest, no stain and no frayed edges			
Waste Bin			
<b>KITCHEN AND DINING AREA</b>			
Availability of dining area			
Clean and well-maintained kitchen with no intrusive / foul smell, vermin and insects			
Functional kitchen equipment and utensils			
Clean and unchipped cutlery, glassware, and crockery stored in a dry place			
Safe drinking water			

<i>Please continue if compliant with all Regular Accreditation Criteria.</i>			
PREMIUM ACCREDITATION			
	YES	NO	REMARKS
<b>BEDROOM</b>			
Insect-repellent (e.g. electric, lotion, spray or oil)			
<b>TOILET/BATHROOM</b>			
Adequate supply of running water			
Availability of hot and cold shower			
Shampoo			
<b>KITCHEN AND DINING AREA</b>			

<i>Please check on the appropriate box. Do not leave blank boxes</i>			
REGULAR ACCREDITATION			
	YES	NO	REMARKS
<b>SERVICES, AMENITIES &amp; ACTIVITIES</b>			
First-aid / Emergency kit			
Emergency Light / Flashlight			
Directory of emergency contacts			
<b>SERVICES, AMENITIES &amp; ACTIVITIES</b>			
Fire Extinguisher			
Showcases Filipino culture and heritage (decoration, food, products & activities)			
<b>COMMON AREA</b>			
Local decor/ design and building materials reflect local identity			
Adequate lighting in all areas			
Seating Area			
Adequate ventilation in all areas			
Sufficient power supply			
Designated Smoking Area			
<b>SERVICE - SERVICE, HOSPITALITY, EFFICIENCY &amp; FRIENDLINESS (SHEF)</b>			
Inquiries / Bookings are handled hassle-free			
Staff are warm and friendly			
Staff are sensitive to the guest needs			
Staff initiate and engage in natural and friendly conversation			
Operation is dependable i.e. services delivered when and as promised			

<i>Please continue if compliant with all Regular Accreditation Criteria.</i>			
PREMIUM ACCREDITATION			
	YES	NO	REMARKS
<b>SERVICES, AMENITIES &amp; ACTIVITIES</b>			
A family member is trained on Basic Life Support			
<b>SERVICES, AMENITIES &amp; ACTIVITIES</b>			
Laundry service			
<b>SERVICES, AMENITIES &amp; ACTIVITIES</b>			
Traditional massage service on-site or outsourced			
Traditional Recreational Activities offered (i.e Sungka, Dama, local tours etc.)			
<b>COMMON AREA</b>			
<b>SERVICE - SERVICE, HOSPITALITY, EFFICIENCY &amp; FRIENDLINESS (SHEF)</b>			

*Please check on the appropriate box. Do not leave blank boxes*

REGULAR ACCREDITATION			
	YES	NO	REMARKS
<b>SERVICE - SERVICE, HOSPITALITY, EFFICIENCY &amp; FRIENDLINESS (SHEF)</b>			
Staff are knowledgeable about facilities, services and current activities around the establishment / area			
Staff are courteous and respectful			
Guests requests are received pleasantly and accommodated promptly			
Guest feedback mechanism in place			

*Please continue if compliant with all Regular Accreditation Criteria.*

PREMIUM ACCREDITATION			
	YES	NO	REMARKS
<b>SERVICE - SERVICE, HOSPITALITY, EFFICIENCY &amp; FRIENDLINESS (SHEF)</b>			

**CONFORME**

This is to signify my intent to apply for: ( ) **REGULAR** ( ) **PREMIUM** Accreditation.

I understand that my Self-Assessment Rating is not yet final and an Inspection Team from the DOT shall conduct an actual assessment of my property to validate my rating.

\_\_\_\_\_ (signature over printed name of Authorized Representative)

\_\_\_\_\_ Date