



**UPDATED PROGRESSIVE ACCREDITATION SYSTEM
SELF-ASSESSMENT CHECKLIST
MABUHAY ACCOMMODATION**

DOT-SMED-SAF-ACC-003
Form 19 Series 2023

Name of Establishment: _____
 Business Address : _____
 Tel. No.: () New () Same _____
 E-mail / Website: _____
 General Manager: _____

<i>Please check on the appropriate box. Do not leave blank boxes.</i>				<i>Please continue if compliant with all Basic Accreditation Criteria.</i>				<i>Please continue if compliant with all Basic Accreditation and Regular Accreditation Criteria.</i>			
BASIC ACCREDITATION				REGULAR ACCREDITATION				PREMIUM ACCREDITATION			
	YES	NO	REMARKS		YES	NO	REMARKS		YES	NO	REMARKS
PUBLIC AREA				PUBLIC AREA				PUBLIC AREA			
Information / Reception counter or				Information / Reception counter or				Reception service for 24 hours			
Clean building exterior and											
The entrance to the property is				Signages are made from				Seating facility coordinated with the			
Visible and conspicuously displayed				Seating area proportionate to the size							
				Decorations, furniture, wall coverings				Showcases cultural presentation			
Designated waiting area for guest				Locally produced welcome drink/s are				Plays / uses local songs / sound for			
				Complimentary Wi-fi access with at				Complimentary high-speed internet or			
Left Luggage Area								Left Luggage Room			
Porter service / Luggage assistance				Safety Deposit Box at the Reception							
PUBLIC AREA				PUBLIC AREA				PUBLIC AREA			
Public areas shall maintain a				Campaign materials encouraging							
Properly labelled waste bins for											
Landline / Mobile Phone or any				Digital or printed brochures, maps or							
Adequate lighting in all areas				Staff wear name plates or IDs and							
Reception personnel can converse in				Staff are trained in the Filipino Brand							
Appropriate and presentable clothing											
				PUBLIC RESTROOM				PUBLIC RESTROOM			
Clean public restroom provided with				Hand dryer / paper towel							
Separate Public Restrooms for Male											
Mirror											
				BEDROOM				BEDROOM			
Minimum room size of at least				Minimum room size of at least				Minimum room size of at least			
Guest rooms with locking doors				Door with peephole				Keycard locking system			
Comfortable beds with clean								Quality linens with a minimum of			
				BEDROOM				BEDROOM			

						Bed mattress of at least 6 inches			
At least one (1) pillow with cover				Two (2) pillows with cover per person					
All rooms are air-conditioned or shall									
				Decorations, furniture, wall coverings					
Drinking water in sealed refillable									
Waste bin									
Mirror				Mirror of at least 31 inches by 16			Full-length mirror		
				Clothes hanging space			Closet / Cabinet		
							Refrigerator inside the room		
							Amenities / utility storage units (e.g.		
							Minibar offers local snacks /		
							Complimentary welcome amenities		
				Any in-room communication device					
							In-room Safety Deposit Box		
Chair/s and Writing Desk or Table									
Clean and non-skid flooring				Minimum of two (2) power outlets					
BEDROOM							Contemporary tiles, quality timber		
				BEDROOM			BEDROOM		
If windows are available, window							Blackout curtains		
Emergency evacuation / Fire Exit									
Basic lighting				Reading lights / Bedside lamps			Mood lighting		
Functional flashlight or emergency									
At least 3 hangers per guest				Television			In-room compendium or electronic		
							LED / LCD / Smart TV		
							Door buzzer		
							Slippers		
							Complimentary tea / coffee set		
BATHROOM				BATHROOM			BATHROOM		
Attached or shared bathroom				For shared bathroom, ratio is			Attached toilet and bathroom		
Clean toilet and bath with adequate									
Clean bath towel per guest							Range of Towels (minimum of bath		
Basic toiletries (e.g. shampoo, soap,				Tissue holder			Range of toiletries		
				Area to place clothes and space			Toiletries holder is made of local		
				Good space, ability to move freely					
Clothes hook							Clothes line		
				BATHROOM			BATHROOM		
Pail & water dipper or shower				Hot & cold shower			Dual flush system / sensor flush		
				Bidet in all bathrooms					
Waste Bin									
FOOD AND BEVERAGE				FOOD AND BEVERAGE			FOOD AND BEVERAGE		
Common dining area				Availability of dining area serving			Dining outlet within the establishment		

	Room service for a minimum of 8				Room service for a minimum of 16			
	Offers at least one (1) local or Filipino				Offers a variety of Filipino / local			
	Kitchen equipped with clean and							
	Clean and unchipped cutlery,							
	Clean and well-maintained kitchen							
SERVICES AND AMENITIES	SERVICES AND AMENITIES				SERVICES AND AMENITIES			
	24-hour functional CCTV in strategic				CCTV with a minimum of 15-day			
In-house / proprietary guard					Professional security in place			
Well-stocked First-aid kit					Medical Services available either			
	At least one (1) personnel trained on				Hair dryer			
					Accepts mobile and/or online			
					Printing / photocopying and other			
					Gym / Fitness Center			
SERVICES AND AMENITIES	SERVICES AND AMENITIES				Massage Service available in-house			
					SERVICES AND AMENITIES			
					Other recreational facilities			
					Function / Meeting Rooms with a			
					Swimming pool with trained lifeguard			
					Ironing services, in-house /			
					One (1) iron and ironing board for			
					Laundry Services available in-house			
Rechargeable emergency light								
Backup water supply in case of water								
STATUTORY REQUIREMENTS	STATUTORY REQUIREMENTS				STATUTORY REQUIREMENTS			
Designated Drop-off and loading area								
Provision of accessible facilities in								
Emergency and Fire Evacuation								
Health, Sanitation and Workplace								
At least in-house Pest Control								
Designated Smoking Area								
Refund and Cancellation Policies								
Official Receipts								
SERVICE - SERVICE, HOSPITALITY, EFFICIENCY & FRIENDLINESS (SHEF)	SERVICE - SERVICE, HOSPITALITY, EFFICIENCY & FRIENDLINESS (SHEF)				SERVICE - SERVICE, HOSPITALITY, EFFICIENCY & FRIENDLINESS (SHEF)			
Inquiries / Bookings are handled								
Staff are warm and friendly								
Staff are sensitive to the guest needs								
Staff initiate and engage in natural								
SERVICE - SERVICE, HOSPITALITY, EFFICIENCY & FRIENDLINESS (SHEF)	SERVICE - SERVICE, HOSPITALITY, EFFICIENCY & FRIENDLINESS (SHEF)				SERVICE - SERVICE, HOSPITALITY, EFFICIENCY & FRIENDLINESS (SHEF)			
Operation is dependable i.e. services								
Staff are knowledgeable about								
Staff are courteous and respectful								
Guests requests are received								
Guest feedback mechanism in place								

CONFORME

This is to signify my intent to apply for: () BASIC () 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