

**Department of Tourism  
Office of Tourism Standards and Regulation**



**SELF- ASSESSMENT CHECKLISTS  
Tourism Training Center**

NAME OF TRAINING CENTER: \_\_\_\_\_

NAME OF TRAINING MANAGER: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

TELEPHONE NO. : \_\_\_\_\_ FAX NO.: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

<b>A.</b>	<b>YES</b>	<b>NO</b>	<b>REMARK/S</b>
1. Can the training center accommodate a minimum of 15 trainees per class?			
2. Does the training center have a minimum floor space of 1.5 sqm. per trainee for workshop?			
3. Does the center have facilities for workshop / activities?			
<b>B. BASIC FACILITIES OF THE CENTER</b>	<b>YES</b>	<b>NO</b>	<b>REMARK/S</b>
1. Is the training center provided with clean toilet/restrooms?			
2. Is there a canteen accessible to trainees?			
<b>C. BASIC FACILITIES OF THE LECTURE ROOM</b>			
1. Chairs and tables			
2. Lecture Board / White Board			
3. Pieces of chinks / pens / white board marker			
4. Board Erasers			
<b>D. VISUAL TRAINING AID</b>	<b>YES</b>	<b>NO</b>	<b>REMARK/S</b>
1. Charts			
2. Posters			
3. Slides			
4. Films			
5. Projector / DVD / VCD / VHS			

