

Department of Tourism  
Office of Tourism Standards and Regulation



## SELF-ASSESSMENT CHECKLIST

### Farm Tourism Camp – Farm Stay

NAME OF FARM TOURISM CAMP: \_\_\_\_\_

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

TELEPHONE NO.: \_\_\_\_\_ MOBILE NO.: \_\_\_\_\_

OWNER/GENERAL MANAGER : \_\_\_\_\_

A. PRE-ENTRY REQUIREMENTS	YES	NO	REMARK/S
The farm tourism camp is:			
1. Involved in the cultivation of, or continuously producing any of the following:			
a. Agricultural Crops			
b. Animals			
c. Aqua culture products			
2. Situated in a generally safe and peaceful location.			
3. Accessible through local intermodal public transportation (e.g. jeepneys, tricycles, habal-habal, etc.).			
4. Has access to facilities (e.g roads, electricity, water, and communication services).			
5. Farm production is the main business of the farm tourism camp and not accommodation services.			

B. MINIMUM REQUIREMENTS COMMON FOR DAY FARMS AND FARM STAYS	YES	NO	REMARK/S
1. The land area is at least 3,000 sqm. Pls. specify the land area: _____ sqm.			
2. Signages			

<p>a. Clearly visible (e.g. business name, safety instructions, directions, information on crops and their cultivation, health information on the nutritional contents of the crop, animal characteristics, if any, etc.).</p>			
<p>b. Set up at strategic locations of the camp.</p>			
<p>3. There is a reception or information counter where guests can inquire about the farm's services (i.e. tours, activities, accommodations, etc.)</p>			
<p>4. Parking Area a. The parking area has a designated drop off / loading area for private and public vehicles.</p>			
<p>b. The parking area has a separate parking space for Persons with Disabilities (PWDs).</p>			
<p>5. Walking trails/Walkways a. Connect attractions and facilities</p>			
<p>b. Provided with clear directional signage</p>			
<p>c. Accessible for PWDs on wheelchairs and scooters, senior citizens, and small children.</p>			
<p>6. The dining facility or restaurant offers farm produce.</p>			
<p>7. Multi-purpose Area a. Clean and well-maintained</p>			
<p>b. Supplied with drinking water (Complimentary or for sale), in refillable containers and drinking glasses</p>			
<p><b>B. MINIMUM REQUIREMENTS COMMON FOR DAY FARMS AND FARM STAYS</b></p>	<p><b>YES</b></p>	<p><b>NO</b></p>	<p><b>REMARK/S</b></p>
<p>8. The farm shop or mini trading post offers farm produce (fresh or processed) or locally produced items are displayed for sale.</p>			

9. The demonstration area is either sheltered or unsheltered.			
10. PWD-Friendly Facilities			
a. There are ramps, handrails, grab bars, lever type door handles, wider doors, etc. in the farm.			
b. Accessible public areas and facilities (e.g. rooms, dining area, etc.) are configured for ease of access of PWDs.			
11. There are available trained farm guides.			
12. Wash Areas			
a. Separate from toilet facilities.			
b. Supplied with ample clean water and amenities, such as soap, paper towel, or tissue paper.			
13. Restrooms			
a. Separate for males and females.			
b. Clean, presentable, and properly functioning.			
c. Supplied with adequate clean water, soap, toilet paper.			
d. Equipped with bag hooks or space for guests' personal belongings.			
14. Garbage Bins			
a. Properly labelled and with lid.			
b. Available in visitor transit points (e.g. reception area, dining area, farm shop, etc.) and other public areas of the farm tourism camp.			

B. MINIMUM REQUIREMENTS COMMON FOR DAY FARMS AND FARM STAYS	YES	NO	REMARK/S
15. Waste Segregation a. The waste segregation, recycling, composting and other sustainable methods and techniques are implemented.			
b. The non-biodegradable solid wastes are disposed properly.			
c. The standard sewage system is in place.			
d. The wastewater generated from farm operations conforms with the quality standards set by DENR-EMB.			
16. Security Measures a. The security personnel (licensed security guard from a security agency, in-house/ proprietary guard, barangay tanod or local enforcement personnel) are on duty for at least twelve (12) hours. Duty hours of the Security Personnel: _____			
b. CCTV cameras and / or other surveillance equipment (e.g. electronic sensors, motion detectors, door alarms, etc.) are installed in strategic locations. <i>(Optional)</i>			
17. There are proper and adequate lighting in all areas of the farm tourism camp, including walkways, trails, stairs, parking, etc.			
18. Off-limit areas are clearly demarcated: blocked or roped off			
19. Landlines, mobile phones, intercom, two-way radio, or any communication device/system (color-coded flags) are available.			
20. Emergency Phone Numbers (e.g. internal, fire, hospitals, animal bite center, etc.) are posted in strategic areas.			

<b>B. MINIMUM REQUIREMENTS COMMON FOR DAY FARMS AND FARM STAYS</b>	<b>YES</b>	<b>NO</b>	<b>REMARK/S</b>
21. First-aid Kit			
a. Readily accessible			
b. Well-stocked, containing complete medical supplies, such as gauze, plaster / bandage, wound spray/ cleanser, alcohol and medicines.			
22. Personal Protective Gears			
a. Personal Protective Gears (e.g. boots for planting, hats, umbrellas, raincoats, etc.) are available.			
b. Personal Protective Gears are free for guests' use.			
23. Fire Fighting Equipment and Fire Prevention Measures			
a. Fire extinguishers are installed in strategic areas (e.g. offices, cooking areas, storage areas, etc.)			
b. Fire alarm device (e.g. bell, siren, whistle, heat or smoke detector, etc.) is available and checked regularly.			
c. "No smoking" policy is strictly enforced.			
24. Storage Area (for unused farm tools and equipment, chemicals and other farm supplies)			
a. Can be locked			
b. Accessible only to authorized farm tourism camp personnel.			
c. Stored chemicals and pesticides, if any are properly labelled.			
25. Farm Equipment			
a. Motorized farm equipment has proper parking or storage area and is never left running unattended.			
b. Farm equipment purposely on display is barricaded and roped-off from visitors.			
26. Farm animals (if any) are secured, fenced, and kept within a distance from visitors.			
27. The integrated pest management is controlled			

<b>C. ADDITIONAL FACILITIES, SERVICES AND AMENITIES OF A CAMPING SITE</b> <i>(Applicable only to Farm Tourism Camps offering Camping Services)</i>	<b>YES</b>	<b>NO</b>	<b>REMARK/S</b>
1. The Camp Site has the following:  a. Tent platform <i>(optional)</i>			
b. Water access			
c. Picnic tables			
d. Fire pit or grill			
e. Shower block/area			
f. Trash bin			
<b>D. SPECIFIC FACILITIES, SERVICES AND AMENITIES OF A FARM STAY</b>			
1. Any of the following forms of accommodation are available:  a. Farm House			
b. Bed and Breakfast			
c. Cottage			
d. Tree House			
e. Cabana			
f. Other similar accommodation			

E. ACCOMMODATION/ BUILDING MATERIALS	YES	NO	POINTS	REMARKS
<b>E.1 GUESTROOM</b>				
a. Comfortable beds with clean mattresses and fresh linen			-	
b. One pillow with cover per guest			-	
c. Locking doors			-	
d. Potable water and drinking glass in room or available upon request			-	
e. Complimentary drinking water in dispensers or refillable water bottles and one glass per guest			3	
f. Clothes hook			-	
g. Clothes hanger			1	
h. Chair			-	
i. Electrical outlet			-	
j. Adequate lighting			-	
k. Proper ventilation			-	
l. Clean and non-slippery floors			-	
m. Emergency evacuation/fire exit plan posted in all rooms			-	
n. Mirror			1	
o. Mosquito net/ coil/ off lotion/any insect repellent			3	
p. Flashlight or emergency light			3	
q. Electric fan/ceiling fan			3	
r. Slippers			2	
s. Complimentary fruits or beverage (fruit juice, coffee or tea) in room			2	
t. Trashbin			2	

E. ACCOMMODATION/ BUILDING MATERIALS	YES	NO	POINTS	REMARKS
<b>E.2 TOILET AND BATHROOM</b>				
a. Attached or shared bathroom. For shared bathroom, ratio is one (1) for every four (4) guests			-	
b. Attached toilet and bath			5	
c. Clean toilet and bath with adequate supply of clean water			-	
d. Pail and water dipper/shower			-	
e. Hot and cold shower			3	
f. Soap and tissue paper			-	
g. Shampoo			2	
h. Clean bath towel per guest			-	
i. Mirror			-	
j. Hooks for hanging towels, etc.			-	
k. Trashbin			-	
l. Shelf, ledge, rack or any platform to place clothes, personal toiletries and other essentials			2	
<b>E.3 DINING FACILITY/ RESTAURANT</b>				
a. Offers farm Produce			-	
b. Offers farm produce and serves breakfast			3	
<b>E.4 SERVICE AND STAFF</b>				
a. Reception/information Counter manned by trained and knowledgeable staff for at least 12 hours			-	
b. Provides room service			2	
c. Staff wear uniform			3	
<b>TOTAL</b>			<b>40 pts.</b>	

<b>F. ADDITIONAL FACILITIES, SERVICES AND AMENITIES OF A GLAMPING CAMP</b> <i>(Applicable only to farm stays offering glamping services)</i>	<b>YES</b>	<b>NO</b>	<b>POINTS</b>	<b>REMARKS</b>
a. Air-conditioned room <i>(optional)</i>				
b. Cabinet/dresser in the room				
c. Cooking area with the following amenities:  i. Countertop				
ii. Refrigerator				
iii. Kitchen Equipment and utensils				
iv. Crockery, cutlery and glassware				
<b>G. FARM TOURISM ACTIVITIES</b> The farm tourism camp offers any but not limited to the following activities:	<b>YES</b>	<b>NO</b>	<b>REMARK/S</b>	
1. Direct Agricultural Sales  a. Pick and Pay				
b. Retail farm stand including floral products				
c. Made on site foods				
d. Agriculture-related crafts/gifts				
e. Others				
2. Educational Activities/Experience  a. Farm tours				
b. Farm work experience				
c. Food processing demo (e.g. cheese production, homemade pickles, vegetable salad, etc.				
d. Cooking demo				
e. Flower arrangement				
f. Food and Beverage Tasting				
g. Herbal medicine production				
h. Others				

<b>G. FARM TOURISM ACTIVITIES</b> The farm tourism camp offers any but not limited to the following activities:	<b>YES</b>	<b>NO</b>	<b>REMARK/S</b>
3. On-farm Entertainment			
a. Petting zone			
b. Animal feeding			
c. Animal farm rides			
d. Animal drawn cart rides			
e. Farm photography (e.g. corn maize, paddy, etc.)			
f. Events (e.g. Agriculture, Food and Craft Shows, Harvest Festivals)			
g. Others			
4. Accommodation / Hospitality Services			
a. Camping			
b. Picnicking			
c. Weddings and receptions			
d. Bed and breakfast/farm stay/farm vacation			
e. Fish spa/therapy			
f. Others			
5. Outdoor Recreation			
a. Fishing			
b. Birdwatching			
c. Hiking			
d. Biking			
e. Others			

This is to signify my intent to apply for DOT Accreditation.

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

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME  
**OWNER/ GENERAL MANAGER**

\_\_\_\_\_  
**DATE**