



SELF-ASSESSMENT FORM REGULAR HOTEL

Name of Establishment: _____
 Business Address: _____

 Tel. No.: () New () Same _____
 Email / Website: _____
 General Manager: _____

Regular Accreditation for Hotels			
No.	Criteria / Indicators	YES	NO
Dimension 1: ARRIVAL/DEPARTURE			
1.1 Building – Appearance			
1	Building exterior is clean and in good condition		
2	Hotel name/signage is clearly visible from the street		
3	Hotel name/signage is visible at night.		
4	The entrance to the property is identifiable		
Remarks:			
1.2 Building Construction Quality			
5	Structure is built with durable materials that provide appropriate and safe accommodation environment		
Remarks:			
1.3 Entrance / Exit & Parking			
6	Driveway or Drop-off area is in sound condition, free from significant potholes, with no obvious obstructions. Driveway or Drop-off entrance is marked with clear and visible signages, even at night.		
7	There is a designated parking area marked with clear and visible signages that meets the relevant provisions of the National Building Code.		
Remarks:			
1.4 Security			
8	Professional security personnel is stationed 24 hours at main entry/exit point.		
9	Property and security services ensure guest safety at all times, with proper delineation of restricted area.		
10	Functional CCTV for 24 hours, covering key points, such as, but not limited to, entry, exits and publicly accessible areas.		
Remarks:			

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No.	Criteria / Indicators	YES	NO
	1.5 Reception and Concierge - Area and Service		
11	Reception service available for at least 16 hours per day.		
12	Guests must be provided with Official Receipt.		
13	At least two (2) payment options are available such as but not limited to cash and debit/credit card, online or mobile payment options.		
14	Emergency contact numbers and official up-to-date information on public health & safety, as applicable, are available at the reception area.		
15	Left luggage service is available.		

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16	Designated waiting area for guest is available.		
Remarks:			
1.6 Reception – Staff and Service Quality			
17	Reception/Front office staff can converse in Filipino or local language and English		
18	Reception/Front office staff greets with a smile, and with a welcoming gesture such as the <i>Mabuhay</i> gesture		
19	Reception/Front office staff is knowledgeable about facilities, services, promotions and activities within the establishment.		
Remarks:			
Dimension 2: PUBLIC AREAS			
2.1 Public Areas - Decoration & Furniture - Design and Quality			
20	Decoration, furniture, wall coverings or other installations has materials or design that represent Filipino culture or craftsmanship, are indigenous, or are locally sourced.		
Remarks:			
2.2 Public Washroom - Quality, Condition and Amenities			
21	Clean public washroom provided with hooks/rack for personal belongings, and adequate supply of clean water		
22	<ul style="list-style-type: none"> • Fixtures, fittings, piping and valves are made of durable materials • All joints of fixtures/contact with wall/floor are sealed • Proper ventilation and exhaust system are in place • With clean running water • Hook or area for personal item in the cubicle or washroom 		
23	An Accessible public washroom for persons with disabilities (PWD) with basin and toilet is available.		
24	Tissue paper and soap are provided		
25	Mirror is provided.		
Remarks:			
2.3 Public Areas - Room Climate			
26	All enclosed public areas are well-ventilated and have temperature control systems, maintaining a temperature between 20-25 degree Celsius year round, except in areas where elevation is 2000 ft. above sea level.		
Remarks:			
2.4 Public Areas - Lighting – Quality and Environmental Protection			
27	Lights and fixtures provide a good level of illumination throughout the public areas, suitable for its purpose.		

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28	Information, education, and communication (IEC) materials encouraging guests to conserve water and electricity and reduce wastes are installed in strategic locations		
Remarks:			
2.5 Public Areas – Cleanliness			
29	All public areas are clean and free from rodents/vermin/pest, in compliance with the Hotel's cleaning and vermin/pest control standards.		
30	Properly labelled waste bins for different types of wastes are in place.		
Remarks:			
Dimension 3: BEDROOM			
3.1 Room Size			
	<i>Note: Refers to size of the most numbered room (based on room type), including bathroom and veranda (if any).</i>		
31	Room size is at least 14 sq. m.		
32	Ceiling height is at least 2.40 m., in accordance with the relevant provisions of the National Building Code (Section 805)		
Remarks:			
3.2 Rooms for Persons with Disabilities (PWD) – Availability			
33	One PWD room for every 50 rooms, for the first 150 rooms. Additional one (1) room for every 100 rooms beyond the first 150 rooms. For establishments with less than 50 rooms, at least one (1) PWD room.		
Remarks:			
3.3 Bedroom - Bedding, Linen & Pillows – Quality			
34	Comfortable beds with clean mattresses and fresh linens are provided.		
35	Bed sheet is provided.		
36	At least two pillows are provided per person.		
Remarks:			
3.4 Bedroom - Temperature Control - Quality			
37	All rooms are air-conditioned or with a window-based cooling system providing air circulation. Fan may be available for additional cooling. The room shall maintain a temperature between 20-25 degree Celsius year round, except in areas where elevation is 2000 ft. above sea level.		
Remarks:			
3.5 Bedroom - Accessories and Amenities available			
38	Emergency evacuation / Fire Exit Plans posted in all rooms		

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39	At least one chair and one writing desk or table are available. Room has enough lighting for practical use.		
40	Door chain, latch, peep hole to view visitors, double lock or other security feature is in place.		
41	At least one (1) mirror each in the bedroom and bathroom is available.		
42	At least 2 hangers per person is provided.		
43	Hanging space for clothes is available (e.g. hook, shelf, closet, cloth-rack)		
44	Central safe or safety deposit box in room is available.		
45	<ul style="list-style-type: none"> • Availability of safe drinking water • At least one cup/ glass/ container per guest in room. 		
46	Complimentary coffee/tea amenities are available.		
47	In room compendium or electronic access (through a QR Code or a digital device) with basic property information is provided.		
48	Emergency contact numbers is available in the room.		
49	Clean and functional refrigerator, mini fridge or cooler is available.		
50	Colored TV is provided.		
51	Functional flashlight or emergency light in room is available.		
52	Trash bin (separate from the bathroom) is provided.		
53	Minimum of two (2) power outlets conveniently located for use.		
Remarks:			

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3.6 Bedroom – Cleanliness			
54	Rooms are cleaned and beds are made daily or as requested and after every check-out of guest.		
55	Waste bin provided and emptied daily.		
Remarks:			
Dimension 4: BATHROOM			
4.1 Bathroom – Minimum Requirements			
56	Baths and/or showers with hot and cold running water.		
57	Toilet system in working order.		
58	Availability of exhaust system in the bathroom		
59	3 fixture-bathroom (toilet, basin and shower/bath) is available (Note: In case of two bathrooms within a guest room, this applies only to the main bathroom)		
60	Clean toilet and bath with adequate supply of clean water is provided.		
Remarks:			
4.3 Bathroom – Space and Comfort			
61	Good space, with ability to move freely		
62	Single wash basin of quality and durable materials and toilet with bidet are in place.		
63	Area to place clothes and space for personal toiletries is available.		
Remarks:			
4.4 Bathroom - Towels, Toiletries and Amenities			
64	Clean bath towel per guest		
65	Bath mat		
66	Toilet paper		
67	Bath soap (bar/liquid/gel)		
68	Trash bin separate from the bedroom		
Remarks:			
Dimension 5: FOOD AND BEVERAGE			
5.1 Food and Beverage – Restaurant and Menu			
69	Meal (Breakfast/Lunch/Dinner) available through a Grab & Go, Take-away or Dine-in Facility.		
70	Offers a variety of local or Filipino dish.		
Remarks:			
5.2 Kitchen/Food Preparation Area - Cleanliness			
71	Compliance with Health and Sanitation Code of the Philippines.		
72	Health, Sanitation and Workplace Safety Procedures in Place (includes food safety)		

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73	Clean and well-maintained kitchen/food preparation area with no intrusive / foul smell / vermin and insects. Appropriate equipment and utensils are available.		
74	First aid kit in the kitchen/food preparation area is available.		
75	Hand washing facilities for employees are provided.		
Remarks:			

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Dimension 6: AMENITIES AND SERVICES			
6.1 Amenities – General Services			
76	Room service for a minimum of 8 hours (includes housekeeping service and/or in-room dining service, etc.) is available.		
77	At least one (1) personnel is trained on basic life support.		
78	Medical Services are available either in-house or on call 24 hours a day.		
79	With first aid kit onsite available (<i>aside from that in the kitchen/food preparation area</i>).		
Remarks:			
Dimension 7: BUSINESS PRACTICES			
7.1 Business Processes			
80	Emergency and fire evacuation procedures are followed and in place.		
81	Backup generator or emergency power is available, capable of supporting the property without hampering basic / critical operations		
82	Backup water supply in case of water interruption is available.		
83	Safety systems and documentation is in place to respond to possible natural disasters and man-made threats.		
84	Vermin/Pest control in place to identify and eliminate pests such as rodents, bed bugs, cockroaches, flies, etc.		
85	Locals from within the region are given priority for employment.		
86	Hotel meets all current regulations and legislative requirements to operate a Hotel. (<i>Revised Fire Code, Environmental Code, Air Pollution, Accessibility Law, etc.</i>)		
Remarks:			
7.2 Service, Hospitality, Efficiency, Friendliness Requirements (SHEF)			
87	Staff are easily identified through the ID or nameplate they wear.		
88	Staff wear clean, neat, and tidy uniform / personal protective equipment appropriate for their scope of work, in accordance with hotel grooming standards		
89	Staff uniform has materials that are indigenous, locally sourced or represents Filipino culture or craftsmanship		
90	Clear terms and conditions of the guest booking / reservation, including refund policy, are in place and communicated to guests.		
91	Requested items / orders are delivered within the promised time frame and in the promised quality / quantity		
92	Guest feedback mechanism is in place.		
Remarks:			

CONFORME:

This is to signify my intent to apply for **DOT-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

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conduct an actual assessment of my property to validate my rating.

General Manager/Authorized Representative:

Date accomplished:

(Signature over Printed Name)

(mm-dd-yyyy)