



SELF-ASSESSMENT FORM APARTMENT HOTEL

Name of Establishment: _____
 Business Address: _____

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

Regular Accreditation for Apartment 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 a simple 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:			
1.5 Reception and Concierge Service			

Regular Accreditation for Apartment Hotels			
No.	Criteria / Indicators	YES	NO
11	Reception service available for at least 16 hours per day.		
12	Guests must be provided with Official Receipt (printed or digital).		
13	At least two (2) payment options are available (e.g., cash and debit/credit card, online or mobile payment options).		
14	Emergency contact numbers and official up-to-date information on public health & safety, if applicable, are available at the reception area		
15	Left luggage service is available.		

Regular Accreditation for Apartment Hotels			
No.	Criteria / Indicators	YES	NO
16	Designated waiting area for guest is available.		
Remarks:			
1.6 Reception – Service Quality			
17	Reception/Front office staff can converse in Filipino or local language and English		
18	Reception/Front office staff is welcoming with a smile, and uses the <i>Mabuhay</i> gesture		
19	Reception/Front office staff is knowledgeable about facilities, services, activities and promotions of 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 • With proper ventilation and exhaust system 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 is 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.		

Regular Accreditation for Apartment Hotels			
No.	Criteria / Indicators	YES	NO
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 AND LIVING AREA			
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 20 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 is provided.		
35	Bed sheet is provided.		
36	At least two pillows is provided per person.		
Remarks:			
3.4 Bedroom and Living Area - 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:			

Regular Accreditation for Apartment Hotels			
No.	Criteria / Indicators	YES	NO
	3.5 Bedroom and Living Area - Accessories and Amenities available		
38	Emergency evacuation / Fire Exit Plans posted in all rooms		
39	At least one chair and one writing desk or table are available in the bedroom. Room has enough lighting for practical use.		
40	At least one chair/sofa and one table (e.g., side table, coffee table, etc.) are available in the living area, with enough lighting for practical use.		
41	Door chain, latch, peep hole to view visitors, double lock or other security feature is in place.		
42	At least one (1) mirror each in the bedroom and bathroom is available.		
43	Availability of at least 2 hangers per occupant		
44	Availability of hanging space for clothes (e.g. hook, shelf, closet, cloth-rack)		
45	Central safe or safety deposit box in room is available.		
46	<ul style="list-style-type: none"> • Availability of drinking water • At least one cup/ glass/ container per guest in room. 		
47	Complimentary coffee/tea amenities are available.		
48	In room compendium or electronic access (through a QR Code or a digital device) with basic property information is provided.		
49	Emergency contact numbers is available in the room.		
50	Clean and functional refrigerator, mini fridge or cooler is available.		
51	Colored TV is provided.		
52	Functional flashlight or emergency light in room		
53	Trash bin (separate from the bathroom)		

Regular Accreditation for Apartment Hotels			
No.	Criteria / Indicators	YES	NO
54	Minimum of two (2) power outlets conveniently located for use		
Remarks:			
3.6 Bedroom and Living Area – Cleanliness			
55	Rooms are cleaned and beds are made daily or as requested and after every check-out of guest.		
56	Waste bin provided and emptied daily.		
Remarks:			
Dimension 4: BATHROOM			
4.1 Bathroom – Minimum Requirements			
57	Baths and/or showers with hot and cold running water.		
58	Toilet system in working order.		
59	Availability of exhaust system in the bathroom		
60	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)		
61	Clean toilet and bath with adequate supply of clean water is provided.		
Remarks:			
4.3 Bathroom – Space and Comfort			
62	Good space, with ability to move freely		
63	Single wash basin of quality and durable materials and toilet with bidet are in place.		
64	Area to place clothes and space for personal toiletries is available.		
Remarks:			
4.4 Bathroom - Towels and Toiletries			
65	Clean bath towel per guest		
66	Bath mat		
67	Toilet paper		
68	Body soap (bar/liquid/gel)		
69	Trash bin separate from the bedroom		
Remarks:			
Dimension 5: KITCHEN AND DINING AREA			
5.1 Kitchen and Dining - Layout, Space and Amenities/Furniture			
70	Generally clean and free from rodents/vermin.		
71	Ventilation system is in place in the kitchen to extract heat and smell from kitchen		
72	Doors, drawers, cupboards and appliances can be opened freely without moving other furniture/equipment. Sink and kitchen counter space for food preparation are provided.		

Regular Accreditation for Apartment Hotels			
No.	Criteria / Indicators	YES	NO
73	With at least two (2) chairs and one table for dining		
74	Clean tablewares are provided for guests (e.g., dining spoon, fork, knife and plate, drinking glass or cup)		
75	Cooking range with at least one (1) cooktop is available.		
Remarks:			

Regular Accreditation for Apartment Hotels			
No.	Criteria / Indicators	YES	NO
Dimension 6: AMENITIES AND SERVICES			
6.1 Amenities – General Services			
76	Meal (Breakfast/Lunch/Dinner) available through a Grab & Go, Take-away or Dine-in Facility.		
77	Offers a variety of local or Filipino dish.		
78	At least one (1) personnel is trained on basic life support.		
79	Medical Services are available either in-house or on call 24 hours a day.		
80	With first aid kit onsite available.		
Remarks:			
Dimension 7: BUSINESS PRACTICES			
7.1 Business Processes			
81	Emergency and fire evacuation procedures are followed and in place.		
82	Backup generator or emergency power is available, capable of supporting the property without hampering basic / critical operations		
83	Backup water supply in case of water interruption is available.		
84	Safety systems and documentation is in place to respond to possible natural disasters and man-made threats.		
85	Vermin/Pest control in place to identify and eliminate pests such as rodents, bed bugs, cockroaches, flies, etc.		
86	Locals from within the region are given priority for employment.		
87	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)			
88	Staff are easily identified through the ID or nameplate they wear.		
89	Staff wear clean, neat, and tidy uniform / personal protective equipment appropriate for their scope of work, in accordance with hotel grooming standards		
90	Staff uniform has materials that are indigenous, locally sourced or represents Filipino culture or craftsmanship		
91	Clear terms and conditions of the guest booking / reservation, including refund policy, are in place and communicated to guests.		
92	Requested items / orders are delivered within the promised time frame and in the promised quality / quantity		
93	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

Regular Accreditation for Apartment Hotels			
No.	Criteria / Indicators	YES	NO

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

General Manager/Authorized Representative:

Date accomplished:

(Signature over Printed Name)

(mm-dd-yyyy)