



REPUBLIC OF THE PHILIPPINES
CITY GOVERNMENT OF PARAÑAQUE
Cultural, Historical and Tourism Promotions Division
(CHTPD)

CHECKLIST FOR SHOPS/DEPARTMENT STORES INSPECTION

SDS NO.: _____

Mission Order No. _____
Series of 200_____, Date: _____

NAME OF SHOP/DEPARTMENT STORE: _____ OWNER/MANAGER _____

BUSINESS ADDRESS: _____ DATE OF INSPECTION _____

TEL./FAX NOS. _____ E-MAIL ADD. _____ PERSON PRESENT _____

	YES	NO		YES	NO
I. LOCATION					
- Fronting a major street/thoroughfare?	()	()			
- Situated in a shopping center / mall?	()	()			
II. ENTRANCE & DISPLAY WINDOWS					
- Attractively designed?	()	()			
- Adequately illuminated?	()	()			
III. FURNITURE					
- Presentable?	()	()			
- Functional at all times?	()	()			
IV. AIR-CONDITIONING					
- Fully air-conditioned?	()	()			
V. RESTROOMS					
- Provided by the establishment itself?	()	()			
- Available to clients or visitors (if located in a shopping Mall or commercial building)?	()	()			
VI. IN CASE OF DEPARTMENT STORES					
- Store is within an edifice or building?	()	()			
- Part of shopping mall?	()	()			
- Parking area available to clients?	()	()			
- With appropriate directional signs?	()	()			
			VII. STAFF		
			- Well groomed?	()	()
			- Courteous?	()	()
			- Efficient at all times	()	()
			VIII. SERVICE		
			- Goods displayed provided with price tags?	()	()
			- Wide selection of goods in stock?	()	()
			- Receipts supplied to tourist for each purchase?	()	()
			IX. PRINTED RECEIPT		
			- With name of establishment?	()	()
			- Address?	()	()
			- Number of Authorized together with the price?	()	()
			- Purchased itemized together with the price?	()	()
			X. DISCOUNTS		
			- Given on the price of goods?	()	()
			- Marked on the price tags?	()	()
			MAINTENANCE OF FACILITIES		
			- Is the overall premises clean & well-maintained?	()	()
			- Are the sidewalks, yard, etc. well kept? (If applicable)	()	()
			IN CASE OF ANTIQUE SHOPS		
			- A certificate of authenticity attached to each article in accordance with guidelines/instructions of the National Museum?	()	()

COMMENTS/ EXPLANATIONS: (By owner/representative of hotel)

RECOMMENDATION:
Favorable () Unfavorable () Hold in Abeyance ()

REMARKS:

We hereby certify that we have conducted an inspection of the above-referred established on _____ and that the foregoing report is our evaluation on the facts gathered in the course of amid inspection.

INSPECTOR

INSPECTOR

Applicant/Representative

RECOMMENDING APPROVAL:
JOSEPHINE S. OROZCA
Office-In-Charge
Cultural and Tourism Affairs

APPROVED BY:
DEAN G. CALLEJA
Department Head
Special Services Office