



ADVISORY NO. 6 – 2021

TO : ALL ALIEN EMPLOYMENT PERMIT (AEP) CLIENTS
SUBJECT : Submission of Quarterly Report
DATE : 03 June 2021

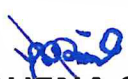
Please be informed that Section 25 of Department Order 221, series of 2021 requires the submission of quarterly report or an updated list of foreign nationals employed by your company.

Said report shall be submitted through electronic mail with address: aepquarterlyreports@gmail.com within thirty (30) days from the reference period. Attached herewith is the Establishment Quarterly Reporting Form, for your reference.

Also, we would like to reiterate that employers through the HR department are obliged to submit said report. We will not accept reports from third party representatives/agents.

For further inquiries and clarification, please contact us at 82433594/8400-6011 and look for Ms. Jane Carlyle Dycoco.

Please be guided accordingly.


Atty. SARAH BUENA S. MIRASOL
Regional Director

REGIONAL OFFICE

Website: www.ncr.dole.gov.ph Email: dolencr2008@yahoo.com; dolencr2008@gmail.com Telefax: 8400-6242/8400-6241/8400-3918/8303-0367

CAMANAVA FIELD OFFICE

5th Flr. Araneta Square Center, Monumento Circle, Quezon City
☎ 8282-1842; 8283-5044; 8367-3188 (fax)

MANILA FIELD OFFICE

4/F DY International Bldg., 1650 Gen. Malvar cor. San Marcelino, Malate, Manila
☎ 8302-9270; 8244-1318; 8244-1532; 8302-9269 (fax)

MAKATI-PASAY FIELD OFFICE

2nd Flr., ECC Bldg., Sen. Gil Puyat Ave., Makati City
☎ 8772-8210; 8800-7211; 8800-7211; 8336-5062 (fax)

PAPAMAMARISAN FIELD OFFICE

4th Flr., No. 17 Rudgen Bldg., Brgy. San Antonio, Pasig City
☎ 8477-3630; 8532-4236; 8534-3893

MUNTAPARLAS FIELD OFFICE

263 Valenzuela Bldg., Alabang-Zapote Rd. Pamplona, Las Piñas City
☎ 8815-0086; 8808-6165; 8808-0422 (fax)

QUEZON CITY FIELD OFFICE

4th Flr., Arcadia Bldg., Quezon Ave., Quezon City
☎ 8921-4973; 8376-5983 (fax)

NAME OF ESTABLISHMENT
(ADDRESS)

ESTABLISHMENT QUARTERLY REPORTING FORM OF EMPLOYED FOREIGN NATIONAL

AS OF _____ (MONTH)

FOR DOLE REGION 4A

No	NAME	NATIONALITY	Sex (M/F)	TYPE OF VISA/ VALIDITY (R/ NR/ Ref/ SIRV/ SRRV/ 9(d)/47 (a2)/ 9(G)	POSITION	TIN	AEP Number	VALIDITY		REMARKS
								From	To	
1.	YANG YEN	KOREAN	F	9A / _____	COUNTRY MANAGER	12345678901	on process	12/05/2020	12/05/2021	with PWP
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										
11.										
12.										

Prepared by:

Noted by:

Name/Position/Designation

Name/Position/Designation