



ADVISORY NO. 08 – 2021

TO : ALL ALIEN EMPLOYMENT PERMIT (AEP) CLIENTS

SUBJECT : Requirements for cancellation of Alien Employment Permits (AEPs) issued

DATE : 29 June 2021

In line with Department Order No. 221, series of 2021, Revised Rules and Regulations for the Issuance of Employment Permits to Foreign Nationals, please be advised that the following documents shall be submitted relative to requests for cancellation of AEPs.

1. Letter request for **cancellation shall only be made by the original company or foreign national** and reason/s shall be indicated/stated therein;
2. In case the foreign national (FN) requested for the cancellation of his/her AEP, FN shall provide a clearance or certification issued by original employer;
3. Copy of Corporate I.D. of the signatory of clearance/certification;
4. If AEP is still valid, original AEP card must be surrendered for perforation;
5. **If AEP was lost**, the following additional requirements shall be submitted:
 - a. Affidavit of Loss (duly notarized);
 - b. Police report; and
 - c. Copy of passport info page for proper identification.

May we reiterate that Alien Employment Permit/s that are already cancelled in the AEP Management System will not be reinstated.

All requests for cancellation shall be submitted to tssdepww.aepcancellation@gmail.com. For further inquiries and clarifications, you may look for Ms. Cindy Aparicio at telephone numbers 8243-3594/8400-6011.

This advisory shall take effect immediately.

Please be guided accordingly.

Atty. SARAH BUENA S. MIRASOL
Regional Director

REGIONAL OFFICE

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CAMANAVA FIELD OFFICE

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MANILA FIELD OFFICE

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☎ 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; 8336-5062 (fax)

PAPAMAMARISAN FIELD OFFICE

4th Flr., No. 17 Rudgen Bldg., Brgy. San Antonio, Pasig City
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MUNTAPARLAS FIELD OFFICE

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QUEZON CITY FIELD OFFICE

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