



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Intramuros, Manila



AEP ADVISORY No. 04 s2021

TO : **ALL REGIONAL DIRECTORS**

SUBJECT : **IMPLEMENTATION OF NEW AND REVISED PRESCRIBED FORMS ON THE ISSUANCE AND REGULATION OF ALIEN EMPLOYMENT PERMITS PURSUANT TO DO 221 S2021**

DATE : 14 May 2021

Relative to the effectivity of Department Order No. 221, s2021, all DOLE Regional Offices (ROs) are hereby enjoined to utilize the following new and revised prescribed forms:

1. Revised Alien Employment Permit (AEP) Application Form (**Annex "A"**) starting **06 May 2021**.
2. Revised Labor Market Test (LMT) Form (**Annex "B"**) to be utilized starting **15 May 2021**, with the following information included:
 - Name and Address of establishment;
 - Name of foreign national;
 - Position, Qualification/s and Brief Description of the Function/s;
 - Salary, and other Benefits; and
 - Notice that any person in the Philippines, who is competent, able, and willing at the time of application, to perform the services for which the foreign national is desired, may file an objection at the DOLE-RO within thirty (30) days after publication.
3. Establishment Report on Employed Foreign Workers (**Annex "C"**) to be submitted not later than thirty (30) calendar days after each quarter; and
4. Notification of Change in Information for Establishment Employing Foreign Nationals (**Annex "D"**) which must be submitted within ten (10) working days after such change.

DOLE ROs shall also advise their clients and stakeholders on the implementation of "publication of job acancy" pursuant to Paragraph 1, Section 9, of DO 221-21, which shall contain the following:

- Name of the Company;
- Workplace Address/Place of Assignment;
- Position and quantity of workers needed; and
- Brief Description of the Function/s and Qualification/s.

Publication of vacancy/ies shall be made at least fifteen (15) calendar days prior to the application of AEP, and shall be valid and effective within thirty (30) days from the date of publication in a newspaper of general circulation. No particulars are given to the minimum dimensions, but readability shall be observed.

DOLE ROs shall ensure publication of the LMT in their respective official website pursuant to Paragraph 6, Section 9, of DO 221-21.

For compliance.



SILVESTRE H. BELLO III
Secretary

Enclosures:

Annex "A" – AEP Application Form (Revised 2021)
Annex "B" – Prescribed format of the Labor Market Test
Annex "C" – Establishment Report on Employed Foreign Workers
Annex "D" – Notification of Change in Information for Establishments Employing Foreign Nationals



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF LABOR AND EMPLOYMENT
REGIONAL OFFICE NO. _____

2 X 2
PICTURE
white background

ALIEN EMPLOYMENT PERMIT APPLICATION FORM

TYPE OF APPLICATION: [] NEW [] RENEWAL

Please supply all required information. Misrepresentation¹, false statement or fraud in this application or in any supporting document is ground for denial/ revocation/cancellation of the permit.

I. PERSONAL DATA

Name: _____
(Last name) (First name) (Middle name)

Nationality: _____ Sex: _____ Marital Status: _____

Date of Birth: _____ Place of Birth: _____ TIN: _____
(DD / MM / YYYY)

Passport No.: _____ Place of Issuance: _____ Issuance Date: _____
(DD / MM / YYYY)

Expiration Date: _____ Visa: _____ Visa Validity: _____
(DD / MM / YYYY)

Highest Educational Attainment²: Basic [] Intermediate [] Advanced [] Course of Study: _____

Address in the Philippines: _____

Contact Number: _____ E-Mail Address: _____

Permanent Address Abroad: _____

II. PRESENT EMPLOYMENT:

Position: _____

Brief Job Description: _____

Basic Qualification: _____
(Based on the Job/Vacancy Posting)

Workplace Address: _____

Name of Company/Employer: _____

Address of Company/Employer: _____

Contact Number: _____ E-Mail Address: _____

Monthly Gross Salary: [] ₱ 30,000 - ₱ 59,999 [] ₱ 60,000 - ₱ 89,999 [] ₱ 90,000 - ₱ 149,999
(Including benefits) [] ₱ 150,000 - ₱ 499,999 [] ₱ 500,000 and above

Nature of Business/Industry: (Please refer at the back)

A [] B [] C [] D [] E [] F [] G [] H [] I [] J [] K []
L [] M [] N [] O [] P [] Q [] R [] S [] T [] U []

III. EMPLOYMENT HISTORY IN THE PHILIPPINES: (Please attach additional sheet if necessary)

Employer's Name and Address	Position	Duration of Employment

Have your application for AEP been previously denied? Yes [] No [] When? _____

Have your AEP been previously cancelled/revoked? Yes [] No [] When? _____

Reason for denial/cancellation/revocation: _____

What actions have you taken? _____

IV. DECLARATION: I declare that the statements made in this application are true and correct to the best of my knowledge and belief and I will abide by the Philippine laws, rules and regulations.

Name and Signature of the Applicant

Date

V. ENDORSEMENT BY THE EMPLOYER: I certify that all the information written above are true and correct and currently I employ³ _____ Filipino national/s and _____ foreign national/s.

Name and Signature of Employer

Position

Date

¹ Misrepresentation of facts in this application includes fraudulent misrepresentation i.e., false statement that has a negative effect in the evaluation of the application made knowingly, or without belief in its truth, or recklessly whether it is true or false.
²Basic – Elementary and High School; Intermediate – College; Advance – Masteral and Doctoral
³Number of Filipino and foreign national employed in the company

NATURE OF BUSINESS / INDUSTRY	
A	Agriculture, Forestry, and Fishing
B	Mining and Quarrying
C	Manufacturing
D	Electricity, Gas, Steam, and Air Conditioning Supply
E	Water Supply, Sewerage, Waste Management and Remediation Activities
F	Construction
G	Wholesale and Retail Trade; Repair of Motor Vehicles and Motorcycles
H	Transportation and Storage
I	Accommodation and Food Service Activities
J	Information and Communication
K	Financial and Insurance Activities
L	Real Estate Activities
M	Professional, Scientific, and Technical Activities
N	Administrative and Support Service Activities
O	Public Administration and Defense; Compulsory Social Security
P	Education
Q	Human Health and Social Work Activities
R	Arts, Entertainment, and Recreation
S	Other Service Activities
T	Activities of Households as Employers; Undifferentiated Goods
U	Services-Producing Activities of Households for Own Use Activities of Extraterritorial Organization and Bodies



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
National Capital Region
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NOTICE OF FILING OF APPLICATION FOR ALIEN EMPLOYMENT PERMIT (AEP)

Notice is hereby given that the following employers have filed with this Regional Office application/s for AEPs

Name and Address of Employer:

XYZ COMPANY. 6/F First Intramuros BF Condominium, Solana Street corner A. Soriano Avenue, Intramuros, Manila

No.	Name of Foreign National	Position and Job Description	Monthly Salary Range and Qualification/s
1.	LEE SHIN	CHINESE CUSTOMER SERVICE REPRESENTATIVE - Interact with customer to provide information, support and problem resolution to inquiries and order status.	₱ 30,000 - ₱ 59,999 - Fluent in Mandarin both oral and written
2.	KIM JAEYOUNG	IT PROJECT MANAGER - Supervise IT Personnel and Manage the deliverables based on timeline of the project.	₱ 90,000 - ₱ 149,999 - At least 5 years in Project Management on IT based projects

Name and Address of Employer:

ABC COMPANY. 6/F First Intramuros BF Condominium, Solana Street corner A. Soriano Avenue, Intramuros, Manila

No.	Name of Foreign National	Position and Job Description	Monthly Salary Range and Qualification/s
1.	ARVAND SINGH	VP FOR LOGISTICS AND SUPPLY CHAIN - Direct and supervise the importation and last mile delivery services of the company	₱ 150,000 - ₱ 499,999 - More than 10 years managerial experience in logistics

ANY PERSON IN THE PHILIPPINES WHO IS COMPETENT, ABLE AND WILLING TO PERFORM SERVICES FOR WHICH THE FOREIGN NATIONAL IS DESIRED MAY FILE AN OBJECTION AT THE DOLE REGIONAL OFFICE WITHIN 30 DAYS AFTER THIS PUBLICATION. PLEASE INFORM THE DOLE REGIONAL OFFICE IF YOU HAVE ANY INFORMATION ON CRIMINAL OFFENSE COMMITTED BY THE FOREIGN NATIONALS.

ATTY. SARAH BUENA S. MIRASOL
Regional Director

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	5/12/20	5/12/21	with PWP
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										
11.										
12.										

Prepared by:

Noted by:

Name/Position/Designation

Name/Position/Designation

NOTIFICATION OF CHANGE OF INFORMATION

(ESTABLISHMENTS EMPLOYING FOREIGN NATIONALS)

TO : DOLE REGIONAL OFFICE NO. _____

DATE : _____

This is to notify the abovementioned DOLE Regional Office of the change of information of our establishment in relation to Section 25(B) of Department Order No. 221, Series of 2021.

The change of information concerns our:

- ☐ Company Address¹
- ☐ Contact Numbers
- ☐ Company Name¹
- ☐ Authorized Signatory²

From	To

The change stated herein is certified true and correct by the undersigned and executed under the penalty of perjury.

Signature above Printed Name

Designation:

Company:

DOLE RO ACKNOWLEDGEMENT

Regional Director/Authorized Representative (with Designation)

¹ Must be accompanied with GIS, Certificate of Business Name Registration, and/or Mayor's Permit (whichever is applicable)

² Must be accompanied by a notarized Board Resolution with Secretary's Certificate for Corporations, or a notarized authorization for single proprietorship and partnerships (signed by both partners)