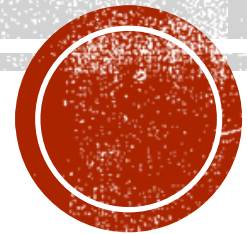


ISSUANCE OF ALIEN EMPLOYMENT PERMIT (AEP)

DOLE Department Order No. 221 Series of 2021



Department Order
No. 186-17



Department Order
No. 221-21

**NEW GUIDELINES FOR FILING DATES,
PROCESSING TIME, PERMIT FEES, PENALTIES,
DOCUMENTARY REQUIREMENTS, AND EMPLOYERS' DUTIES**



ONLINE REGISTRATION



PRE-APPLICATION REQUIREMENTS

1. **Company Profile**
2. **Certificate of Business Name Registration** with Application Form duly received by DTI in case of sole proprietorship; **Certificate of Registration**, AOI, By-Laws, and updated GIS issued by SEC in case of a corporation
3. Valid **Business or Mayor's Permit**



ONLINE
REGISTRATION



GENERAL DOCUMENTARY REQUIREMENTS

1. **Passport** with valid visa
2. Duly accomplished **Application Form** “PABs-TIN-CR-(tayo sa)-Pub”
3. Valid **Business or Mayor’s Permit**
4. BIR form no. 1904/1902 duly received by the BIR indicating the **TIN of the foreign national** or a certification from the BIR with a list of foreign nationals opposite each with the TIN issued, or a copy of e-registration
5. Duly notarized Appointment or **Contract of Employment** signed by the foreign national and the employer
6. **Certificate of Business Name Registration** with Application Form duly received by DTI in case of sole proprietorship; **Certificate of Registration**, AOI, By-Laws, and updated GIS issued by SEC in case of a corporation
7. Proof of **Publication** of the job vacancy in a newspaper of general circulation, together with a duly notarized affidavit stating no applications were received or no Filipino application was considered for the position





FILING PERIOD



PROCESSING PERIOD

ONLY 5 DAYS



APPLICATION FEES



PHP 10,000.-

- Validity of 1 year inclusive of the publication fee
- Additional PhP 5,000.- for every additional year



EMPLOYER'S REPORT



REVISED RULES AND REGULATIONS



DO No. 186-17

DO No. 221-21

1. Publication
2. Period to File Application
3. Processing Time
4. Application Fee
5. Employer's Report

Not necessary

Necessary

15-day Grace Period

10 working days

3 working days

5 working days

PhP 9,000.-

PhP 10,000.-

No Report required

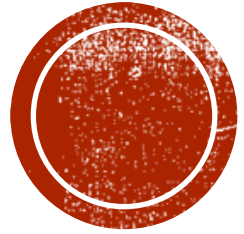
Required



REFERENCES

- *Department Order No. 221-21: Revised Rules and Regulations for the Issuance of Employment Permits to Foreign Nationals (January 6, 2021)*
- *NCR Advisory No. 07-20: Guidelines for Filing and Issuance of Alien Employment Permit (May 29, 2020)*





THANK YOU AND STAY SAFE.

