



## AEP ADVISORY NO. 01, SERIES OF 2022

TO : ALL REGIONAL DIRECTORS

SUBJECT : REVISED PRESCRIBED FORMS ON ALIEN EMPLOYMENT PERMITS, CERTIFICATES OF EXEMPTION AND EXCLUSION, AND ECOZONE QUARTERLY REPORTS

DATE : \_\_ JANUARY 2022

In line with the Department's mandate to monitor and regulate Foreign Nationals (FNs) working in the country, all DOLE Regional Offices (ROs) are hereby advised to utilize the attached revised prescribed reporting forms effective **15 January 2022**:

### I. ALIEN EMPLOYMENT PERMIT (AEP)

- **Form No. 1** – Monitoring Form for AEP (with additional column for salary range); and
- **Form No. 2** – Summary Form for AEP;

### II. CERTIFICATE OF EXEMPTION (CoExm) AND EXCLUSION (CoExc)

- **Form No. 3** – Monitoring form for CoExm;
- **Form No. 4** – Summary Form for CoExm;
- **Form No. 5** – Monitoring Form for CoExc; and
- **Form No. 6** – Summary Form for CoExc

Additionally, to improve and streamline the processing of the Certificates of Exemption and Exclusion under Sections 19 and 21 of Department Order No. 221-21 or the Revised Rules and Regulations for the Issuance of Employment Permits to Foreign Nationals, submission of a duly accomplished request form (**Annex A and B**) shall be included in the list of requirements along with the letter request.

### III. ECOZONE QUARTERLY REPORTS TO DOLE

Pursuant to **Section 5.b of the Memorandum of Agreement between DOLE and Ecozone Authorities** signed on 30 September 2021, all concerned DOLE ROs are hereby instructed to provide the Ecozone Authorities the attached monitoring form for FNs working within the Economic Zone (**Annex C**). The report shall be submitted to the DOLE RO concerned, copy furnished the Bureau of Local Employment (BLE) through [ecozonereports.dole@gmail.com](mailto:ecozonereports.dole@gmail.com).

For compliance.

  
SILVESTRE H. BELLO III  
Secretary