



AEP ADVISORY No. 02, Series of 2022

TO : ALL DOLE REGIONAL DIRECTORS

SUBJECT: ADVISORY ON THE EFFECTIVITY OF DEPARTMENT ORDER (DO) 221-A s. 2022 AND IMPLEMENTATION OF PRESCRIBED FORMS

DATE : 26 April 2022

Relative to the effectivity of Department Order (DO) No. 221-A, Series of 2022 on **19 April 2022**, which was published at the **Business World** on **04 April 2022**, all DOLE Regional Offices (ROs) are hereby enjoined to utilize the following prescribed forms for the accreditation of agents and registration of employer's authorized representatives:

1. Application Forms (Tab 1):

- a. **DO 221-A, S. 2022 Form 1** – Application Form which shall be used by those covered by the DO as **new applicants** for accreditation as agents, registration of employer's authorized representative, and the accredited agent's Supplemental Authority to Transact to be able to apply for AEP and related documents in DOLE-ROs other than the RO in which the Accreditation was approved and granted/issued.
- b. **DO 221-A, S. 2022 Form 2** – Application Form which shall be used for **renewal** of the accreditation, the registration of employer's authorized representative, and the Supplemental Authority to Transact.

2. Reporting and Monitoring Forms (Agents and DOLE ROs) (Tab 2):

- a. **Accredited Agents (AA) Reporting Form 1** – Form which shall be used by the accredited agents in submitting the semestral summary of the total AEP/Exclusion/Exemption processed by each accredited agent corresponding to the companies or establishments served to be submitted to the DOLE-RO concerned.
- b. **AA Reporting Form 2** – Form which shall be used by the accredited agents in submitting the list of all foreign nationals in every company or establishment served to be submitted to the DOLE-RO concerned.

For applications filed on the account of Supplemental Authority to Transact, a separate report using this form shall be submitted to the DOLE-RO that issued the Authority.

- c. **DOLE Monitoring Form 1** – Form which shall be submitted quarterly to the BLE by the DOLE-ROs on the list of agents duly accredited and employers with authorized representatives registered, 15 days after the reference quarter.
- d. **DOLE Monitoring Form 2** – Form which shall be submitted quarterly to the BLE by the DOLE-ROs containing the summary on the number of agents duly accredited and employers with authorized representatives registered, 15 days after the reference quarter.



3. Certificates (Tab 3):

- a. **Certificate of Accreditation** – Form to be issued by the DOLE-ROs to entities that applied for accreditation as agents.
- b. **Certificate of Registration** – Form to be issued by the DOLE-ROs to Employers/Establishments that applied for registration of their authorized representatives.
- c. **Supplemental Authority to Transact** – Form to be issued to accredited agents that applied to extend their authority to transact for and in behalf of the employer/foreign national with the DOLE-RO concerned.

- 4. **Oath of Undertaking (Tab 4)** – Oath executed by the accredited agent's personnel and employer's authorized representative to ensure their compliance to DO 221, S. 2021 and DO 221-A, S. 2022, and other existing rules and regulations. Oath of Undertaking shall be duly notarized.

Further, the DOLE-ROs shall fully implement DO 221-A, S. 2022 **ninety (90) days after its effectivity.**

For strict compliance.


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