



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



AEP ADVISORY NO. 04, SERIES OF 2022

TO : ALL DOLE REGIONAL OFFICES

SUBJECT : SUBMISSION OF NOMINATED USERS ON THE ALIEN EMPLOYMENT PERMIT MANAGEMENT SYSTEM (AEPMS) AND ITS USER MANUAL POLICY AND USER ACCESS CONTROL POLICY

DATE : ___ MAY 2022

In reference with the deployment and implementation of the Alien Employment Permit Management System (AEPMS) developed by DOLE-NCR, all DOLE Regional Offices are hereby enjoined to submit their list of nominated users, preferably those who participated in the Online Capacity Development on the AEPMS conducted on 11 March and 05-08 April 2022.

I. PRIMARY USER ACCOUNTS

Primary user accounts are special accounts to be created by the BLE, and shall be given to the following officials:

ACCOUNT TYPE	PERSONNEL INVOLVED	DESCRIPTION AND FUNCTIONS
Approver	Regional Director or designated representative	- formally approves or denies AEP applications to be printed and released
Manager's Account	Technical Services and Support Division (TSSD) Chief or any AEP Processor as authorized	- views applications and creates user accounts for the Region - issues a Manual Order of Payment Slip (OPS) for additional payments as required such as re-printing of AEP ID Card and payment of Penalty.
Cashier Account	Cashier Personnel	- in - charge of receiving Order of Payment (OP) - issues Official Receipt (OR) to be later documented/encoded at AEPMS - views payment status of clients and reflects the same to the AEPMS

II. REGULAR USER ACCOUNTS

An access role shall be given to each user, categorized as the following:

ACCOUNT TYPE	PERSONNEL INVOLVED	FUNCTION
Establishment-Encoderⁱ	AEP Processor / designated personnel	<ul style="list-style-type: none"> - in charge of evaluating the completeness and correctness of establishment – related requirements uploaded or submitted by the employer or authorized-agent (AA) or employers authorized representative (EAR) on the application for Establishment Registration - views documents related to the application on Establishment Registration - updates and edits the details of establishment registration
Encoderⁱⁱ	AEP Processor / designated personnel	<ul style="list-style-type: none"> - in charge of Pre-Evaluation of AEP Applications and its completeness and correctness - verifies the assigned and enrolled authorized representatives - uploads the documentary requirements as submitted by the applicant, and encodes its details; - in-charge of sending the Order of Payment Slip (OPS) to the applicant - views and updates application prior or after payment of fees, application log, and uploaded documents - Other Functions: <ul style="list-style-type: none"> o prints blank route slip o updates, edits and deletes the Application / Transactions
Publisherⁱⁱⁱ	AEP Processor / designated personnel	<ul style="list-style-type: none"> - in charge of preparing the publication of new AEP applications, pursuant to Section 5 of DOLE DO 221-21 - views the publication details of the applicant - updates publication info

		<ul style="list-style-type: none"> - prints accomplished template due for publications
Evaluator^{iv}	AEP Processor / designated personnel.	<ul style="list-style-type: none"> - evaluates the completeness and correctness of information and employment details vis-à-vis the uploaded attachments - adds employment record, if any - evaluates the fees paid by the applicant and publication details - shall tick the checkboxes wherein the applicant complied with the requirements - issues the submission of additional requirement/s or if the company has to be verified first prior release of AEP if deemed necessary - inputs the date of issue, and validity of the permit - has the privilege to initially recommend if the AEP application is subject for approval or denial.
Reviewer^v	Either TSSD Chief or its designated personnel	<ul style="list-style-type: none"> - reviews the evaluated applications for endorsement for approval or denial.
Printer^{vi}	AEP Processor / designated personnel.	<ul style="list-style-type: none"> - prints AEP cards for release
Releasing^{vii}	AEP Processor / designated personnel.	<ul style="list-style-type: none"> - maintains and updates the details of AEP cards for releasing and released
Archiver^{viii}	AEP Processor / designated personnel.	<ul style="list-style-type: none"> - views and archives applications once the AEP card has been released
Advance Processor	AEP Processor / designated personnel who may handle several accounts involving different functions.	<ul style="list-style-type: none"> - a special type of account which is a consolidation of multiple access roles: <ul style="list-style-type: none"> - Establishment Encoder - Encoder - Publisher - Evaluator - Reviewer - Printer - Releaser - Archiver - Cancelation-Encoder, Denial, and Revocation

Cancellation-Encoder, Denial, and Revocation^{ix}	AEP Processor / designated personnel.	- in charge of the cancellation, denial of application, and revocation of the issued AEP
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The granting/revocation/recovery of access of nominated users to the AEPMS shall also be requested through a duly accomplished User Access Request Form (*Annex A*), to be requested by the TSSD Chief, and shall be endorsed by the Regional Director.

All accomplished forms shall be sent to BLE at the electronic mail address aepms.ble@gmail.com, on or before 17 May 2022, Tuesday.

III. USER ACCESS CONTROL POLICY AND MANUAL

The User Access Control Policy (*Annex B*) sets the guidelines on user acceptance and administrative management of the AEPMS. Also included are the access roles of users and IT Support for the system.

Further, the User Manual (*Annex C*) serves as the guide for the implementors in the use of the AEPMS.

IV. OTHER MATTERS

For easier communication, all nominated users are also highly advised to join the Viber group by using the following link: <https://bit.ly/AEPMSViber>.

For further inquiries, you may contact Mr. Gabriel Habito or Mr. Ar John Siy of the Bureau of Local Employment via electronic mail at aepms.ble@gmail.com or via telephone number 8528-0083.

This Advisory shall take effect immediately and until further notice.

For compliance.


RENATO L. EBARLE
 Undersecretary

cc: **DIRECTOR ADELINE T. DE CASTRO**
 DOLE Planning Service

ⁱ Regular User Accounts that can be assigned to the "Advance Processor Account"

ⁱⁱ Ibid.
ⁱⁱⁱ Ibid.
^{iv} Ibid.
^v Ibid.
^{vi} Ibid.
^{vii} Ibid.
^{viii} Ibid.
^{ix} Ibid.