



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



## AEP ADVISORY NO. 06 SERIES OF 2022

**TO :** ALL DOLE REGIONAL OFFICES  
**SUBJECT :** DEPARTMENT ORDER NO. 221-A SERIES OF 2022 IDs  
**DATE :** 10 JUNE 2022

This refers to Sections 5, 7, and 9 of Department Order No. 221-A, Series of 2022 or the Guidelines in the Accreditation of Agents and Appointment of Employer's Authorized Representatives for Filing of Alien Employment Permit (AEP) Applications and Related Documents.

In line with the above, all DOLE Regional Offices (ROs) are hereby advised to utilize the attached template (**Annex A**) for the IDs to be issued to authorized personnel and representatives, with the following specifications:

- **Type:** Plastic Card
- **Size:** 105mm x 148.5 mm
- **Color:** Full Color
- **Material:** PVC

The format for the Application Number featured in the IDs for Accredited Personnel and Authorized Representatives shall be as follows:

ID TYPE	FORMAT	SAMPLE
<b>Accredited Personnel</b> (Authority to Transact)	[RO]-AP[YYYY]- [Application Number]	NCR-AP2022-001
<b>DOLE ID Pass</b> (Employer's Authorized Representative)	[RO]-EAR[YYYY]- [Application Number]	NCR-EAR2022-001

All ROs are advised not to issue Supplemental IDs for holders of Supplemental Authority to Transact Certification, as the said Certification shall be valid in itself, and shall be presented during transactions with the concerned DOLE RO, together with the issued Accreditation ID.

Pending fund allocation for the printing of the prescribed IDs, all ROs are hereby instructed to issue temporary basic IDs (e.g.: laminated oslo paper).

This shall be effective immediately, and until further notice.

For compliance.

  
SILVESTRE H. BELLO III  
Secretary