



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



AEP ADVISORY NO. 02 SERIES OF 2021

TO : DOLE Regional Offices (DOLE-ROs)

SUBJECT : DISPOSAL OF OLD AEP CARDS PENDING FULL DISTRIBUTION OF NEW CARDS PROCURED FROM THE NATIONAL PRINTING OFFICE (NPO)

DATE : 09 March 2021

ALL DOLE Regional Offices are hereby instructed to immediately begin using the NPO printed cards upon receipt.

For the old AEP cards that remain unused upon delivery and receipt of the NPO printed cards, DOLE-ROs are hereby instructed to:

1. Prepare an inventory of the remaining cards.
2. Submit a request for disposal of valueless accountable forms to the concerned Commission on Audit (COA) Regional Office, copy furnished the Bureau of Local Employment and the Financial and Management Service.
3. Immediately turn over the inventory of remaining cards for disposal to the COA Regional Office as soon as the request is approved.

For strict compliance.


SILVESTRE H. BELLO III
Secretary