



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



AEP ADVISORY NO. 02, SERIES OF 2023

TO : ALL REGIONAL DIRECTORS

SUBJECT : AMENDMENTS TO THE PRESCRIBED MONITORING AND REPORTING FORMS FOR DEPARTMENT ORDER NO. 221-A, SERIES OF 2022

DATE : __ April 2023

Relative to the effectivity of Department Order (DO) No. 221-A, series of 2022 on 19 April 2022 and the issuance of AEP Advisory No. 02, Series of 2022 on 26 April 2022, all Regional Offices (ROs) are hereby instructed to use the revised forms incorporating the following:

1. **Reporting Period.** The DOLE Monitoring Forms 1 and 2 shall now be submitted on a monthly basis as prescribed in the form templates.
2. **Additional Information on DOLE Monitoring Form 1.** The revised DOLE Monitoring Form 1 shall reflect the additional information of the Accredited Agents and Registered Employers' addresses, as well as the accredited personnel and authorized representatives' contact details and sex.

All DOLE ROs shall submit the reports in Excel and PDF formats duly signed by the Regional Director to the Bureau of Local Employment (BLE) at pdd@ble.dole.gov.ph.

All other reportorial duties shall be maintained and complied with as stated in DO 221-A, Series of 2022. Submissions of reports are still required despite no applicant being recorded.

Further, all DOLE Regional Offices are hereby instructed to post the list of their accredited agents on their official websites, with corresponding addresses and contact information, for reference of the Department's stakeholders and clients.

This advisory shall take effect immediately.

For strict compliance.


CARMELA I. TORRES
Undersecretary

cc: **Undersecretary Ciriaco A. Lagunzad III**
General Administration and Regional Operations Cluster



Republic of the Philippines
Department of Labor and Employment
 Regional Office No. ____

MONTHLY LIST OF ACCREDITED AGENTS' PERSONNEL AND REGISTERED EMPLOYERS' AUTHORIZED REPRESENTATIVE

1	2	3	4	5	6	7	8	Sex		Accreditation	Type of Issuance		Validity	Condition	
								Male	Female		Registration	Supplemental Authority to Transact		New	Renewal
								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>

Prepared by: _____

Verified correct: _____

Noted by: _____

Name/Position _____

TSSD Chief _____

Regional Director _____

Republic of the Philippines
 Department of Labor and Employment
 Regional Office No. _____

**MONTHLY SUMMARY OF ACCREDITED AGENT'S PERSONNEL AND
 EMPLOYER'S AUTHORIZED REPRESENTATIVE**

Accredited Agents		
Number of Accredited Agents (AA)		
	New	
	Renewal	
Number of Accredited Personnel (AP)		
	Male	
	Female	
Registered Employers with EAR		
Number of Employers Registered		
	New	
	Renewal	
Number of Employer's Authorized Representative (EAR)		
	Male	
	Female	
OVERALL TOTAL ACCREDITED/REGISTERED		
OVERALL TOTAL AA and EAR		

Prepared By:

Verified Correct:

Noted by:

Name/Position

TSSD Chief

Regional Director