



DEPARTMENT OF LABOR AND EMPLOYMENT  
REGIONAL OFFICE NO. 8  
Trece Martires St., Tacloban City

**I. CHECKLIST OF REQUIREMENTS FOR ALIEN EMPLOYMENT PERMIT**

**ISSUANCE**

- Application Form duly accomplished and must be notarized
- Notarized Contract of Employment/Appointment for non-elective position or Notarized Board Secretary's Certificate on the election of Foreign Nat'l (Original or duplicate original is required)
- Certified Photocopy of passport with visa or Certificate of Recognition for refugees
- Photocopy of Mayor's Permit  
(For PEZA registered companies, photocopy of PEZA registration certificate is required; for non-profit/non-stock organization, SEC registration and certificate of exemption on the issuance of municipal permit shall be submitted)
- Pictures 2 pcs 1x1 and 2 pcs 2x2
- Other documents (e.g. cover/endorsement letter of application and Authorization letter from company or alien)

**RENEWAL**

- Application Form duly accomplished and must be notarized
- Notarized Contract of Employment/Appointment for non-elective position or Notarized Board Secretary's Certificate on the election of Foreign Nat'l (Original or duplicate original is required)
- Certified Photocopy of passport with visa
- Photocopy of updated Mayor's Permit
- AEP Card previously issued or photocopy of current AEP
- Other documents (e.g. cover/endorsement letter of application and authorization letter from company or alien)

**NOTE:** Original passport and other documents when applicable, should be presented for validation

SRRV holders are required to submit a valid identification card from PLRA

SIRV holders are required to submit a certification from Board of Investments (BOI) regarding existing investment or valid ID card from BOI

**II. OTHER CONDITIONS: (Department 97-09), Series of 2009**

**1. Fees**

- 1.1.1 New applications : P8,000.00 for each application for AEP with a validity of one (1) year. In case the period is more than one (1) year, an additional P3,000 shall be charged for every additional year of validity or a fraction thereof
- 1.1.2 Renewals : P3,000.00 for each year of validity or a fraction thereof.
- 1.1.3 Replacement of card : P 750.00

**2. Filing Period**

2.1 Newly hired, elected or appointed officers may file application for new AEP without penalty within fifteen (15) days after signing of contract, election or appointment, or before the start of actual term of office.

In case of corporate officers, whose election or appointment takes place before expiration of AEP, the application shall be filed not later than fifteen (15) working days after election or appointment or before the expiration of the AEP.

In case the election or appointment will take place after the expiration of the AEP, and shall be renewed for one year. In case the foreign national is not re-elected or re-appointed, the AEP shall be automatically revoked. Within fifteen (15) working days after the date of election or appointment, the foreign national shall submit to the issuing Regional Office the Board Secretary's Certificate of Election or Appointment.

Filing for renewal with expired AEP is now considered as renewal and subject to penalty of P10,000 per year or fraction thereof for working with expired AEP.

**3. Penalty**

Ten Thousand Pesos (10,000) for every year or a fraction thereof on foreign nationals found working without an AEP or with an expired AEP.

**4. Publication**

The Regional Office shall publish all applications for new AEP, change or additional position in the same company or subsequent assignment in related companies within two working days upon receipt of application. Any objection or information against the employment of the foreign national may be filed with the Regional Office anytime during the foreign national's period of employment.