



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



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**ISSUANCE OF ALIEN EMPLOYMENT PERMIT (AEP) OR
CERTIFICATE OF EXEMPTION / EXCLUSION TO FOREIGN
NATIONALS INTENDING TO COME TO THE PHILIPPINES FOR
LONG-TERM EMPLOYMENT**

Pursuant to the Joint Memorandum Circular (JMC) No. 001, Series of 2019 or the "Rules and Procedures Governing Foreign Nationals Intending to Work in the Philippines"¹ and the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF-MEID) Resolution No. 131-A² dated 05 August 2021, this Labor Advisory is hereby issued to govern the issuance of Alien Employment Permit (AEP) or Certificate of Exemption / Exclusion (COE), for applications filed by the Philippine-based Employer, for foreign nationals (FNs) intending to come to the Philippines for long-term employment (more than six (6) months).

A. APPLICATION AND ISSUANCE OF AEP

1. The application for AEP shall be filed with the concerned DOLE Regional Office (RO) by the Philippine-based Employer.
2. The submission of documentary requirements shall be in accordance with the **JMC No. 001, Series of 2019** and **Section 3 of Department Order (DO) No. 221, Series of 2021**³, **except** for the copy of the valid visa of the FN which shall be submitted within 30 working days after completion of the 14-day quarantine protocol.
3. The AEP shall be issued within five (5) working days after the completion of the labor market test or publication of AEP application in a newspaper of general circulation, and payment of required fees under **Section 4 of DO 221-21**.

¹ Said JMC is between Department of Justice (DOJ), Department of Foreign Affairs (DFA), Department of Finance (DOF), Department of Labor and Employment (DOLE), Department of Environment and Natural Resources (DENR), Bureau of Internal Revenue (BIR), Bureau of Immigration (BI), Professional Regulations Commission (PRC) and National Intelligence Coordinating Agency (NICA).

² IATF-MEID Resolution No. 131-A provides the guidelines for visa issuance of foreign nationals who intend to come to the Philippines for (a) long-term employment with a Philippine-based employer, and (b) employment in connection with foreign-funded government projects.

³ Revised Rules and Regulations for the Issuance of Employment Permits to Foreign Nationals

4. The AEP card shall be released to the Philippine-based Employer to facilitate the application of appropriate work visa with the Bureau of Immigration (BI) or other visa-issuing agency.

B. APPLICATION AND ISSUANCE OF CERTIFICATE OF EXEMPTION/ EXCLUSION

1. The application for Certificate of Exemption or Exclusion (COE), as the case may be, shall be filed with the concerned DOLE RO by the Philippine-based Employer.
2. The submission of documentary requirements shall be in accordance with **Section 19 or 21 of DO 221-21, except** for the copy of the valid visa of the FN which shall be submitted within 30 working days after completion of the 14-day quarantine protocol.
3. The COE shall be issued within three (3) working days after receipt of application subject to Item No. 2 above, and payment of required fees under **Section 4 of DO 221-21**.
4. The COE may be released to the Philippine-based Employer to facilitate the application of appropriate work visa with the BI or other visa-issuing agency.

Be guided accordingly.

51 August 2021


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