

AEP APPLICATIONS EVALUATION SHEET
[To be accomplished by the DOLE Regional/Field Office]

Name of Alien : _____
 Position/s : _____
 Nationality : _____
 Company : _____
 Address : _____
 AEP Number : _____ Validity : _____ Industry Code: _____

I. CHECKLIST OF REQUIREMENTS

(Original and other documents, when applicable, should be presented for validation. AEP Card must be surrendered to the issuing DOLE-Regional Office upon expiration of AEP or termination of employment.)

DOCUMENTS SUBMITTED

[] NEW

- 2x2 ID Picture (2 copies)
- Application Form duly accomplished
- Contract of Employment/ Appointment or Board Secretary's Certificate of election
- Photocopy of Employer's Mayor's Permit to operate business
- Photocopy of passport with visa or Certificate of Recognition for refugees
- if filed by a representative, authorization from the company or foreign national

[] RENEWAL

- 2x2 ID Picture (2 copies)
- Application Form duly accomplished
- Renewal of Employment Contract/Appointment or Board Secretary's Certificate of election
- Photocopy of Employer's Mayor's Permit to operate business
- Photocopy of passport with visa or Certificate of Recognition for refugees
- If filed by a representative, authorization from the company or foreign national

II. EVALUATION AND ACTION TAKEN

1. ASSESSMENT AND EVALUATION OF APPLICATION

RECOMMENDATION:

_____ EVALUATOR	_____ DATE RECEIVED	_____ DATE RELEASED
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2. RECOMMENDATION FOR APPROVAL OTHERS

_____ CHIEF	_____ DATE RECEIVED	_____ DATE RELEASED
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3. ACTION TAKEN APPROVED OTHERS _____

_____ REGIONAL DIRECTOR	_____ DATE RECEIVED	_____ DATE RELEASED
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III. PAYMENTS AMOUNT OFFICIAL RECEIPT No. DATE

Fees	_____	_____	_____	_____
Fines	_____	_____	_____	_____
Date of Publication:	_____	Newspaper	_____	_____