

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

Name of Alien : _____
 Position/s : _____
 Nationality : _____
 Company : _____
 Address : _____
 Date of Birth : _____
 Passport No. : _____
 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

- 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
- Understudy Training Program
- Certificate of Non-Pilipino Workers

[] RENEWAL

- 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

II. EVALUATION AND ACTION TAKEN

EVALUATOR :

SEGUNDINO C. MANDONAHAN
 Administrative Asst. III

 DATE RECEIVED

 DATE RELEASED

RECOMMENDATION :

FOR APPROVED

OTHERS

ATHENEUS A. VASALLO
 Director II

 DATE RECEIVED

 DATE RELEASED

ACTION TAKEN :

APPROVED

OTHERS

ATTY. JOFFREY M. SUYAO, CESO III
 Regional Director

 DATE RELEASED

III. PAYMENTS	AMOUNT	OFFICIAL RECEIPT No.	DATE
Fees	_____	_____	_____
Fines	_____	_____	_____
Date of Publication:	_____	Newspaper	_____