



May we inform you on the steps on filing Alien Employment Permit (AEP) application and releasing of AEP card effective September 29, 2015.

**Steps on Filing and Releasing of AEP**

**For Filing (AM only):**

1. Get transaction number from the 'Officer of the Day' or 'Guard on Duty.'
2. File bulk AEP applications or 6-30 applications per client/day at Counters 1 and 2.
3. File 5 AEP applications and below per client/day at Counter 3.

**For Requests for Copies:**

Provide the photocopy of the AEP and present the original AEP card when requesting for 'Certified True Copy of AEP Issued' to be stamped and duly signed by authorized DOLE-NCR personnel.

Copies of notice of publication shall no longer be provided.

**For Releasing (PM only):**

1. Get transaction number and 'Claim Stub' from the 'Officer of the Day' or 'Guard on Duty.'
2. Fill up the 'Claim Stub' while waiting for your turn to be called at Counters 2 and 3.

Please be guided accordingly. Thank you.

Approved for posting:

  
**ALEX W. AVILA**  
Regional Director