

AEP APPLICATION EVALUATION SHEET

[To be accomplished by the DOLE Regional Office]

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

I. COMPLIANCE WITH 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 or termination of employment.

The following documents have been submitted:

NEW

- Application Form duly accomplished
- Contract of Employment/ Appointment or Board Secretary's Certificate of Election (notarized)
- Photocopy of Mayor's Permit to Operate Business issued to Employer
- Photocopy of passport with visa or Certificate of Recognition for refugees

RENEWAL

- Application Form duly accomplished
- Renewal of Employment Contract/ Appointment or Board Secretary's Certificate of Election (notarized)
- Photocopy of Mayor's Permit to Operate Business issued to Employer
- Photocopy of passport with visa or Certificate of Recognition for refugees
- Photocopy of AEP previously issued

II. EVALUATION AND ACTION TAKEN

1. Findings and evaluation of application

Recommendation _____

Evaluator Date Received Date Released

2. Endorsement

Recommended for Approval Others _____

EPD Chief Date Received Date Released

3. Action Taken

APPROVED Others _____

REGIONAL DIRECTOR Date Received Date Released

III. PAYMENTS

	AMOUNT	OFFICIAL RECEIPT No.	DATE
Fees	_____	_____	_____
Fines	_____	_____	_____

IV. PUBLICATION (For new application)

Date of Publication: _____ Newspaper _____