



## ADVISORY

**TO : ALL APPLICANTS FOR THE ISSUANCE OF ALIEN EMPLOYMENT PERMIT (AEP)**

**SUBJECT : SCHEDULE OF RELEASING FOR APPROVED AEPs AND CERTIFICATE OF EXCLUSION FILED BEFORE THE ENHANCED COMMUNITY QUARANTINE AND FILING OF CANCELLATION OF AEPs**

**DATE : 29 May 2020**

In line with the adoption of minimum public health standards in this Regional Office, please be advised of the following schedule for the releasing of approved Alien Employment Permits (AEPs) and Certificate of Exclusion filed before the imposition of the Enhanced Community Quarantine (ECQ) effective **08 June 2020**:

FOR COMPANIES STARTING WITH	SCHEDULE OF RELEASE
<b>A</b>	Every Monday, 9:00am to 12:00nn
<b>B-E</b>	Every Monday, 1:00pm to 4:00pm
<b>F-I</b>	Every Tuesday, 9:00am to 12:00nn
<b>J-K</b>	Every Tuesday, 1:00pm to 4:00pm
<b>L-N</b>	Every Wednesday, 9:00am to 12:00nn
<b>O-P</b>	Every Wednesday, 1:00pm to 4:00pm
<b>Q-S</b>	Every Thursday, 9:00am to 12:00nn
<b>T-Z</b>	Every Thursday, 1:00pm to 4:00pm
<b>Philippine Offshore Gaming Operators (POGO)</b>	Every Friday, 9:00am to 4:00pm

Authorization letter to pick-up and proper identification shall be sought for authorized representatives.

AEP clients entering the premises of the Regional Office shall be limited to five (5) persons at a time and shall be required to follow social distancing, sanitation protocol and wearing of face masks. Likewise, they shall be required to follow the above schedule, otherwise they shall be entertained on the following week.

### REGIONAL OFFICE

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For clients who wish to file cancellation of AEPs of their foreign nationals, please send to this Regional Office through courier the AEP card and cancellation letter indicating the **reason for cancellation**, a **valid e-mail address** and **contact number**.

We shall process the same and send you back through email the duly stamped cancellation letter.

For your reference.



**HENRY JOHN S. JALBUENA**  
Regional Director