



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Intramuros, Manila



Certificate Number: AJA15-0048

Labor Advisory No. 02
Series of 2019

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DOLE-PS 28 JAN 19 10:50

Korean Assistance Desk Operating Guidelines

In the interest of public service and to provide a prompt disposition of applications in the issuance of Alien Employment Permit to Korean nationals seeking gainful employment in the Philippines in accordance with Article 40 of the Labor of the Philippines and Department Order No. 186, Series of 2017, this guideline is hereby issued prescribing the following procedures to be observed by the concerned Regional Offices in providing assistance to the aforementioned nationals:

1. Designated focal person/s must ensure completeness of AEP application and correctness of all relevant supporting documents prior receipt thereof.
2. Incomplete or incorrect documents must not be accepted and foreign national or authorized representative must be immediately informed/advised to undertake corrective actions for the speedy processing of the application.
3. Processing and issuance of AEP must be strictly made within three (3) working days from receipt of accurate documentary requirements.
4. Personal or telephone queries, follow ups or release of the AEP to the foreign national or authorized representative must be responded and handled promptly by the designated regional focal person.
5. Cases of AEP revocation/cancellation and such other cases affecting the employment of Korean nationals must be promptly resolved and reported to the Office of the Secretary thru the Bureau of Local Employment within five (5) days from occurrence / resolution thereof.

This guideline shall be immediately effective until ordered otherwise.

For your guidance and compliance.

Silvestre H. Bello III
SILVESTRE H. BELLO III
Secretary

Dept. of Labor & Employment
Office of the Secretary



28 JAN 2019

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