



Republic of the Philippines
Philippine Economic Zone Authority

MEMORANDUM CIRCULAR NO. 2023-062
Series of 2023

TO : All Ecozone Developers and Locator Enterprises
All Ecozone Administrators / Managers / Officers-in-Charge
All Others Concerned

FROM : TERESO O. PANGA
Director General

SUBJECT : Advisory on PEZA Visa Documentary Requirements,
specifically the Alien Employment Permit (AEP)

DATE : 21 December 2023

In relation to the concerns of some registered business enterprises (RBEs) on the timely processing of Alien Employment Permits (AEPs) as part of the application requirements for the PEZA Visa, the PEZA management had sought the assistance of the Department of Labor and Employment – National Capital Region (DOLE-NCR) and the Bureau of Local Employment (BLE) for the facilitation of the AEP applications.

Pursuant to Section 2 (Option 2) of the *Joint Memorandum Circular on the Rules and Procedures governing Foreign Nationals intending to Work in the Philippines*¹, a Philippine-based employer, on behalf of the foreign national, can obtain the necessary permits and comply with the requirements of the work visa prior to the foreign national's entry to the Philippines.

The above-mentioned *Joint Memorandum Circular* shall apply suppletorily to the *Labor Advisory on the Issuance of AEP or Certificate of Exemption/Exclusion to Foreign Nationals intending to come to the Philippines for long-term employment*². Hence, the concerned ecozone developers and locator enterprises may file an advance AEP application with their respective DOLE Regional Office, while the foreign national is still abroad.

For your information and guidance.

Thank you.

¹ Joint Memorandum Circular No. 001, Series of 2019.

² Labor Advisory No. 16, Series of 2021.

