Republic of the Philippines
PHILIPPINE ECONOMIC ZONE AUTHORITY

MEMORANDUM CIRCULAR NO. 2026-054

TO : **ALL PEZA REGISTERED BUSINESS ENTERPRISES (RBEs)**
ALL ZONE ADMINISTRATORS / ZONE MANAGERS / OICs

FROM : **TERESO O. PANGA**
Director General

Twala Secured
Digitally Signed:
SEP-03-2026

SUBJECT : **Latest DOLE Advisory on Updated Process on AEP Applications**

DATE : **03 September 2026**

This is to inform all concerned of the latest Public Advisory issued by the Department of Labor and Employment (DOLE) through the Bureau of Local Employment (BLE), posted on the official DOLE Facebook Page, that **effective 03 September 2026**, all AEP applications (New, Renewal, Exemption, and Exclusion) must be filed through DOLE's official online portal to strictly implement DOLE Zero-Contact Policy.

Attached hereto are the copies of DOLE AEP Public Advisory for more details and ready reference.

For widest dissemination and guidance of all concerned.

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ADVISORY TO THE PUBLIC
ALIEN EMPLOYMENT PERMIT (AEP)

Effective **September 3, 2026**, the Department of Labor and Employment (DOLE) through the Bureau of Local Employment (BLE) will officially implement key updates to the processing of Alien Employment Permit (AEP) applications and related transactions.

1. Mandatory Online Portal Submission

ALL AEP applications (New, Renewal, Exemption, and Exclusion) must be filed through the official online portal:

New and Renewal - bit.ly/AEPNewApplications
Exclusion - bit.ly/AEPExclusion
Exemption - bit.ly/AEPExemption

AEP applications via email, hard copy, or walk-in submissions will no longer be accepted. Only applications with a duly accomplished application form with complete documentary requirements shall be accepted and acted upon.

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2. Process for Other Related Transactions

For specific requests, please submit to **aep_applications@ble.dole.gov.ph** using the strictly required email subject formats:

Cancellation:

[Request for Cancellation] - Company Name and Foreign National's name

Reprinting:

[Request for Reprinting] - Company Name and Foreign National's name

Accreditation: [Application for Accreditation] - Company Name

DOLE Certification for Special Visa for Employment Generation (SVEG) applications and No Objection Certificates for the 5% increase in foreign employment under PEZA shall be facilitated and issued by the concerned DOLE Regional Offices.

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ALIEN EMPLOYMENT PERMIT (AEP)

To ensure administrative efficiency and transparency, a strict **Zero-Contact Policy** will be enforced across all operations, in line with RA 11032.

All questions, status updates, or general clarifications regarding AEP applications must be sent directly to **aep@ble.dole.gov.ph.**

Only clients with a confirmed schedule for card release or an official notice to submit additional documents for further evaluation will be granted entry to the office premises.

An **Officer of the Day** shall be assigned at the lobby to attend to immediate concerns and provide necessary assistance.

Thank you for your cooperation as we streamline our services for faster and more efficient processing.

For questions or concerns, call 8528-0087 or 8528-0108.

(3/3)

8528-0108
8528-0087
ble@dole.gov.ph
ble.dole.gov.ph