

**[ DOLE DEPARTMENT ORDER NO. 19-02, MARCH 5,  
2002, March 05, 2002 ]**

**AMENDING CERTAIN PROVISIONS OF DEPARTMENT ORDER NO.  
12, SERIES OF 2001 ENTITLED OMNIBUS GUIDELINES FOR THE  
ISSUANCE OF EMPLOYMENT PERMITS TO FOREIGN NATIONALS**

In the interest of the service and pursuant to the provisions of Articles 5 and 40 of PD 442, as amended, the following provisions of Department Order No. 12, series of 2001 are hereby amended as follows:

SECTION 1. Rule II, paragraph 1 shall read:

1. All foreign nationals seeking employment in the Philippines under Rule I hereof or their prospective employers, shall file their applications with the DOLE Regional Office having jurisdiction over the intended place of work, provided however, that in the case of foreign nationals to be assigned in subsidiaries, branch offices and joint ventures, and those assigned in the headquarters with oversight functions in any of the branch offices, operations or projects in the country, they may file their application in any of the Regional Offices nearest their place of work.

SECTION 2. Rule II, paragraph 5 shall read:

5. Renewal of Permit — An application for renewal of AEP shall be filed at least fifteen (15) days before its expiration. For elective officers, applications for renewal shall be filed upon election or upon expiration of the AEP.

Elective and appointive officers are given a grace period of five (5) working days from their election or appointment to file application for renewal without penalty.

Failure to file the application for renewal of permit within the prescribed period shall be subject to fines of Five Thousand Pesos (P5,000.00) if filed within six months after the prescribed period and Ten Thousand Pesos (P10,000.00) if filed after six (6) months. Failure to renew the AEP within one (1) year after its expiration shall be a cause for its revocation or cancellation.

SECTION 3. Effectivity. — This Department Order shall take effect fifteen (15) days after its publication in two (2) newspapers of general circulation.

Adopted: 5 March 2002

(SGD.) PATRICIA A. STO. TOMAS  
*Secretary*