

**[POEA DEPARTMENT ORDER NO. 04-A SERIES OF
1996, April 26, 1996]**

**PROCEDURAL GUIDELINES IN THE ISSUANCE OF CERTIFICATE
OF EXEMPTION FROM SECURING AN ALIEN EMPLOYMENT
PERMIT**

By virtue of the authority vested in the Secretary of Labor and Employment under Article 5 of the Labor Code of the Philippines, as amended, the following procedure for the effective implementation of Department Order No. 4, Series of 1996, is hereby issued.

I

Objective

The general objective of this Department Order is to support the UN Spouse Employment Policy so that highly qualified personnel are hired and retained as members of international organizations to carry out the UN Mission.

Specifically, this Order is to provide legitimate spouses of the members of international organizations exemption from securing alien employment permits.

II

Coverage

This Order shall apply to legitimate spouses of the members of international organizations with which the Philippine Government is a cooperating member and who are gainfully employed or to be gainfully employed or to be gainfully employed in the Philippines.

III

Procedure in the issuance of Certificate of Exemption

Certificate of Exemption shall be issued by the Department of Labor and Employment (DOLE) through the Bureau of Local Employment (BLE) after verification/evaluation of documents submitted.

a. Documents Required — An application for a Certificate of Exemption from securing an AEP must be accompanied by the following:

a.1 For New Application

a.1.1 Three (3) copies of application form duly accomplished.