

Republic of the Philippines  
MINISTRY OF JUSTICE  
M a n i l a

Application For Authority to Employ Foreign Technical Personnel In A Wholly or Partially Nationalized Business or Enterprise Pursuant to Section 2-A of Commonwealth Art No. 108, as amended by Presidential Decree No. 715.

The undersigned enterprise hereby applies for Authority to Employ the foreign national named below pursuant to Section 2-A of Commonwealth Act No. 108, as amended by Presidential Decree No. 715, and in support thereof, submits the following data and representations:

1. Name of Applicant-EMPLOYER: \_\_\_\_\_
  - ( a ) Office Address: \_\_\_\_\_ Tel. No. \_\_\_\_\_
  - ( b ) Factory Address: \_\_\_\_\_ Tel. No. \_\_\_\_\_
  - ( c ) Nature of Business or Activity: \_\_\_\_\_
  - ( d ) Business or activity is Partially Wholly Nationalized operating under the provisions of the (state law) \_\_\_\_\_
  - ( e ) Percentage of foreign participation in Total Equity \_\_\_\_\_

2. Name of Foreign National-EMPLOYEE: \_\_\_\_\_
  - ( a ) Date of Birth: \_\_\_\_\_ Place: \_\_\_\_\_
  - ( b ) Sex: \_\_\_\_\_ Age \_\_\_\_\_ Civil Status: \_\_\_\_\_  
Nationality: \_\_\_\_\_
  - ( c ) If Married:

	N A M E	A G E	R e s i d e n c e
Spouse:	_____	_____	_____
Children:	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

- ( d ) Will the spouse, unmarried minor children join the foreign national? (For Non-Resident Aliens only)

Yes	No	If so, when? _____
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- ( e ) Address Abroad: \_\_\_\_\_
- ( f ) Address in the Philippines: \_\_\_\_\_

( g ) Alien Certificate of Registration No.: \_\_\_\_\_  
(If Any)  
Date Issued: \_\_\_\_\_  
No. of years residence in the Philippines: \_\_\_\_\_  
Nature of Visa held (or applied for): \_\_\_\_\_

( h ) Educational background, training & experience:  
\_\_\_\_\_  
\_\_\_\_\_

( i ) Occupation for the past five years abroad (for non-resident aliens only):  
\_\_\_\_\_  
(continue in separate sheet, if necessary)

( j ) Previous employment in the Philippines:  
1. Name of Employer: \_\_\_\_\_  
2. Nature of Business or Activity: \_\_\_\_\_  
3. Business Address: \_\_\_\_\_  
4. Length of employment: \_\_\_\_\_  
Position(s) held: \_\_\_\_\_  
5. Was previous employment authorized by the Minister of Justice?  
Yes No  
If so, when and state period: \_\_\_\_\_  
If Not, state reasons why: \_\_\_\_\_  
\_\_\_\_\_  
No. of extensions granted, if any: \_\_\_\_\_  
Period granted: \_\_\_\_\_

( k ) Amount invested by proposed employee, if any, in the applicant-employer's business:  
\_\_\_\_\_

3. Nature of employment of the Foreign Technical Personnel:  
a. Proposed position or designation: \_\_\_\_\_  
b. Annual Basic Salary: \_\_\_\_\_; privileges, fringe  
Benefits and allowances: \_\_\_\_\_  
c. Proposed period of employment: \_\_\_\_\_

**d. Brief Statement of duties and responsibilities:**

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**e. Qualification requirements for the position:**

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**f. Number of employees in same category as that of proposed alien-employee:**

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**g. Reason(s) why a Filipino citizen cannot engaged to perform the desired service/labor:**

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**h. Reason(s) why the foreign technical personnel's employment is vital to the operation of the business and/or would be beneficial to the public service:**

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**4. Filipino employees willing to train as understudies of the foreign nationals:**

<b>N a m e</b>	<b>A g e</b>	<b>P o s i t i o n</b>
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**5. Applicant enterprise makes the following representations and commitments:**

- a. The foreign national proposed to be employed is not excluded or disqualified from entry into the Philippines under the provisions of Section 29 of Commonwealth Act No. 613, otherwise known as the Philippine Immigration Act of 1940;**
- b. It shall not employ the foreign national beyond the period of two years, extendible for another year, as the circumstances may warrant and as authorized by the Minister of Justice and shall likewise assume responsibility for the voluntary departure of said foreign national upon expiration of the authorized contract of employment and defray all expenses for such departure.**
- c. It shall cause the registration with the Office of the Minister of Justice of the commencement and termination of the employment of the foreign national within sixty (60) days after such commencement and such termination.**
- d. It shall inform the Minister of Justice of the change in the terms of employment, and shall submit a certified true copy of the new and amended contract of service.**
- e. It shall undertake to train at least two (2) Filipino understudies in the technical skills for which employment of the foreign national is required and shall submit annual reports such training to the Office of the Minister of Justice.**

**6. As integral parts of this application, the following documents are enclosed:**

- a. Certified true copy of the written contract of the employment or appointment;**

- b. Certified true copy of written undertaking under 5(c) above to train at least two Filipino understudies in the technical skill for which employment of the foreign national is present or required;
- c. Identification papers of the prospective alien-employee, his/her curriculum vitae and/or certification by his/her previous employer regarding his/her expertise.
- d. Papers relating to the business of the prospective employer such as Articles of Incorporation and Certificate of Registration;
- e. Alien employee's employment permit or certification from the Ministry of Labor that there are no local technician's available for the position to be filled;
- f. Immigration admission papers of the applicant(s);
- g. Affidavit executed by the applicant(s) to leave the country upon expiration of his contract; and
- h. Affidavit of return fare and support by the employer.

Done In the City/Province of \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Name of Enterprise

By:

\_\_\_\_\_  
President/General Manager

Republic of the Philippines )  
City/Province of \_\_\_\_\_ ) s.s.

**SUBSCRIBED and SWORN** to before me this \_\_\_\_\_ day of \_\_\_\_\_ 2018, in the City/Province of \_\_\_\_\_, affiant exhibited to me his/her Residence Certificate No. A - \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_ and applicant Corporate Residence Certificate No. C - \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_.

Notary Public  
Until December 31,