

KPMG

GMS Flash Alert

Immigration

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Philippines – AEP Application Requirements and Processing Times Simplified

The Philippines' Department of Labor and Employment has introduced measures intended to simplify the Alien Employment Permit application process. The changes reduce certain documentary and publication requirements, shorten the standard processing period, and revise when application fees become payable.[1]

WHY THIS MATTERS

The revised process may reduce the administrative burden and initial costs associated with Alien Employment Permit applications in the Philippines. Employers may also benefit from a shorter standard processing period and the ability to have their own human resources officers or other personnel process applications.

Although applicants will no longer be required to submit certain permits and licences from other government agencies as part of the Alien Employment Permit application, they will remain responsible for complying with the applicable requirements of those agencies.

Employers and foreign nationals planning employment in the Philippines may wish to review their application procedures and anticipated assignment timelines in light of the revised requirements.

Background

On 28 October 2026, the Department of Labor and Employment announced Department Order No. 248-C, Series of 2026. The order introduces changes to the processing of Alien Employment Permit applications for foreign nationals seeking employment in the Philippines. The measures are intended to reduce documentary requirements, shorten processing times, and simplify the application process for employers and foreign nationals. The order will take effect 15 days after its publication in a newspaper of general circulation. At the time of writing, the precise effective date could not be confirmed from the information available.

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Key Highlights

Reduced Documentary Requirements

Applicants will no longer be required to submit certain permits, licences, or evidence of applications filed with other government agencies when submitting an Alien Employment Permit application. Those documents include:

- Philippine Contractors Accreditation Board licence;
- Professional Regulation Commission Special Temporary Permit;
- Department of Justice authority to employ an alien; and
- Department of Environment and Natural Resources authority to hire a foreign national.

Removal of these documents from the Alien Employment Permit filing requirements does not remove the applicant's obligation to comply with the laws and procedures administered by the relevant government agencies.

Changes to the Labour Market Test

The requirement for applicants to pay for publication of the Labour Market Test notice in a broadsheet newspaper has been discontinued. Under the revised process, notices may instead be published through the Department of Labor and Employment's official portal or public repository. Notices may also be filed with the University of the Philippines Law Center.

Shorter Processing Period

The standard processing period for an Alien Employment Permit application has been reduced from 15 working days to 10 working days. The Department of Labor and Employment may apply a one-time extension of up to 10 working days. Accordingly, the maximum processing period may be 20 working days.

Submission and Payment Procedures

Employers may process Alien Employment Permit applications through their own human resources officers or other authorised personnel. No application fee will be collected when an application is submitted. A payment slip will be issued only after the application has been approved following the technical evaluation. This change may reduce upfront costs associated with applications that do not pass the technical evaluation. Employers may nevertheless need to incorporate the post-approval payment step into their internal immigration and onboarding processes.

Applications Endorsed by Philippine Overseas Posts

Philippine embassies and consulates may endorse Alien Employment Permit applications to the Bureau of Local Employment or the Department of Foreign Affairs through official notes. Further guidance may be needed regarding the circumstances in which this procedure will be available and the documentation that overseas posts will require.

Additional Provisions

Foreign applicants may be required to complete an orientation concerning Philippine history and culture. The order also provides that lawfully employed foreign workers may receive medical-care benefits in government hospitals. Additional implementing guidance may clarify the scope, eligibility criteria, and procedures associated with these benefits.

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KPMG INSIGHTS

The changes may make the Alien Employment Permit process more convenient by reducing the documents that need to accompany an application, removing applicant-funded broadsheet publication, and shortening the standard processing timeline.

Employers might wish to consider:

- Identifying pending and planned Alien Employment Permit applications that may be affected by the revised procedures;
- Reviewing internal application checklists to distinguish between documents no longer required by the Department of Labor and Employment and approvals that remain independently applicable;
- Updating assignment and onboarding timelines to reflect the 10-working-day standard processing period and the possibility of a one-time extension of up to 10 working days;
- Designating appropriate human resources officers or personnel to process applications on the employer's behalf;
- Updating payment procedures so that fees are paid after technical approval and issuance of the payment slip;
- Monitoring the Department of Labor and Employment's official portal or public repository for Labour Market Test notices and related procedural guidance;
- Confirming whether a separate professional, industry-specific, environmental, or justice-sector authorisation applies to the proposed employment; and
- Monitoring further guidance concerning overseas endorsements, the Philippine history and culture orientation, and medical-care benefits.

If assignees and/or their programme managers have any questions or concerns about the scope of the update, its application and potential impacts, and appropriate next steps, they should consult with their qualified professional or a member of the GMS team with KPMG in the Philippines (see the Contacts section).

ENDNOTE:

1 Department of Labor and Employment, "DOLE moves to simplify AEP processing," published on 28 October 2026.

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Contacts

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