



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT

Davao City Field Office

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For: **OFELIA B. DOMINGO, CESO III**
Regional Director

Thru: **PAUL V. CRUZ**
OIC Chief- TSSD

Attention: **EDILTRUDES L. CABILES**
Senior LEO/AEP Focal, TSSD

Dear Sir/Madam:

In line with the DOLE XI Internal Guidelines on the Processing of Alien Employment Permit (AEP), a Pre-Evaluation was conducted on August 28, 2020 at Toor and Gill Lending Corp., located at Ph. 5, San Fernando St., Doña Asincion Village, Brgy. Pampanga, Buhangin District, Davao City.

Please see attached table for the following observations:

| Name of FN/ Nationality (Specify New or Renewal) | Position Applied for | (Please Check if Available for Pre-Evaluation) | | | | | |
|--|----------------------|--|---------------|--------------------------------|------------------|------------------------|--------------------------|
| | | Ltr. Rqst. | Applctn. Form | Contract/ Sec. Cert. (Notrzd.) | Bus. Perm. (CTC) | BIR TIN Card or F-2316 | Passport with valid visa |
| Toor, Jaspreet Singh Nationality: Indian New Application | Operation Manager | ✓ | ✓ | ✓ | -0- | -0- | -0- |
| **** nothing follows **** | | | | | | | |

(Note: Other required documents will be evaluated by the TSSD Processor/FNLI Validator.)

Summary

Verification of the authenticity of the received documents was done thru phone call and it was received by Ms. Lucia L. Natanauan, the book keeper of the company. As per Ms. Natanauan, Toor and Gill Lending Corporation already existed for two years but the owners just recently had it organized and registered. The company is involved in money lending, providing short term loans to local clients. It has a total of 7 employees, 4 of which are Indian Foreign Nationals. The applicant, Mr. Jaspreet Singh Toor, is currently employed as the company's overall manager. He is one of the incorporators who provide the cash outlay for the lending business. He makes sure that work processes in the company are in order. He is a holder of SRRV (Special Resident Retiree's Visa) thus he is required to secure an AEP (Alien Employment Permit) as he is employed by the company.

Recommendations:

It is recommended that our Office shall approve the AEP application given that the documents submitted by the FN applicant complied with all of the requirements. Also, since there are other Foreign Nationals employed, there is a need to further verify if all of the FNs have valid work permits and are lawfully paying their taxes.

Noted by:

DESIREE JOY L. CABILES
AEP/FNLI Validator
Date submitted: July 28, 2020

ERLINDA G. MAMITAG
Chief LEO
DOLE XI-DCFO