

Department of Labor and Employment  
Regional Office No. 7  
3<sup>rd</sup> and 4<sup>th</sup> Floors, DOLE-RO VII Building, Gen. Maxilom corner Gorordo Avenues, Cebu City  
Tel. No. (032) 266-9722; Telefax (032) 416-6167

FEBRUARY 19, 2021

## NOTICE OF FILING OF APPLICATION FOR ALIEN EMPLOYMENT PERMIT (AEP)

Notice is hereby given that the following employers have filed with this Regional Office application/s for Alien Employment Permit/s:

No.	Name and Address of Employer	Name & Nationality of the Foreign National	Position and Brief Description of Duties & Functions	Qualifications	Monthly Salary Range and Other Benefits, if there are any
1	<b>GREATENGLISH CORPORATION</b> 8 <sup>th</sup> and 9 <sup>th</sup> Floors, Skyrise 4 Building, Cebu IT Park, Apas, Cebu City	<b>MIOKA SHOGAKI</b> Japanese	<b>ONLINE FACILITATOR-JAPANESE ACCOUNT</b> -Handle various inquiries in Japanese Language from individuals, companies and universities by email or phone call. -Negotiate details of special contracts in Japanese corporate and university customers -Handle questions/complaints from existing Japanese students -Write promotional articles in Japanese language and handle interviews about ESL school	-Native adult of Japanese language fluency (speak/ listen/ read/ write) -Understanding of Japanese cultural traits/mentalities in order to smoothly handle complaints/questions from Japan customers -Knowledge of environmental differences between Japan and Philippines in order to handle questions from Japan customers (e.g. explain difference about internet speeds) -Knowledge of Japanese corporate and/or university cultures in order to handle contract negotiations.	Php35,000.00- Php125,000.00
2	<b>DA'ASIA TRAVEL AND TOURS INC.</b> 3/F, B. Crisologo Building, A.S. Fortuna St., Bakilid, Mandaue City, Cebu	<b>MALKIAT SINGH</b> Indian	<b>MARKETING SALES OFFICER</b> -Promoting the company's existing brands and introducing new products to the market. -Analyzing budgets, preparing annual budget plans, scheduling expenditures, and ensuring that the sales team meets their quotas and goals. -Researching and developing marketing opportunities and plans, understanding	-High School Graduate -With 1 year experience on Marketing Sales Officer works and other related job functions. -Can relate well, speak & understand foreign language especially to Indian national.	Php25,000.00 and with additional benefits such as housing accommodation, meal and transportation allowances.

			<p>customer requirements, identifying market trends, and suggesting system improvements to achieve the company's marketing goals.</p> <ul style="list-style-type: none"> <li>-Implementing new sales plans and advertising.</li> <li>-Recruiting, training, scheduling, coaching, and managing marketing and sales teams to meet sales and marketing human resource objectives.</li> <li>-Maintaining relationships with important clients by making regular visits, understanding their needs, and anticipating new marketing opportunities.</li> </ul>		
3	<p><b>RAJ KAREGA KHALSA LENDING CORPORATION</b> Zone 3, Canizares St., Dumlog, Talisay City, Cebu</p>	<p><b>SARBJEET SINGH</b> Indian</p>	<p><b>OPERATIONS MANAGER</b></p> <ul style="list-style-type: none"> <li>-Manage overall operations and is responsible for the effective and successful management of labor, productivity, quality control and safety measures as established and set for the Operations Department.</li> <li>-Ensure safe and efficient operations and serve as a company representative on regulatory issues.</li> <li>-Enhance the operational procedure, systems and principles in the areas of information flow and management, business processes, enhanced management reporting and looks for opportunities to expand systems</li> </ul>	<ul style="list-style-type: none"> <li>-College Graduate</li> <li>-With 1 year experience on Operations Manager works and other related job functions.</li> <li>-Can relate well, speak &amp; understand foreign language especially to Indian national.</li> </ul>	<p>Php25,000.00 and with additional benefits such as housing accommodation, meal and transportation</p>
4	<p><b>XIN HUANG JIN CHENG CO., LTD. INC.</b> Phase 1, 2<sup>nd</sup> Floor of Office 4, 8 Newton Blvd. Mactan Newtown, Brgy, Mactan, Lapu-Lapu City, Cebu</p>	<p><b>DONG WANG</b> Chinese</p>	<p><b>MANDARIN CUSTOMER SERVICE STAFF</b></p> <ul style="list-style-type: none"> <li>-Answer incoming calls and respond to client's emails</li> <li>-Provide technical support including procedural documentation</li> <li>-Research, monitoring &amp; maintaining computer system, replacing parts as required.</li> <li>-Installing, monitoring &amp; maintaining computer system, replacing parts as required.</li> </ul>	<ul style="list-style-type: none"> <li>-Proficient in Office applications and computer operation</li> <li>-Detail oriented</li> <li>-Must know how to speak Mandarin &amp; Chinese language</li> <li>-Knowledge in installing &amp; configuring computer hardware operating system and applications.</li> <li>-Able to monitor and maintain computer systems &amp; networks</li> <li>-Effective communicator</li> <li>-Able to type at least 40 words per minute</li> </ul>	<p>Php17,000.00 per month on 8 hrs. a day</p> <ul style="list-style-type: none"> <li>-Employer providing such incentives as free accommodation and passage.</li> </ul>
5	<p><b>XIN HUANG JIN CHENG CO., LTD. INC.</b> Phase 1, 2<sup>nd</sup> Floor of Office 4, 8 Newton Blvd.</p>	<p><b>YUNHUI GUO</b> Chinese</p>	<p><b>MANDARIN CUSTOMER SERVICE STAFF</b></p> <ul style="list-style-type: none"> <li>-Answer incoming calls and respond to client's emails</li> </ul>	<ul style="list-style-type: none"> <li>-Proficient in Office applications and computer operation</li> <li>-Detail oriented</li> </ul>	<p>Php17,000.00 per month on 8 hrs. a day</p> <ul style="list-style-type: none"> <li>-Employer providing such incentives as</li> </ul>

	Mactan Newtown, Brgy, Mactan, Lapu-Lapu City, Cebu		<ul style="list-style-type: none"> <li>-Provide technical support including procedural documentation</li> <li>-Research, monitoring &amp; maintaining computer system, replacing parts as required.</li> <li>-Installing, monitoring &amp; maintaining computer system, replacing parts as required.</li> </ul>	<ul style="list-style-type: none"> <li>-Must know how to speak Mandarin &amp; Chinese language</li> <li>-Knowledge in installing &amp; configuring computer hardware operating system and applications.</li> <li>-Able to monitor and maintain computer systems &amp; networks</li> <li>-Effective communicator</li> <li>-Able to type at least 40 words per minute</li> </ul>	free accommodation and passage.
6	<b>XIN HUANG JIN CHENG CO., LTD. INC.</b> Phase 1, 3 <sup>rd</sup> Floor of Office 4, 8 Newton Blvd. Mactan Newtown, Brgy. Mactan, Lapu-Lapu City, Cebu	<b>DILONG LIU</b> Chinese	<b>MANDARIN CUSTOMER SERVICE STAFF</b> <ul style="list-style-type: none"> <li>-Answer incoming calls and respond to client's emails</li> <li>-Provide technical support including procedural documentation</li> <li>-Research, monitoring &amp; maintaining computer system, replacing parts as required.</li> <li>-Installing, monitoring &amp; maintaining computer system, replacing parts as required.</li> </ul>	<ul style="list-style-type: none"> <li>-Proficient in Office applications and computer operation</li> <li>-Detail oriented</li> <li>-Must know how to speak Mandarin &amp; Chinese language</li> <li>-Knowledge in installing &amp; configuring computer hardware operating system and applications.</li> <li>-Able to monitor and maintain computer systems &amp; networks</li> <li>-Effective communicator</li> <li>-Able to type at least 40 words per minute</li> </ul>	Php17,000.00 per month on 8 hrs. a day -Employer providing such incentives as free accommodation and passage.
7	<b>XIN HUANG JIN CHENG CO., LTD. INC.</b> Phase 1, 3 <sup>rd</sup> Floor of Office 4, 8 Newton Blvd. Mactan Newtown, Brgy. Mactan, Lapu-Lapu City, Cebu	<b>ZHAOFAN WU</b> Chinese	<b>MANDARIN CUSTOMER SERVICE STAFF</b> <ul style="list-style-type: none"> <li>-Answer incoming calls and respond to client's emails</li> <li>-Provide technical support including procedural documentation</li> <li>-Research, monitoring &amp; maintaining computer system, replacing parts as required.</li> <li>-Installing, monitoring &amp; maintaining computer system, replacing parts as required.</li> </ul>	<ul style="list-style-type: none"> <li>-Proficient in Office applications and computer operation</li> <li>-Detail oriented</li> <li>-Must know how to speak Mandarin &amp; Chinese language</li> <li>-Knowledge in installing &amp; configuring computer hardware operating system and applications.</li> <li>-Able to monitor and maintain computer systems &amp; networks</li> <li>-Effective communicator</li> <li>-Able to type at least 40 words per minute</li> </ul>	Php17,000.00 per month on 8 hrs. a day -Employer providing such incentives as free accommodation and passage.
8	<b>XIN HUANG JIN CHENG CO., LTD. INC.</b> Phase 1, 3 <sup>rd</sup> Floor of Office 4, 8 Newton Blvd. Mactan Newtown, Brgy,	<b>LESHENG SUN</b> Chinese	<b>MANDARIN CUSTOMER SERVICE STAFF</b> <ul style="list-style-type: none"> <li>-Answer incoming calls and respond to client's emails</li> <li>-Provide technical support including procedural documentation</li> </ul>	<ul style="list-style-type: none"> <li>-Proficient in Office applications and computer operation</li> <li>-Detail oriented</li> <li>-Must know how to speak Mandarin &amp; Chinese language</li> </ul>	Php17,000.00 per month on 8 hrs. a day -Employer providing such incentives as free accommodation and passage.

	Mactan, Lapu-Lapu City, Cebu		<ul style="list-style-type: none"> <li>-Research, monitoring &amp; maintaining computer system, replacing parts as required.</li> <li>-Installing, monitoring &amp; maintaining computer system, replacing parts as required.</li> </ul>	<ul style="list-style-type: none"> <li>-Knowledge in installing &amp; configuring computer hardware operating system and applications.</li> <li>-Able to monitor and maintain computer systems &amp; networks</li> <li>-Effective communicator</li> <li>-Able to type at least 40 words per minute</li> </ul>	
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Any person in the Philippines who is competent, able, and willing to perform the services for which the foreign national is desired may file an objection at the DOLE Regional Office within 30 days after this publication.

Please inform the DOLE Regional Office if you have any information on criminal offense committed by the foreign national.

**SALOME O. SIATON**  
Regional Director