

(Size 4 x 4 inches)



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Regional Office No.
ANST Building, Washington Drive, Legazpi City
Legazpi City
(Fax No. (052) 8206876)

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

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

Name and Address of Company/Employer	Name and Citizenship of Foreign National	Position & Brief Job Description
SIDHU MUNJAL TRADING CORPORATION Door 3, Mayor's Apartment, Doña Maria Subdivision, Tagas, Daraga, Albay	GOBINDER JIT SINGH MUNJAL Indian	FINANCIAL MANAGER Determine rules to be adopted by the company as regards financial matters and assist in the control of the Company's resources; Oversee the flow of cash and financial instruments and prepare financial and regulatory reports required by laws, regulations, and board of directors; Plan, direct and coordinate risk and insurance programs of the company to control risks and losses; Network within communities to find and attract new clients; Monitor order flow and transactions and review sales reports and credits; Act within the powers vested upon by the company's constitution and to use those powers only for the purposes for which they were conferred; To exercise reasonable care, skill and diligence in all dealings for and in behalf of the Company; and To perform other functions as may be assigned from time to time.
SIDHU MUNJAL TRADING CORPORATION Door 3, Mayor's Apartment, Doña Maria Subdivision, Tagas, Daraga, Albay	SIMARJIT KAUR Indian	PURCHASING MANAGER Plan, direct or coordinate the activities of buyers, purchasing officers, and related workers involved in purchasing activities; Maintain records of goods and supplies ordered and received; Maintain records of goods and supplies in the inventory of the corporation; Prepare and process requisitions, purchase orders for supplies and equipment and make sure it is within the company's budget; Review purchase order claims and contracts for conformance to company policy; Maintain harmonious relationship with suppliers and customers; and Perform other duties as may be assigned.

Received by: Samuel M. Toledo
Garryo P. Rical
9-10-2015

Name and Address of Company/Employer	Name and Citizenship of Foreign National	Position & Brief Job Description
<p>GURMAIL FRIENDS TRADING CORPORATION 274 Palm Village, Gogon, Legazpi City</p>	<p>SUKHDIP KAUR Indian</p>	<p>SALES SUPERVISOR</p> <p>Meet the corporation sales goals; Ensure that location sales quotas are achieved; Review and evaluate sales staffs performance; Conduct weekly sales meetings; and Provide sales staff with proper training regarding sales techniques, legal requirements, and company products, policies and procedures.</p>
<p>NAGA CITY MONTESSORI SCHOOL, INC. Mayon Avenue corner Bonifacio Drive, Naga City</p>	<p>JOU-YI CHEN Taiwanese</p>	<p>MANDARIN PROGRAM DIRECTOR</p> <p>Establishes, maintains and enriches person centered relationship with and among her students and creates an atmosphere of order, discipline and cooperation in all class activities; Plans, implements, evaluates appropriate plans for each of the mandarin classes to be offered; Assists her students in solving their difficulties; Ensures punctuality, attendance and cooperative participation of each student in her class; and Keeps abreast with research, modern trends and techniques in her subject area.</p>

If you have any information/objection to the abovementioned application(s), please communicate with the Regional Director.

for: 
NATHANIEL V. LACAMBRA
Regional Director 

To avail of free job referral, placement, and employment guidance services, visit the nearest Public Employment Service Office (PESO) or log on at www.phil-job.net.

DEPARTMENT OF LABOR AND EMPLOYMENT
REGIONAL OFFICE NO. 5, LEGAZPI CITY
IMSD - Records Section

DATE: SEP 10 2015

TIME: 1:15 PM

RELEASED BY: 