



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION
1071 United Nations Avenue
Manila



ADVISORY

In view of the scheduled Functional Group Planning and Budgeting Activity (FGPBA) of the Management Support Services Group (MSSG) on **23 - 25 August 2017**, a skeletal force will be assigned to the following sections of the **Administrative Division**:

- **Cashier Section**

To accept payments and issue Official Receipts from 7:30 A.M. to 4:00 P.M.

- **Records Section**

To receive reportorial submissions and other incoming documents from 8:00 A.M. to 5:00 P.M.

All other Divisions under MSSG will be closed on the said dates. Normal business transactions shall resume on 29 August 2017, Tuesday.

Please be guided accordingly.

Thank you.

CreScencia R. Gatchalian
CRESCENCIA R. GATCHALIAN
Officer-in-Charge
Administrative Division

16 August 2017