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### CIRCULAR LETTER

To : **ALL INSURANCE COMPANIES AUTHORIZED TO TRANSACT  
BUSINESS IN THE PHILIPPINES**

Subject : **QUALIFYING EXAMINATIONS FOR AGENTS - 2010**

The qualifying examinations for agents for the year 2010 in cities and provinces outside Metro Manila shall be conducted in accordance with the attached Schedule. The examinations in the IC District Office in Cebu and Davao shall continue every second and fourth Wednesday of the month.

Said examinations shall be conducted under the following guidelines:

- 1) The Insurance Commission shall be informed of the number of examinees two weeks before the date of the examination. Absence of the notice shall mean that there are no examinees. The examination shall be conducted provided the number of applicants is at least twenty (20), except in the district offices of Cebu and Davao.
- 2) The examinations shall be coordinated with the insurers' or agents' associations in their respective localities.
- 3) The concerned insurance association or requesting insurance company shall submit applications and supporting documents of the examinees at least one week before the date of the examination. Additional applicants whose names were not submitted in writing or through e-mail or fax at least 3 days before the date of exam may not be allowed to take the examination.
- 4) Examinees in one locality can join examinations conducted in nearby localities most convenient to them.
- 5) Checking of examination papers shall be done in the Manila head office of the Insurance Commission.

The examinations in the Manila head office of the Insurance Commission shall be every Tuesday, Thursday, Wednesday and Friday.

Please be guided accordingly.

  
**EDUARDO T. MALINIS**  
Insurance Commissioner

**INSURANCE COMMISSION**  
**Schedule of Agents Exam - 2010**

January	February	March	April	May	June	July	August	September	October	November	December
Baguio City (16)		Dagupan (6)		Baguio (8)	Tuguegarao (5)	Dagupan (2)		San Fernando Pampanga (4)		Dagupan (6)	Laog (4)
	Olongapo (6)	Cagayan de Oro (13)	La Union (3)	Dagupan (15)	Iloilo (5)	Subic (10)	Cagayan de Oro (6)		Olongapo (9)		Baguio (4)
Naga City (16)		Legaspi (27)	Iloilo (10)	Zamboanga 22	Cagayan de Oro (11)		Iloilo (7)	Cabanatuan (11)		Cagayan de Oro (6)	Gen San (11)
Tacloban (23)		Bacolod (27)		Naga (8)		Legaspi (17)		Iloilo (10)	Laog (18)		Baguio (11)
	Iloilo (20)	Gen San 20	Batangas (17)		Bacolod (26)		Santiago (14)	Bacolod (18)	Gen San (24)	Bacolod (13)	
Subic (30)		Cagayan de Oro (27)		Roxas (15)		Vigan (24)		Palawan (25)		Zamboanga (20)	
	Tacloban (27)		Isabela (24)		Lucena (26)		Zamboanga (21)		Iloilo (30)		
Roxas (30)	Cagayan de Oro (27)			Cauayan (22)		Iloilo (24)	La Union (28)		Tuguegarao 30	Dumaguete (27)	

\*Numbers in parenthesis represent the date of the month