



**Department of Finance
Insurance Commission
2017 Consolidated Annual Procurement Plan (APP)**

No.	Program / Activity / Project	End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget PhP			Remarks/Activity (Brief Description of Program/Project)
				ADS/POST OF IB/REI	SUB/OPEN OF BIDS	NOTICE OF AWARD	CONTRACT SIGNING		TOTAL	MOOE	CO	
A. Professional Services												
1	Janitorial Manpower Services	Admin	Public Bidding	April - July 2017				SF 151	5,700,000.00	5,700,000.00	-	
2	Security Manpower Services	Admin	Public Bidding	January - March 2017				SF 151	6,300,000.00	6,300,000.00	-	
B. Leasing												
1	Photocopying Machine	Admin	NP - Small Value Procurement	January - March 2016				SF 151	450,000.00	450,000.00		End of Current Contract: January 26, 2017
2	Lease of Contracts for District Offices	Admin	NP (Lease of Real Property)	January - March 2017				SF 151	410,000.00	410,000.00		End of Current Contract: May 13, 2016
	i. Cebu District Office			January - March 2017				SF 151	600,000.00	600,000.00	-	End of Current Contract: June 30, 2016
	ii. Davao District Office			January - March 2017				SF 151	420,000.00	420,000.00	-	
	iii. Baguio/La Union District Office			March - May 2017				SF 151				
C. Various Property, Plant and Equipment												
1 Office Equipment												
1.1 IC DAVAO DISTRICT OFFICE												
	Davao District Office		Shopping & NP - Small Value Procurement	April - June 2017								
	i. Steel Filing cabinet with 4 drawers							SF 151	40,500.00	40,500.00	-	
	ii. Electrical and Data Cabling							SF 151	350,000.00	-	350,000.00	Additional power supply and computer nodes for IC-Davao District Office (for computer lab)
1.2 IC CEBU DISTRICT OFFICE												
	Cebu District Office		Shopping & NP - Small Value Procurement	April - June 2017								
	i. Steel Filing cabinet with 4 drawers							SF 151	40,500.00	40,500.00	-	
	ii. Electrical and Data Cabling							SF 151	350,000.00	-	350,000.00	Additional power supply and computer nodes for IC-Cebu District Office (for Computer Lab)



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	1.3 IC MANILA OFFICE											
	i. Airconditioning Units (Floor and Wall Mounted)	Admin	NP - Small Value Procurement		March - May 2017			SF 151	605,498.00	-	605,498.00	Replacement and New ACU: Function Room (1), Rating (1), Data Center (1), Life (1)
	ii. Heavy Duty Shredder Machine	Records	NP - Small Value Procurement		March - May 2017			SF 151	100,000.00	-	100,000.00	Assign to Records (centralized)
	iii. Office Furniture	OCOM	NP - Small Value Procurement		January - March 2017				300,000.00		300,000.00	
	iv. Heavy Duty Facsimile Machines	OCOM, COA, Records (2),	NP - Small Value Procurement		March - May 2017			SF 151	60,000.00	-	60,000.00	OCOM (1), COA (1), Records (2) - shared with other IC Divisions
	v. Laser Pointers	Pre-Need, Life, HRD, ITD, Regulations	Shopping/NP - Small Value Procurement		March - May 2017			SF 151	22,500.00	22,500.00	-	
	vi. Electric Stand Fans	Pre-need, Regulations, CRL	Shopping/NP - Small Value Procurement		March - May 2017			SF 151	8,000.00	8,000.00	-	Safekeeping by Admin (centralized)
	vii. White Board (4 x 8)	Life	Shopping/NP - Small Value Procurement		March - May 2017			SF 151	7,300.00	7,300.00	-	
	viii. Bookbinding Stapler	REPD (1), CRL (1)	Shopping/NP - Small Value Procurement		March - May 2017			SF 151	8,000.00	8,000.00	-	
	ix. Podium	Admin	Shopping/NP - Small Value Procurement		March - May 2017			SF 151	25,000.00	-	25,000.00	Fiber Glass
	D. Supplies and Materials											
	1 Mineral Drinking Water	Admin	Direct Contracting		January - December 2017 (Delegated to the Administrative Division)			SF 151	16,800.00	16,800.00	-	Supply and Delivery of Drinking water with Brand New Hot and Cold Dispenser
	2 Common Use Supplies available at Procurement Service	Admin	Agency - Agency		January - December 2017 (Delegated to the Administrative Division)			SF 151	2,869,653.83	2,869,653.83	-	Based on approved APP-CSE for CY 2017
	3 Hologram Stickers/Security Labels	Admin/ITD	Shopping/NP - Small Value Procurement		January - March 2017			SF 151	130,000.00	130,000.00	-	



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4	Business Cards for IC Officials	ITD	Shopping/NP - Small Value Procurement	January - March 2017				SF 151	60,000.00	60,000.00	-	
5	Other Equipment	Admin	NP - Small Value Procurement	January - December 2017 (Delegated to the Administrative Division)				SF 151	300,000.00	300,000.00	-	
6	Carpet	Admin	NP - Small Value Procurement	January 2017 (Delegated to the Administrative Division)				SF 151	177,500.00	177,500.00	-	Installation of Carpet at the Main Lobby Staircase and OCOM's Conference Room
F. Other Maintenance and Operating Expenses												
1	Year-End Assessment	Admin	Public Bidding / NP - Small Value Procurement	October - November 2017				SF 151	4,500,000.00	4,500,000.00	-	Program, Logistics, Food
2	Strengthening Week (Anniversary)	Admin	Public Bidding / NP - Small Value Procurement	January 2017 and 2018				SF 151	3,000,000.00	3,000,000.00	-	Program, Logistics, Food
3	Strategic Planning Workshop	Planning	NP - Small Value Procurement	October - December 2017				SF 151	1,500,000.00	1,500,000.00	-	Waiting for the final amount from Planning
4	Literacy Program	PAMD	NP - Small Value Procurement	January - December 2017				SF 151	300,000.00	300,000.00	-	Includes venues, materials and others
5	Solidarity Day	HRD	GPPB BAC Res# 08-2009, Shopping & NP-Small Value Procurement	April - May 2016				SF 151	3,750,000.00	3,750,000.00	-	Including accommodations, food, transportation service, team building facilities and facilitators, team building paraphernalias, prizes, and other miscellaneous and incidental expenses
6	Talent Acquisition Tool	HRD	Direct Contracting/ Small Value Procurement	January - March 2017				SF 151	500,000.00	500,000.00	-	
7	Back scanning of IC Documents	Records / CAD	NP - Small Value Procurement	March - December 2017 (Delegated to the Administrative Division - Records Section)				SF 151	1,000,000.00	1,000,000.00	-	
8	Purchase of Accountable Forms	Admin	NP - Small Value Procurement	January - December 2017 (Delegated to the Administrative Division)				SF 151	210,000.00	210,000.00	-	
9	Memorabilia/Souvenir for Loyalty Incentive Awardees (IC PRAISE)	HRD	NP - Small Value Procurement	August- October 2017 (Delegated to the Human Resources Division)				SF 151	750,000.00	750,000.00	-	



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10	ICEWA Day	Admin	GPPB BAC Res# 08-2009, Shopping & NP-Small Value Procurement	January - December 2017 (Delegated to the Administrative Division)				SF 151	2,000,000.00	2,000,000.00	-	
11	Functional Group Planning and Budgeting Activity (FGPBA)	Planning	GPPB BAC Res# 08-2009, Shopping & NP-Small Value Procurement	October - November 2017 (Delegated to the Functional Groups)				SF 151	4,000,000.00	4,000,000.00	-	For discussion
12	Printing of the 2017 Institutional Calendar of IC	Planning	NP- Small Value Procurement	January 2017 (Delegated to Administrative Division)				SF 151	250,000.00	250,000.00	-	
13	Printing of the 2018 Institutional Calendar of IC	Planning	NP- Small Value Procurement	December 2017 (Delegated to Administrative Division)				SF 151	250,000.00	250,000.00	-	
G.	Health and Wellness Program including administration	HRD		June - November 2016 (Delegated to the Admin Division)								
1	Vaccines (Influenza including administration)		NP- Small Value Procurement	May - June 2017				SF 151	250,000.00	250,000.00	-	Single dose IM for adults
2	Vaccines (Hepatitis B (Dose 2 of 3) including screening test and administration		NP- Small Value Procurement	May - June 2017				SF 151	907,500.00	907,500.00	-	2 of 3 Dosage, including screening test
3	Vitamin Supplements (i.e. Vitamin C/Ascorbic Acid, B-Complex, E and D)		Public Bidding	March - June 2017				SF 151	3,000,000.00	3,000,000.00	-	1 Year Supply
4	Comprehensive Annual Physical Examination		Public Bidding	Januay - March 2017				SF 151	5,150,000.00	5,150,000.00	-	
H.	Repairs and Maintenance/Utility Services											
1	Preventive Maintenance of the following: Fire Alarm System; Termite and Pesticides Treatment; Automatic Sliding Glass Door, 59 Air conditioning units, Elevated Water Tank, Cistern Tanks, Drinking Fountains and Boom Barrier	Admin	Public Bidding / NP- Small Value Procurement	January - December 2017 (Delegated to the Administrative Division)				SF 151	1,100,000.00	1,100,000.00	-	
2	Electricals, Office Equipment Furnitures and Fixtures	Admin	NP - Small Value Procurement	January - December 2017 (Delegated to Administrative Division)				SF 151	500,000.00	500,000.00	-	
3	Repair of the IC Function Room (including equipment and furniture)	HRD	Public Bidding	April - May 2017 (Delegated to Administrative Division)				SF 151	1,500,000.00	1,500,000.00	-	
4	Improvement and furnishing of new District Office in La Union or Baguio	Admin	NP - Small Value Procurement	April - May 2017 (Delegated to Administrative Division)				SF 151	685,000.00	685,000.00	-	



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5	Supply of Petroleum, Oil and Lubricants of IC vehicles	Admin	NP - Small Value Procurement	January - December 2017 (Delegated to the Administrative Division)				SF 151	3,081,000.00	3,081,000.00	-	
6	Motor Vehicle	Admin	NP - Small Value Procurement	January - December 2017 (Delegated to the Administrative Division)				SF 151	540,000.00	540,000.00	-	Repairs and Maintenance of IC Vehicles
7	Preventive Maintenance of Generator Set	ITD	NP - Small Value Procurement	January - December 2017				SF 151	350,000.00	350,000.00	-	
8	Preventive Maintenance Fire Suppression	ITD	NP - Small Value Procurement	January - December 2017				SF 151	350,000.00	350,000.00	-	
9	Preventive Maintenance of DELL Server	ITD	NP - Small Value Procurement	November - December 2017				SF 151	950,000.00	950,000.00	-	
10	Maintenance Support For IC-Access Point	ITD	NP - Small Value Procurement	January - December 2017				SF 151	80,000.00	80,000.00	-	
11	Maintenance Support For Unified Threat Management System	ITD	NP - Small Value Procurement	January - December 2017				SF 151	950,000.00	950,000.00	-	
I. Utilities												
1	Water Services	Admin	Direct Contracting	e services of the existing service provider in accordance with GPPB Resolution No. 019-2006 dated				SF 151	420,000.00	420,000.00	-	IC Head Office and District Offices water supply
2	Electricity Services	Admin	Direct Contracting	e services of the existing service provider in accordance with GPPB Resolution No. 019-2006 dated				SF 151	6,600,000.00	6,600,000.00	-	IC Head and District Offices power supply
J. Advertising / Subscription												
1	Digital Cable Television Service	Admin	Direct Contracting	e services of the existing service provider in accordance with GPPB Resolution No. 019-2006 dated				SF 151	29,436.00	29,436.00	-	Annual subscription of Digital Cable services and for public, education and dissemination of information.
2	Newspapers / Magazines	Admin	NP - Small Value Procurement	January - December 2017 (Delegated to the Administrative Division)				SF 151	729,600.00	729,600.00	-	Daily subscription of newspaper for IC officials and Divisions. For public, education and dissemination of information.
3	Publication/Posting of Notices in Newspaper	Records	NP - Small Value Procurement	January - December 2017 (Delegated to the Administrative Division - Records Section)				SF 151	426,000.00	426,000.00	-	Publication requirements of various IC offices
4	Books, e-Books	Life, Regulations	NP - Small Value Procurement	January - December 2017 (Delegated to the Administrative Division - Records Section)				SF 151	150,000.00	150,000.00	-	



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K.	Communications											
1	Telecommunications Services											
	i. Landline/Trunkline	Admin	Direct Contracting	e services of the existing service provider in accordance with GPPB Resolution No. 019-2006 dated				SF 151	3,214,200.00	3,214,200.00	-	IC Head Office and District Offices telephone requirements
	ii. Cellular Phone Lines	ITD	Direct Contracting	e services of the existing service provider in accordance with GPPB Resolution No. 019-2006 dated				SF 151	3,510,000.00	3,510,000.00	-	Provision of cellular phone lines for IC officials, supervisors, examiners and administrative officers
2	Internet Service Provider (ISP)											
	i. Main Office	ITD	Public Bidding	January - December 2017				SF 151	2,200,000.00	2,200,000.00	-	
	ii. Cebu	ITD	NP - Small Value Procurement	January - December 2017				SF 151	60,000.00	60,000.00	-	
	iii. Davao	ITD	NP - Small Value Procurement	January - December 2017				SF 151	60,000.00	60,000.00	-	
	iv. Baguio/La Union	ITD	NP - Small Value Procurement	January - December 2017				SF 151	60,000.00	60,000.00	-	
3	Courier Services, Postage and Deliveries	Records	NP - Small Value Procurement	January - December 2017 (Delegated to Administrative Division)				SF 151	450,000.00	450,000.00	-	Courier Services for urgent deliveries of IC documents
L.	Taxes, Insurance Premiums and Other Fees											
1	Registration of Motor Vehicles	Admin	NP - Agency to Agency	January - December 2017 (Delegated to Administrative Division)				SF 151	25,000.00	25,000.00	-	Registration and Insurance coverage of IC Vehicles (Toyota Innova, Vios and Nissan Urvan) check latest expenses
2	Insurance of IC Properties including IC Motor Vehicles	Admin	NP - Agency to Agency	January - December 2017 (Delegated to the Administrative Division)				SF 151	702,000.00	702,000.00	-	Insurance of IC properties including Building, furnitures, fixtures and equipment.
3	Taxes, Duties and Licenses	Admin	NP - Agency to Agency	January - December 2017 (Delegated to the Administrative Division)				SF 151	335,000.00	335,000.00	-	
4	Membership Dues and Contributions	HRD	NP - Small Value Procurement	January - December 2017 (Delegated to the HRD)				SF 151	1,423,125.30	1,423,125.30	-	AITRI - US \$5,000.00 (PhP49.732) IAIS - 24,100 Swiss Francs (PhP48.733) BSP Exchange Rate January 5, 2017



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5	Fidelity Bond Premiums	HRD	NP - Agency to Agency	January - December 2017 (Delegated to the HRD)				SF 151	672,378.75	672,378.75	-	
M.	Information Technology Outlay										-	
1	Consumables for Laser Printers (Toner Cartridges and Image Drums)	IC Main, Cebu, Davao	Public Bidding		May - July 2017			SF 151	2,100,000.00	2,100,000.00	-	HP Colored Laserjet Printers and HP Laserjet Printers
2	Consumables for Tally Printers	HRD	NP - Small Value Procurement		May - July 2017			SF 151	35,000.00	35,000.00	-	
3	Procurement of Various Information and Communication Technology (ICT) Equipment for IC Main Office	ITD	Public Bidding/ NP - Small Value Procurement								-	-
	i. Desktop Computers	IC Main, La Union	Public Bidding		June - August 2017			SF 151	1,375,000.00	-	1,375,000.00	
	ii. Notebook Computers	IC Main	Public Bidding		June - August 2017			SF 151	1,100,000.00	-	1,100,000.00	For examiners
	iii. Docking Stations for Laptops	IC Main	Public Bidding		June - August 2017			SF 151	244,300.00	-	244,300.00	For examiners
	iv. LED Monitor	IC Main	NP - Small Value Procurement		June - August 2017			SF 151	112,000.00	-	112,000.00	For notebooks
	v. USB Keyborads	IC Main	NP - Small Value Procurement		June - August 2017			SF 151	65,000.00	-	65,000.00	
	vi. USB Mouse	IC Main	NP - Small Value Procurement		June - August 2017			SF 151	50,000.00	-	50,000.00	
	vii. Tape cartridges	ITD	NP - Small Value Procurement		April - June 2017			SF 151	250,000.00	-	250,000.00	
	viii. UTP Cable	ITD	NP - Small Value Procurement		April - June 2017			SF 151	5,000.00	5,000.00	-	
	ix. RJ45 and RJ 11 connectors	ITD	NP - Small Value Procurement		April - June 2017			SF 151	2,000.00	2,000.00	-	
	x. IT Tools (Cable Wire Phone Network Toner Tracer Tester)	ITD	NP - Small Value Procurement		April - June 2017			SF 151	18,500.00	-	18,500.00	
	xi. Impact Punch Down Tool	ITD	NP - Small Value Procurement		April - June 2017			SF 151	3,000.00	3,000.00	-	
	xii. Thermal Printer Ribbon and label sticker paper	ITD	NP - Small Value Procurement		April - June 2017			SF 151	507,500.00	507,500.00	-	For use of printing bar code for the Document Management System



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	xiii. Software For Barcode Printer	ITD	NP - Small Value Procurement	April - June 2017				SF 151	20,000.00	20,000.00	-	For use of printing bar code for the Document Management System
	xiv. Interactive Short Throw Projector	ITD	NP - Small Value Procurement	April - June 2017				SF 151	98,000.00	-	98,000.00	
	xv. Wireless HDMI Connector	ITD	NP - Small Value Procurement	April - June 2017				SF 151	51,980.00	-	51,980.00	
	xvi. Uninterruptible Power Supply (UPS)	ITD	NP - Small Value Procurement	April - June 2017				SF 151	532,500.00	-	532,500.00	
	xvii. Laser Printers	ITD	NP - Small Value Procurement	April - June 2017				SF 151	150,000.00	-	150,000.00	
	xviii. Deskjet Printers / Portable Printer	ITD	NP - Small Value Procurement	April - June 2017				SF 151	125,000.00	-	125,000.00	
	xix. Dual Card Printer and Consumables	ITD	NP - Small Value Procurement	April - June 2017				SF 151	183,000.00	-	183,000.00	
4	Supply, Delivery and Installation of Data Governance Solution	ITD	Public Bidding	June - August 2017				SF 151	7,369,600.00	7,369,600.00	-	
5	Supply, Delivery, Installation and Commissioning of 20TB Hard Drive Storage for Oracle Databe Appliance (ODA)	ITD	Public Bidding	April - June 2017				SF 151	3,500,000.00	-	3,500,000.00	
6	Supply, Delivery, Installation and Commissioning of 20TB Unified Storage System	ITD	Public Bidding	April - June 2017				SF 151	2,100,000.00	-	2,100,000.00	
7	Supply, Delivery, Installation and Commissioning of Video-Conference System with subscription of web and video conferencing application	ITD	Public Bidding	April - June 2017				SF 151	2,500,000.00	-	2,500,000.00	
8	Supply, Delivery and Instalation of Wireless Conference System	ITD	Public Bidding	May- July 2017				SF 151	2,100,000.00	-	2,100,000.00	
9	Renewal of ORACLE Technical Software Support Services	ITD	Direct Contracting	February - April 2017				SF 151	3,640,000.00	3,640,000.00	-	This includes ORACLE Software Update Licenes and Support
10	Renewal of ORACLE Technical Harware Support Services	ITD	Direct Contracting	February - April 2017				SF 151	2,240,000.00	2,240,000.00	-	This includes Oracle Premier Support for Systems
11	ORACLE Database Maintenance Service	ITD	NP - Small Value Procurement	February - April 2017				SF 151	500,000.00	500,000.00	-	
12	Renewal of Subscription of Anti-Virus	ITD	Public Bidding	September - November 2017				SF 151	1,750,000.00	1,750,000.00	-	



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13	Microsoft Office 2017 Licenses (For Mac and Windows)	ITD	Agency - Agency	March - May 2017				SF 151	2,000,000.00	2,000,000.00	-	
14	Windows SQL Server Standard Server (SL)	Accounting	Agency - Agency	March - May 2017				SF 151	50,000.00	50,000.00	-	For e-NGAS
15	Windows Server Standard 2 Processor (SL)	Accounting	Agency - Agency	March - May 2017				SF 151	50,000.00	50,000.00	-	For e-NGAS
16	Maintenance Support for ELS	ITD	Direct-Contracting	March - May 2017				SF 151	3,500,000.00	3,500,000.00	-	
GRAND TOTAL								120,148,871.88	103,803,093.88	16,345,778.00		

PREPARED BY:

CHRISTIAN H. MANZANO
BAC Secretariat

RECOMMENDING APPROVAL :

ANTHONY C. MALICDEM
Member

ATTY. JUAN PAOLO P. ROXAS
Member

REMY A. DADIS
Member

BENEDICTO N. SANTOS
BAC Vice Chairperson

CARLO F. GARCIA
BAC Chairperson

APPROVED

DISAPPROVED

DENNIS B. FUNA
Insurance Commissioner

Date: January 10, 2017