



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



**ADMINISTRATIVE ADVISORY**  
**No. 2021-AA-022**  
05 May 2021

As precautionary measure, please be informed that the operations of the Administrative Division – Records Section shall be **temporarily suspended effective 2:00 PM today, 05 May 2021**, to facilitate sanitation of the **Main Room (Records Room and Pigeon Hole Area)** premises at the **Ground Floor, Insurance Commission (IC) Main Office Building, United Nations Avenue, Manila.**

In the meantime, interested parties and the public with requests affected by the said schedule may send an email/communication to Mr. Tranquilino E. Espejon, IC Supervising Administrative Officer, through [trangsespejon2015@gmail.com](mailto:trangsespejon2015@gmail.com) or [te.espejon@insurance.gov.ph](mailto:te.espejon@insurance.gov.ph). **External documents and outgoing documents from various IC Offices/Divisions/Units shall continue to be received at the Administrative Division – Records Receiving Area (former Ombudsman Room).**

We request your understanding as the health and safety of IC personnel and its clientele remains our foremost priority.

Thank you.

  
**REJELYN R. MOJICA**  
IC Division Manager  
Administrative Division