



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



ADMINISTRATIVE ADVISORY
No. 2020-AA-013
08 March 2020

In line with the raising of the COVID-19 Alert System to **CODE RED – Sublevel 1** by the Department of Health's (DOH), and as part of the Insurance Commission's (IC) precautionary measures to help prevent the spread of COVID-19, please be advised on the following:

- **The IC shall conduct body temperature scanning at the GF Main Building Lobby Entrance.** Hence, entry for all visitors and personnel shall be through the IC Main Building Lobby only.
- **Any person with a temperature of 38 degrees Celsius or higher will not be allowed entry.**
- **Those admitted but exhibits COVID-19-like symptoms, i.e., coughing, shortness of breath, shall be requested to wear a face mask.** Please note that face mask shall be on the personal account of the visitor/personnel.
- **Expect longer queuing time at the IC Main Building Lobby Entrance, particularly during peak hours in the morning (8:00 AM – 10:00 AM).** Please arrive at least 30 minutes before your scheduled meeting/examination.
- Whenever applicable, limit face-to-face transactions, i.e., coordination meetings, conferences, with IC. Let us maximize other channels, i.e., telephone/teleconferencing, electronic mail (email), among others.

Additional information, guidelines and/or protocols may be issued in succeeding advisories.

LET US ALL BE SOCIALLY RESPONSIBLE AND DO OUR PART IN KEEPING GOOD PERSONAL HYGIENE.

Handwritten signature of Revelyn R. Mojica in black ink.

REVELYN R. MOJICA
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