



Advisory No.:	MSS-2021- 006
Classification:	Management Support Services Advisory
Date:	03 August 2021

INSURANCE COMMISSION ADVISORY

TO : All Insurance/Reinsurance Companies, Insurance and Reinsurance Brokers, Mutual Benefit Associations, Trusts for Charitable Uses, Pre-Need Companies, Health Maintenance Organizations and other Insurance Commission Regulated Entities

SUBJECT : Alternative Work Arrangements at the Insurance Commission (IC) Head Office, Manila during the Enhanced Community Quarantine (ECQ) on 06 to 20 August 2021

Relative to the announcement of the Presidential Spokesperson placing the National Capital Region under Enhanced Community Quarantine (ECQ) effective 06 August 2021 until 20 August 2021, please be advised the Insurance Commission (IC) Head Office in Manila shall still observe work from home and skeleton workforce arrangement schemes.

As instructed by the Insurance Commissioner, and in accordance with the Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines, as amended, and Civil Service Commission (CSC) Memorandum Circular No. 10, series of 2020, the following unit/division rendering frontline services shall designate one (1) Officer of the Day as skeleton workforce for the period 06 to 20 August 2021:

1. Public Assistance and Mediation Division
2. Conservatorship Receivership and Liquidation Division
3. Licensing Division
4. Administrative Division – Cashier Section
5. Administrative Division – Records Section
6. Life/MBAs/Trust Division
7. Non-Life Division
8. Health Maintenance Organizations (HMO) Division
9. Pre-Need Division
10. Suretyship Unit

To ensure safety of everyone concerned, the public is highly encouraged to use the LANDBANK ePayment System through the [Link.BizPortal](#) for payments of the following fees and charges:

- I. Agent's Computerized Examination (ACE) Fee
- II. Filing Fee – Annual Statement (AS)/Audited Financial Statements (AFS)
 - a. Filing Fee – HMO
 - b. Filing Fee – I RI Brokers
 - c. Filing Fee – Insurance
 - d. Filing Fee – MBA Micro-MBA
 - e. Filing Fee – Pre-Need
- III. Filing Fee – Product Approval
- IV. Penalty
 - a. Penalty – Late Filing
 - b. Penalty – Late Payment
- V. Supervision Fees
- VI. Approvals
 - a. Bond Forms
 - b. Facultative Placement Abroad
 - c. Reinsurance Treaties
- VII. Certification
 - a. Certification of Compliance (Judicial Bond)
 - b. Certification (Pursuant to RA 9184)
 - c. Certification (True Copy)

Those who have already confirmed their appointments through the Insurance Commission Appointment Reservation System (ICare), but are affected by above-enumerated service adjustments, are advised to request another schedule using this link: <https://web.insurance.gov.ph/icare/login>.

Please be guided accordingly.


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Management Support Services Group