



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



Advisory No.:	<b>MSS-2021-018</b>
Classification:	<b>Management Support Services Advisory</b>
Date:	<b>12 September 2021</b>

## 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 : Services at the Records Section – Administrative Division**

Due to mandatory self-quarantine of several personnel at the Administrative Division, please be informed that **records receiving shall be through DROP BOX only at the Records Receiving Area (in front of the GF Restrooms) from 13 to 16 September 2021, 9:00 AM to 4:00 PM.**

Said service adjustments shall be continuously implemented unless otherwise earlier modified and/or superseded, or until such time that the number of skeleton workforce personnel of the Records Section – Administrative Division is returned to normal.

We apologize for any inconveniences caused and request your understanding as the health and safety of our personnel and clientele remains our foremost priority.

Thank you.

  
 Digitally signed by:  
 Erickson H. Balmes  
 Date: 13 Sept 2021, 8:38am  
**ATTY. ERICKSON H. BALMES**  
 Deputy Insurance Commissioner  
 Management Support Services Group