



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



## **ADMINISTRATIVE ADVISORY**

**No. 2020-AA-036**

10 September 2020

Pease be informed that the following services at the **Records Section – Administrative Division** shall be temporarily suspended on **11 (Friday) September 2020**:

1. **MANAGEMENT OF OUTGOING DOCUMENTS (I.E., RELEASING OF DOCUMENTS VIA EMAIL AND IC ISSUANCE, MAILING VIA PHILPOST AND OTHER LOCAL COURIERS, RELEASING OF DOCUMENTS VIA PIGEON HOLE/WALK-IN)**
2. **CERTIFICATION OF RECORDS**

In the meantime, the public may send inquiries through email at [admin@insurance.gov.ph](mailto:admin@insurance.gov.ph). The Records Section may be contacted at Telephone Number **85238461 to 70 local 123**.

Those who have earlier made appointments concerning above-enumerated transactions (*i.e., Document Pick-up, Inquiry*), through the Insurance Commission Appointment Reservation System (ICare) on 11 September 2020, are advised to reschedule their appointments. The ICare System may be accessed through this link: <https://web.insurance.gov.ph/icare/login>.

We hope for your understanding as we are operating on limited capacity.

The safety of the public and all IC personnel remains our foremost commitment.

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