



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



ADMINISTRATIVE ADVISORY
No. 2020-AA-029
 05 August 2020

Please be informed that operations of the following Divisions shall be **temporarily suspended tomorrow, 06 August 2020**, to facilitate disinfection of the office premises at the 2nd Floor MSSG Wing, IC Main Office Building:

1. **ADMINISTRATIVE DIVISION (CASHIER SECTION, GENERAL SERVICES SECTION, AND PROPERTY AND SUPPLY SECTION)**
2. **ACCOUNTING DIVISION**
3. **BUDGET DIVISION**
4. **PLANNING AND MANAGEMENT DIVISION**

Moreover, **operations at the IC Cashier Section shall be temporarily suspended effective 12:00 NN today, 05 August 2020**. For transactions concerning Agent’s Examination Fees, Filing Fees (AS/AFS) and Penalties, payments may be made through the **IC-LBP ePayment System through the Link.Biz Portal**, as provided in [Advisory No. 24-2020 dated 30 July 2020](#).

In the meantime, the public may reach the concerned Divisions through the following email addresses:

ADMINISTRATIVE DIVISION	admin@insurance.gov.ph
ACCOUNTING DIVISION	accounting@insurance.gov.ph
BUDGET DIVISION	budget@insurance.gov.ph
PLANNING AND MANAGEMENT DIVISION	planning@insurance.gov.ph

The Records Section – Administrative Division shall remain operational.

Further advisories shall be issued as needed.

REVELYN R. MOJICA
 IC Division Manager
 Administrative Division