



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



**ADVISORY TO THE PUBLIC  
RE: OPERATIONS AT THE IC HEAD OFFICE  
22 March 2020**

In view of the declaration of the Enhanced Community Quarantine (ECQ) in the Luzon region, the public is hereby informed that the Insurance Commission (IC) Head Office will be temporarily operating with a skeletal workforce during the said period **effective 23 March 2020 from Mondays to Fridays on reduced work schedule from nine o'clock in the morning (9:00 a.m.) to three o'clock in the afternoon (3:00 p.m.).**

All scheduled mediations, meetings, and hearings<sup>1</sup> during the ECQ period are hereby suspended. **Personal follow-ups in the IC Head Office on all matters or transactions are strictly prohibited.** All follow-ups should be made through the respective telephone numbers and/or electronic mail addresses of concerned offices/divisions/units.

All individuals entering the IC premises shall be required to sanitize and undergo mandatory body temperature scanning at the IC Lobby (Main Entrance). Entry of individuals with a temperature of 38 degrees Celsius or higher and those exhibiting symptoms of COVID-19 shall be strictly prohibited.

The foregoing may be amended to take into consideration the rules and regulations that relevant government agencies may further issue.

All stakeholders are hereby advised to regularly check the website of the IC for updates or call (02) 85238461 to 70 or (02) 84041758.

  
**DENNIS B. FUNA**  
Insurance Commissioner

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<sup>1</sup> Before the Public Assistance and Mediation Division, Conservatorship, Receivership and Liquidation Division, Claims Adjudication Division and Regulation, Enforcement and Prosecution Division