



Circular Letter (CL) No:	2022-33
Date:	11 July 2022
Supersedes:	CL No. 2021-01 dated 07 January 2021 and CL 2021-08 dated 16 February 2021

CIRCULAR LETTER

TO : ALL REGULATED ENTITIES CONCERNED

SUBJECT : GUIDELINES IN THE CONDUCT OF 2022 OFF-SITE SPECIAL QUALIFYING INSURANCE AGENTS' EXAMINATIONS

The following guidelines shall govern the conduct of Face-to-Face Special Qualifying Insurance Agents' Examinations outside the Main Office and District Offices of the Insurance Commission ("IC").

A. Request for Special Agents' Examination

1. *Submission of Request.* All requests for the conduct of a Special Insurance Agents' Examination shall be submitted to the Licensing Division via electronic mail thru agentsexam@insurance.gov.ph ten (10) working days prior to the requested date of examination.
2. *Contents of Request.* The letter request shall include the following:
 - a. Complete address of the designated testing site, which shall not be limited to the requesting company's branch premises or training area and may be any venue that can accommodate the registered number of examinees; and
 - b. Complete and exclusive list of examinees and the type/s of examination to be taken.

Incomplete requests shall not be acted upon.

3. *Payment and Amount of Examination Fee.* Once the request is acknowledged by the Licensing Division, it shall issue a corresponding Order of Payment to

the requesting regulated entity for settlement of the examination fees to be paid at the Cashier Section of the IC Head Office within three (3) days from issuance of Order of Payment.

The amount of One Thousand and Ten Pesos (Php 1,010.00) per examinee and for each type of examination shall be collected as examination fee pursuant to IC Circular Letter No. 2014-15 dated 15 May 2014.

A copy of the Official Receipt shall be submitted to the Licensing Division within the same date of issuance.

A confirmation notice shall be sent to the requesting regulated entity by the Licensing Division.

4. *Number of Examinees and Proctors.* The minimum number of examinees shall be fifty (50) per batch. There shall be one (1) proctor for each examination and additional proctor may be assigned if the total numbers of examinees reach at least one hundred (100).
5. *Venue and Schedule of Examination.* Examinations within Metro Manila and other provinces shall be conducted on Saturdays until further notice.

It shall be the duty of the requesting company to inform the examinee of the date, venue and time of examinations as approved by the Insurance Commission.

B. Basic Requirements for Examinees

1. All examinees must present to the proctor a valid government-issued identification card with photo and vaccination card before the start of the scheduled examination.
2. Failure to take the examinations on the scheduled date shall mean forfeiture of the examination fee.
3. In accomplishing the Answer Sheet, only pens with black or blue ink shall be allowed.
4. The examinees are requested to wear smart casual when taking the qualifying insurance agents' examinations.
5. Individuals whose names are not submitted in advance shall not be allowed to take the examination.

C. Preventive Measures Required To Be Observed

The following specific preventive measures shall be adopted and observed at all times during the conduct of the special qualifying agents' examinations.

1. Keeping in view the physical distancing requirement, the testing site of the requesting regulated entity should have adequate room capacity to ensure proper seating arrangement. The testing site should be at least two hundred fifty square meters (250 m²).
2. Appropriate arrangement for personal protection shall be made available by the requesting company to the assigned proctor, such as face mask, gloves and other protective supplies such as hand sanitizers, alcohol, hand soap and protective barrier.
3. The proctor and examinees shall observe physical distancing and respiratory etiquette for the duration of the examinations. They are required to wear face masks at all times.
4. It shall be the duty of the requesting company to require the assigned proctor and examinees to undergo thermal screening procedures. Any individual with a temperature of > 37.5° C and those exhibiting any COVID-19 related symptoms shall not be allowed entry to the testing site.
5. Entry and exit points to the examination room should be separate.
6. Bags, books, mobile phones, wrist watches, printed materials and other similar items are not allowed in the examination room. Examinees are required to bring their own pens and hand sanitizer or alcohol.
7. Consumption of food and water shall be strictly prohibited.
8. Examinees are required to leave the premises of the examination venue immediately after the examination.
9. It shall be the duty of the requesting company to sanitize the examination site before and after each batch of examinees. A period of thirty (30) minutes shall be allotted to complete the sanitization, unless a longer period is necessary.
10. The requesting company shall provide shuttle services, land travel or air travel tickets, and accommodation for the proctor/s who will administer the examination.

11. The requesting company shall provide disinfecting equipment such as UV Sanitizer Box Machine for the examination questionnaires and answer sheets.

12. The above enumeration provides for the minimum precautions to be followed during the conduct of examinations. Requesting companies may put additional measures in place as they deem appropriate.

D. Saving Clause

The Commission shall monitor the COVID-19 situation and ensure commitment both to the safety and wellbeing of the IC personnel and the unhampered delivery of public service.

The foregoing guidelines may be amended taking into consideration the development of the COVID-19 Pandemic and the rules and regulations that relevant government agencies may further provide.

Cases not covered and other clarifications regarding the implementation of this Circular shall be sent via email to the Licensing Division at licensing@insurance.gov.ph.

E. Transitory Provision

All requests for the conduct of examinations under Circular Letter Nos. 2021-01 and 2021-08 duly approved from the effectivity of this Circular Letter will proceed as scheduled.

The Commission will start accepting all requests for the conduct of examination pursuant to this Circular from the effectivity of this Circular Letter and the initial schedule of examinations will begin on 06 August 2022.

F. Effectivity

This Circular takes effect immediately.



DENNIS B. FUNA
Insurance Commissioner

