



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



Advisory No.:	<b>MSS-2022- 055</b>
Classification:	<b>Management Support Services Advisory</b>
Date:	<b>14 July 2022</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, Other Insurance Commission Regulated Entities and All IC Personnel**

**SUBJECT : Services at the Administrative Division**

In connection with the conduct of **Functional Group Planning and Budgeting Activity (FGPBA) of the Management Support Services Group (MSSG) on 21 to 22 July 2022**, please be advised of the following schedules at the Cashier Section and Records Section – Administrative Division:

DATE	CASHIER SECTION	RECORDS SECTION
21 July 2022	8:00 AM to 4:00 PM	8:00 AM to 5:00 PM - <b>Receiving Area Only</b>
22 July 2022	<b>CLOSED</b>  For payment transactions, you may visit the LANDBANK ePayment System through the <u>Link.BizPortal</u> to view the list of available fees that may be transacted online.	<b>CLOSED</b>  Records receiving ( <i>incoming external documents</i> ) shall be through <b>DROP BOX</b> only at the Records Receiving Area ( <i>in front of the GF Restrooms</i> ).

For inquiries and other concerns, you may contact the Administrative Division through email at [admindivision@insurance.gov.ph](mailto:admindivision@insurance.gov.ph).

Thank you.

  
 Digitally signed by Erickson H. Balmes  
 13 July 2022, Wednesday, 2:40pm  
**ATTY. ERICKSON H. BALMES**  
 Deputy Insurance Commissioner  
 Management Support Services Group