



Advisory No.:	MSS-2022-109
Classification:	Management Support Services Advisory
Date:	15 December 2022

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 and other Insurance Commission Regulated Entities**
- SUBJECT : Work Suspension in the Insurance Commission Manila Office during the 2022 Insurance Commission (IC) Year-End Assessment**

In connection with the conduct of the 2022 Insurance Commission (IC) Year-End Assessment at the IC Manila Grounds, please be advised that **work in the IC Manila Office is suspended on Friday, 16 December 2022, from 3:00 PM onwards.**

In view thereof, the **following operating/working hours in the IC Administrative Division shall be:**

- 1. Cashier Section (*Collections and Disbursements*) - shall operate and accept payments from 8:00 AM to 2:00 PM.**
- 2. Records Section (*Incoming and Outgoing Documents*) - shall receive and process incoming and outgoing documents from 8:00 AM to 3:00 PM.**

Those who have already confirmed their appointments with the Insurance Commission Appointment Reservation System (iCare) through <https://web.insurance.gov.ph/icare/login>, but are affected by said work suspension, are advised to request another schedule.

Normal office operations shall resume on Monday, 19 December 2022.

Please be guided accordingly.


Digitally signed
Erickson H. Balmes
14 December 2022, Wednesday, 7:24pm
ATTY. ERICKSON H. BALMES
Deputy Insurance Commissioner
Management Support Services Group