



Advisory No.:	<b>MSS-2022-116</b>
Classification:	<b>Management Support Services Advisory</b>
Date:	<b>23 December 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 and other Insurance Commission Regulated Entities**

**SUBJECT : Work Suspension in the Insurance Commission Manila Office and Cebu and Davao District Offices**

In observance of the Holiday Season and to promote domestic tourism, the President, through Proclamation No. 115 dated 22 December 2022 (*copy attached*), declared **Monday, 26 December 2022, as a special non-working day throughout the country.**

In connection to this, please be advised that **work in the Insurance Commission (IC) Manila Office, and Cebu and Davao District Offices is suspended on the abovementioned date.**

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 Tuesday, 27 December 2022.

Please be guided accordingly.

*Erickson H. Balmes*  
 Digitally signed  
 Erickson H. Balmes  
 23 December 2022, Friday, 3:58pm  
**ATTY. ERICKSON H. BALMES**  
 Deputy Insurance Commissioner  
 Management Support Services Group



MALACAÑAN PALACE  
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

PROCLAMATION NO. 115

**DECLARING MONDAY, 26 DECEMBER 2022, AS A SPECIAL (NON-WORKING) DAY THROUGHOUT THE COUNTRY**

**WHEREAS**, 25 December 2022 (Christmas Day) which is observed as a regular holiday throughout the country falls on a Sunday;

**WHEREAS**, the declaration of 26 December 2022, Monday, as an additional special (non-working) day throughout the country will give the people the full opportunity to celebrate the holiday with their families and loved ones;

**WHEREAS**, a longer weekend will encourage families to get together and strengthen their relationship towards a more productive environment, and will promote domestic tourism.

**NOW, THEREFORE, I, FERDINAND R. MARCOS, JR.**, President of the Philippines, by virtue of the powers vested in me by law, do hereby declare Monday, 26 December 2022, as a special (non-working) day throughout the country.

The Department of Labor and Employment is hereby directed to issue the appropriate circular to implement this Proclamation for the private sector.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the seal of the Republic of the Philippines to be affixed.

Done in the City of Manila, this 22<sup>nd</sup> day of December, in the year of Our Lord, Two Thousand and Twenty Two.

By the President:

**LUCAS P. BERSAMIN**  
Executive Secretary

THE PRESIDENT OF THE PHILIPPINES

