



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



Advisory No.:	<b>MSS 2023-026</b>
Classification:	<b>Management Support Services Advisory</b>
Date:	<b>03 April 2023</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 Offices**

In observance of the Regular Holidays on 06-07 April 2023, and to give our employees ample time to travel to and from different regions in the country, please be advised that **work in the IC Offices on Wednesday, 05 April 2023 is suspended from 12:00 o'clock in the afternoon 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 08:00 AM to 11:00 AM.**
- 2. Records Section (*Incoming and Outgoing Documents*) - shall receive and process incoming and outgoing documents from 08:00 AM to 12:00 NN.**

Those who have already confirmed their appointments through the Insurance Commission Appointment Reservation System (ICare) at (<https://web.insurance.gov.ph/icare/login>) but who are affected by the work stoppage, are encouraged to request for an alternate schedule.

Normal office operations shall resume on Tuesday, 11 April 2023.

Please be guided accordingly.

  
**ATTY. ERICKSON H. BALMES**  
Deputy Insurance Commissioner  
Management Support Services Group