



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



Advisory No:	<b>MSS-2023- 101</b>
Classification:	<b>Management Support Services Advisory</b>
Date:	<b>04 December 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 and All IC Personnel**

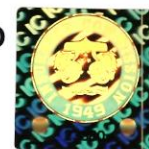
**SUBJECT : Work-from-Home (WFH) Arrangement at IC Davao District Office on 04 December 2023**

Pursuant to Proclamation No. 07, s. 2023 (copy attached) issued by the City Government of Davao to conduct rapid damage assessment of infrastructure and facilities following the magnitude 6.9 earthquake on 02 December 2023, **personnel at the IC Davao District Office shall be on work-from-home (WFH) arrangement today, 04 December 2023.**

The IC Davao District Office may be contacted through email at [ic.davao@insurance.gov.ph](mailto:ic.davao@insurance.gov.ph).

Please be guided accordingly.

**FERDINAND GEORGE A. FLORENDO**  
Officer-in-Charge





REPUBLIC OF THE PHILIPPINES  
**OFFICE OF THE CITY MAYOR**  
CITY OF DAVAO

**PROCLAMATION NO. 07**  
Series of 2023

**DECLARING THE SUSPENSION OF CLASSES IN ALL LEVELS OF PUBLIC SCHOOLS AND THE ADOPTION OF WORK-FROM-HOME ARRANGEMENT IN GOVERNMENT OFFICES IN DAVAO CITY ON MONDAY, DECEMBER 4, 2023 FOR THE CONDUCT OF RAPID DAMAGE ASSESSMENT OF INFRASTRUCTURES AND FACILITIES FOLLOWING THE MAGNITUDE 6.9 EARTHQUAKE ON DECEMBER 2, 2023**

**WHEREAS**, a magnitude 6.9 tectonic earthquake was recorded by the Department of Science and Technology - Philippine Institute of Volcanology and Seismology (DOST-PHIVOLCS) on December 2, 2023, 10:37:03 PM located 08.52° North 126.69° East - 042km North 66° East of Hinatuan, Surigao del Sur;

**WHEREAS**, said earthquake was felt in Davao City at Intensity IV, with aftershocks occurring until the morning of Sunday, December 3, 2023;

**WHEREAS**, on December 3, 2023, a magnitude 6.0 tectonic earthquake was recorded at 6:36PM off Hinatuan, Surigao del Sur, which was assessed as an aftershock of the December 2 earthquake and which was also felt in Davao City;

**WHEREAS**, the City Government of Davao is duty-bound to safeguard the welfare of the public and undertake measures to avert any untoward incidents or disasters that may be caused by said earthquakes and aftershocks;

**WHEREAS**, the Davao City Earthquake Response Task Force (DCER-TF), created through Executive Order No. 51 Series of 2019, is charged with the implementation of the appropriate response measures in times of earthquakes;

**WHEREAS**, the DCER-TF, with its Rapid Action, Surveillance, Research, and Information, Education and Communication (IEC) teams have begun conducting diagnosis, damage inspections and surveillance activities following said earthquakes;

**WHEREAS**, there is a need to thoroughly assess and inspect all vital infrastructures and facilities, including schools, government offices, roads, and bridges to ensure that areas assessed to be damaged and unsafe are closed off to the public.

**NOW THEREFORE, I, J. MELCHOR B. QUITAIN, JR.**, Acting Mayor of the City of Davao, by virtue of the powers vested in me by law, do hereby declare the following to take effect on **Monday, December 4, 2023**:

1. That classes in ALL LEVELS in all PUBLIC educational institutions in Davao City are hereby suspended;
2. That PRIVATE schools are given the discretion to suspend classes, but are encouraged to do so for the safety of the students and employees;
3. That the Department of Education – Division of Davao City is hereby tasked to coordinate with the DCER-TF for the conduct of school building inspections and assessment;



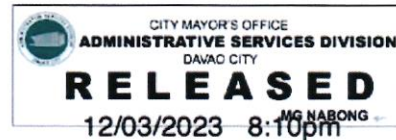
4. That the Work-From-Home (WFH) arrangement shall be adopted in all national and local government offices, including government-owned and controlled corporations in Davao City, EXCEPT for offices performing safety and security, health, social services and disaster and emergency response services; and
5. That private offices and establishments are given the discretion to suspend work or adopt WFH arrangements, but are encouraged to do so for the safety and convenience of their employees.

Done this 3<sup>rd</sup> day of December 2023 in Davao City, Philippines.

  
**ATTY. J. MELCHOR B. QUITAIN, JR.**  
Acting City Mayor

Attested by:

  
**ATTY. FRANCIS MARK H. LAYOG**  
Acting City Administrator



Ref. No. ASD120323-01



   
Nabong Man Grace Peña  
I attest to the accuracy  
and integrity of this  
document  
Davao City  
2023 12 03 20 16:35  
+08'00'