



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



Advisory No.:	MSS- 2025-003
Classification:	Management Support Services Advisory
Date:	January 10, 2025

INSURANCE COMMISSION ADVISORY

FOR : All Insurance Companies, Reinsurance Companies, Insurance Brokers, Reinsurance Brokers, Mutual Benefit Associations, Trusts for Charitable Uses, Pre-Need Companies, Health Maintenance Organizations, other Regulated Entities, and IC Personnel

SUBJECT : Work Suspension at the Insurance Commission (IC) Main Office and Davao District Office

Pursuant to Memorandum Circular No. 76 of the Office of the President and Proclamation No. 1, s. 2025 of the City of Davao, the IC will suspend work in its Main Office in the City of Manila and IC Davao District Office in City of Davao, respectively, **on January 13, 2025, Monday**, because of the “National Rally for Peace” of the Iglesia Ni Cristo.

IC divisions involved in the handling and processing of license renewals shall designate a skeleton workforce on said date, including divisions rendering related services, such as the Administrative Division (Cashier and Records Sections), Conservatorship, Receivership and Liquidation Division (CRLD), Regulation, Enforcement and Prosecution Division (REPD), Suretyship Section, and IC Davao District Office. For those with deadlines on said date, you may submit your compliances through the IC Uploading System or through the designated email addresses.

Public-facing systems, including the Enhanced Licensing System (ELS), enrollment through the Agents Computerized Examination (ACE), e-Application Certification System (eACS) for surety bonds, and all uploading systems, shall remain operational.

Please be guided accordingly.

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Yasay Martin John
Santillana
Date: 2025.01.10
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MARTIN JOHN S. YASAY
Deputy Insurance Commissioner
Management Support Services Group