



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



Advisory No.:	MSS-2025-030
Classification:	Management Support Services Advisory
Date:	April 15, 2025

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 Arrangements on April 16, 2025

Pursuant to Office of the President Memorandum Circular No. 81 dated April 14, 2025, **Insurance Commission (IC) personnel have been authorized to work-from-home (WFH) from 8:00 AM to 12:00 NN on April 16, 2025.**

Concerned offices or personnel authorized to render WFH may be contacted through the email addresses provided in the IC Official Website (Directory of Officials: <https://www.insurance.gov.ph/org-structure/>).

All frontline offices in the IC Main Office and District Offices shall provide sufficient skeleton workforce to attend to the needs of IC stakeholders from 8:00 AM to 12:00 NN. **Work in all IC Offices shall be suspended from 12:00 NN onwards.**

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

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

Please be guided accordingly.


REYNALDO A. REGALADO
Insurance Commissioner

