



Advisory No.:	MSS-2025-064
Classification:	Management Support Services Advisory
Date:	24 July 2025

INSURANCE COMMISSION ADVISORY

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

SUBJECT : Alternative Work Arrangement on 25 July 2025

Pursuant to Memorandum Circular No. 93 issued by the Office of the President, for the protection and safety of IC personnel, work in the Insurance Commission is suspended subject to the condition that skeletal workforce shall be maintained in the Office of the Insurance Commissioner, Records "Receiving" Section, Cashier Section, Public Assistance and Mediation Division, and Licensing Division.

For urgent matters, involving offices not expressly enumerated in the previous paragraph, please contact the relevant IC personnel through their email addresses provided in the IC Official Website (Directory of Officials: <https://www.insurance.gov.ph/org-structure/>).

Please note that face-to-face qualifying insurance agent's examinations scheduled on July 26, 2025 shall proceed.

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

Please be guided accordingly.

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Yasay Martin John
Santillana
Date: 2025.07.24
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MARTIN JOHN S. YASAY

Deputy Insurance Commissioner



Office of the President
Malacañang

MEMORANDUM CIRCULAR NO. 93

Upon the recommendation of the National Disaster Risk Reduction and Management Council relative to the continuous heavy rainfall brought about by Tropical Cyclones "Dante" and "Emong" and the Southwest Monsoon, classes at all levels in Metro Manila, Ilocos Sur, Benguet, La Union, Pangasinan, Zambales, Bataan, Occidental Mindoro, Ilocos Norte, Abra, Mountain Province, Ifugao, Tarlac, Pampanga, Laguna, Cavite, Babuyan Group of Islands, Batangas, Cagayan, Isabela, Apayao, Kalinga, Quirino, Nueva Vizcaya, Aurora, Nueva Ecija, Bulacan, Rizal, Quezon, Marinduque, Oriental Mindoro, Romblon, Palawan, Camarines Norte, Camarines Sur and Albay are hereby suspended on 25 July 2025.

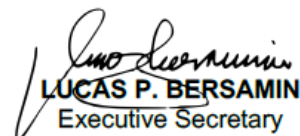
Agencies in the aforementioned areas which are responsible for basic, vital and health services, preparedness and response duties must continue to remain operational to ensure continuity of essential government functions. Subject to applicable laws, rules and regulations, and as determined by the respective heads of agencies, non-vital government employees of such agencies and all other government employees in the same areas shall be on alternate work arrangement, either as part of the skeleton workforce or under a work from home arrangement.

Further thereto, the localized cancellation or suspension of classes and/or work in government offices in other regions may be implemented by their respective Local Chief Executives, pursuant to relevant laws, rules and regulations.

The suspension and/or adoption of alternate work arrangements in private companies and offices is left to the discretion of their respective heads.

This Circular shall take effect immediately.

By authority of the President:


LUCAS P. BERSAMIN
Executive Secretary

Manila, 24 July 2025

