



Republic of the Philippines  
Department of Finance  
**INSURANCE COMMISSION**  
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### **CIRCULAR LETTER**

To : **ALL INSURANCE COMPANIES AUTHORIZED TO  
TRANSACTION BUSINESS IN THE PHILIPPINES**

Subject : **QUALIFYING EXAMINATIONS FOR AGENTS, 2012**

The qualifying examinations for insurance agents for the year 2012 shall be in accordance with the following guidelines and schedule:

#### **I. Requirements**

1. The applicant or representative of the insurance company shall present to the assigned Insurance Commission (IC) personnel before the examination the following documents:
  - a. Duly accomplished application form and 1x1 ID pictures (2 copies)
  - b. Certificate of training from the insurance company/association
  - c. Certificate of good moral character from the insurance company or in lieu thereof, barangay/NBI clearance
  - d. Examination fee of Php500 if to be taken in the IC offices in Manila, Cebu, Davao; Php550 in other places
2. Applicant shall use a black or blue sign pen/ballpen

#### **II. Examinations at the IC Manila Office**

1. Examinations shall be conducted from Tuesday to Friday, at 8:30 A.M. An applicant who comes after 10:30 A.M. shall not be allowed to take the examination.
2. An applicant shall not be allowed to retake the exam within the same day.

#### **III. Examinations at the Cebu and Davao District.**

1. Examinations in the said venues shall be conducted every Wednesday. The requirements (see I. 1) shall be submitted to the respective district office at least five (5) days before the scheduled examination.
2. Examination fees shall be paid at the IC Manila Office.

IV. Examination outside IC offices

1. The IC shall be informed of the number of examinees two weeks before the date of the examination. Absence of the notice shall mean that there are no examinees. The examination shall be conducted provided the number of applicants is at least fifteen (15).
2. The examination shall be in accordance with the attached Schedule of Agents Exams 2012 from which examinees can choose.
3. The examinations shall be coordinated with the insurers' or agents' associations in their respective localities.
4. For special examination, the concerned insurance association or requesting insurance company shall submit the names of the examinees at least three (3) days before the date of examination in writing or through fax or e-mail. Applicants whose names not submitted shall not be allowed to take the examination.
5. Checking of examination papers shall be done at the Manila Office of the Insurance Commission.

Please be guided accordingly.

  
**EMMANUEL F. DOOC**  
**Insurance Commissioner**

INSURANCE COMMISSION  
Schedule of Agents Exam - 2012

January	February	March	April	May	June	July	August	September	October	November	December
Lucena (28)	Baguio (4)	Cagayan de Oro (3)	Dagupan (7)	Baguio (5)	Tuguegarao (2)	Dagupan (7)	San Pablo (4)	San Fernando Pampanga (1)	CDO (6)	Dagupan (3)	Laog (1)
	Cagayan de Oro (4)		La Union (7)	Dagupan (12)	Iloilo 2	Dumaguete (7)	Cagayan de Oro (4)		Olongapo (6)		
Naga City (28)	Lucena (11)	Legaspi (10)	Iloilo (14)	Zamboanga (19)	Cagayan de (9)	Bacolod (14)	Iloilo (4)	Batangas (8)	Ozamis (13)	Cagayan de Oro (3)	Gen San (8)
	Cabanatuan (11)	Iloilo (10)		Naga (5)	Batangas (16)	Legaspi (4)		Iloilo (8)	Laog (13)		Baguio (8)
	Bacolod (18)	Gen San (17)	Batangas (14)	Ozamis (12)	Bacolod (23)		Santiago (11)	Bacolod (15)	Gen San (20)	Bacolod (10)	Pampanga (15)
Tacloban (28)		Cagayan de Oro (24)	Cabanatuan (21)	Roxas (19)		Vigan (21)		Palawan (22)		Zamboanga (17)	
	Iloilo (18)		Isabela (28)		Lucena (23)		Zamboanga (18)		Iloilo (27)		
Cagayan de Oro (28)		San Pablo (31)		Cauayan (26)		Iloilo (28)	La Union (25)	San Pablo (29)	Tuguegarao (27)	Dumaguete (24)	

\*Numbers in parenthesis represent the date of the month