



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

Head Office:
P.O. Box 3589 Manila
FAX No. 522-14-34
Tel. Nos. 523-84-61 to 70
Website : www.insurance.gov.ph

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CIRCULAR LETTER

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

Subject : **QUALIFYING EXAMINATIONS FOR AGENTS, 2011**

The qualifying examinations for insurance agents for the year 2011 shall be in accordance with the following guidelines and schedule:

I. Requirements

- A. The applicant or representative of the insurance company shall present to the assigned Insurance Commission (IC) personnel before the examination the following documents:
 - 1. Duly accomplished application form and 1x 1 ID pictures (2 copies)
 - 2. Certificate of training from the insurance company/association
 - 3. Certificate of good moral character from the insurance company or in lieu thereof barangay /NBI clearance
 - 4. Examination fee (Php500 if taken at the IC offices in Manila, Cebu, Davao, Php550 if taken in other places)
- B. Applicant shall use a black or blue sign pen or ballpen
- C. The passing score is 30 for a 50-item test.

II. Examinations at the IC Manila Office

- A. Examinations shall be conducted every day from Tuesday to Friday. It starts at 8:30 A.M. An applicant who comes after 10:30 A.M shall not be allowed to take the examination on that day.
- B. An applicant shall not be allowed to retake the exam within the same day.

III. Examinations at the Cebu and Davao IC offices.

- A. Examinations in the said venues shall be conducted every Wednesday. The requirements shall be submitted to the district office at least five (5) days before the examination.
- B. The examination fees shall be paid at the IC Manila Office.



IV. Examinations outside IC offices

- A. 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 twenty (15), except in the district offices of Cebu and Davao.
- B. The examination shall be in accordance with the attached Schedule of Agents Exams - 2011. Examinees can choose the date and place of examination most convenient to them.
- C. The examinations shall be coordinated with the insurers' or agents' associations in their respective localities.
- D. 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. Names not submitted may be refused from taking the examination.
- E. 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 - 2011

January	February	March	April	May	June	July	August	September	October	November	December
	Baguio (5)		Dagupan (2)	Baguio (7)	Tuguegarao (4)	Dagupan (2)	San Pablo (6)	San Ferrando Pampanga (3)	CDO (8)	Dagupan (5)	Laoag (3)
		Cagayan de O Oro (12) (5)	La Union (2)	Dagupan (14)	Iloilo 4	Dumaguete (9)	Cagayan de Oro (6)		Olongapo (8)		
Naga City (29)	Lucena (5)	Legaspi (12)	Iloilo (16)	Zamboanga (21)	Cagayan de Oro (11)	Bacolod (16)	Iloilo (6)	Batangas (10)	Ozamis (8)	Cagayan de Oro (5)	Gen San (10)
	Cabanatuan (19)	Iloilo (19)		Naga (7)	Batangas (11)	Legaspi (16)		Iloilo (10)	Laoag (15)		Baguio (10)
	Bacolod (19)	Gen San (19)	Batangas (16)	Ozamis (14)	Bacolod (25)		Santiago (13)	Bacolod (17)	Gen San (22)	Bacolod (12)	Pampanga (17)
Tacloban (29)		Cagayan de O (26)	Cabanatuan (16)	Roxas (14)		Vigan (23)		Palawan (24)		Zamboanga (19)	
	Iloilo (19)		Isabela (30)		Lucena (25)		Zamboanga (20)		Iloilo (29)		
Cagayan de Oro (29)		San Pablo (26)		Cauayan (21)		Iloilo (23)	La Union (27)	San Pablo (24)	Tuguegarao (29)	Dumaguete (26)	

*Numbers in parenthesis represent the date of the month