

RECOMMENDED LIMIT ON THE NUMBER OF PERSONNEL TO WORK ON-SITE DURING GCQ

As of 19 May 2020

FUNCTIONAL GROUP	DIVISION/UNIT	NO. OF PERSONNEL	RECOMMENDED LIMIT ON THE NO. OF PERSONNEL TO WORK ON-SITE	REMARKS
Office of the Commissioner (OCOM)	OCOM Proper	10	3	Excludes IC Official and Driver
	Microinsurance Division	7	2	Enclosed room, very tight
	Suretyship Unit	4	2	Enclosed room, very tight space; Given current direction on the issuance of certifications, if all 4 personnel are required to report at the same time, the other 2 personnel may be temporarily relocated.
Financial Examination Group (FEG)	Office of the Deputy Insurance Commissioner - FEG	3	1	Excludes IC Official and Driver
	Brokers and Insurance Pools Division	2	1	Temporarily occupying the Function Room with 2 other divisions
	Health Maintenance Organizations (HMO) Division	5	2	Very tight space; *MDLaygo stationed at Pre-Need Division
	Life/MBAs/Trust Division	15	4	Current problem: Water leaking due to heavy rains will be addressed upon completion of roofing and waterproofing works
	Non-Life Division	16	4	Includes Ms. Cacas; Current problem: Water leaking due to heavy rains will be addressed upon completion of roofing and waterproofing works
	Pre-Need Division	14	3	Enclosed room, very tight space (temporarily occupying the IC Library with 2 other divisions)
Legal Services Group (LSG)	Office of the Deputy Insurance Commissioner - LSG	3	1	Excludes IC Official
	Anti-Money Laundering and Corporate Governance Division	6	2	Enclosed room, very tight space (temporarily occupying the PAMD Hearing Room)
	Claims Adjudication Division	6	2	
	Conservatorship, Receivership and Liquidation Division	8	3	Excludes company representatives holding office in IC
	Licensing Division	13	5	
	Public Assistance and Mediation Division	8	3	
	Regulation, Enforcement and Prosecution Division	6	3	
Technical Services Group (TSG)	Office of the Deputy Insurance Commissioner - TSG	3	1	Excludes IC Official and Driver; *Director Roque stationed at Investments Service Division
	Actuarial Division	8	3	Enclosed room, very tight space (temporarily occupying the IC Library with 2 other divisions)
	Investments Service Division	8	3	Excludes IC Director
	Rating Division	15	5	Temporarily occupying the Function Room with 2 other divisions
	Reinsurance Division	7	2	Enclosed room, very tight space (temporarily occupying the IC Library with 2 other divisions)
	Statistics and Research Division	7	2	Temporarily occupying the Function Room with 2 other divisions

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Management Support Services Group (MSSG)	Office of the Deputy Insurance Commissioner - MSSG	5	1	Excludes IC Official
	Accounting Division	6	3	
	Administrative Division	16	7	Includes 3 drivers, 1 foreman (carpenter), 1 electrician
	- Cashier Section (Room)	4	2	Enclosed room, very tight space
	- Records Section (Room)	7	3	Enclosed room, very tight space; To ensure social distancing, 1 personnel may be stationed at the new receiving area (former Ombudsman Room)
	Budget Division	3	1	Very tight space; Atty. Villaruel stationed at Claims Adjudication Division
	Human Resource Division	6	2	Enclosed room, very tight space; *Atty. Castro stationed at Licensing Division
	Information Systems Division	4	2	Enclosed room, very tight space; To ensure compliance to social distancing, other IT/IS personnel may relocate at the IT Conference Room
	Information Technology Division	4	2	
Planning and Management Division	3	2		

TOTAL	232	82	35%
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Note: Aside from the number of IC personnel, we also need to take into consideration the number of janitorial and security personnel in IC Manila Office.

Janitors:	21
Security:	19
IC Personnel:	82
Total Personnel Per Day	122