



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



**ADMINISTRATIVE ADVISORY**  
**No. 2020-AA-030**  
06 August 2020

Pease be informed that the following services at the **Records Section – Administrative Division** shall be temporarily suspended on **12 (Wednesday) and 14 (Friday) August 2020**:

1. **ACCEPTANCE OF INCOMING DOCUMENTS (RECEIVING OF PRINTED COMMUNICATIONS, INCLUDING MAIL DELIVERIES FROM COURIERS AND POSTAL OFFICES)**
2. **RELEASING OF DOCUMENTS (OUTGOING)**
3. **CERTIFICATION OF RECORDS**

Those who have earlier made appointments concerning above-enumerated transactions (*i.e., Document Pick-up, Inquiry*), through the Insurance Commission Appointment Reservation (ICare) System on 12 and 14 August 2020, are advised to reschedule their appointments. The ICare System may be accessed through <https://web.insurance.gov.ph/icare/login>.

The public may send inquiries through email at [admin@insurance.gov.ph](mailto:admin@insurance.gov.ph). The Records Section may also be contacted at Telephone Number **85238461 to 70 local 123**.

We hope for your understanding as we are operating on a very limited capacity. The safety of the public and all IC personnel remains our foremost consideration.

  
**REVELYN R. MOJICA**  
IC Division Manager  
Administrative Division