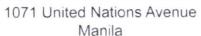


Republic of the Philippines Department of Finance

INSURANCE COMMISSION





Advisory No.:	MSS-2022- 955	
Classification:	Management	
	Support Services	
	Advisory	
Date:	14 July 2022	

INSURANCE COMMISSION ADVISORY

TO

All Insurance/Reinsurance Companies, Insurance and Reinsurance Brokers, Mutual Benefit Associations, Trusts for Charitable Uses, Pre-Need Companies, Health Maintenance Organizations, Other Insurance Commission Regulated Entities

and All IC Personnel

SUBJECT: Services at the Administrative Division

In connection with the conduct of Functional Group Planning and Budgeting Activity (FGPBA) of the Management Support Services Group (MSSG) on 21 to 22 July 2022, please be advised of the following schedules at the Cashier Section and Records Section – Administrative Division:

DATE	CASHIER SECTION	RECORDS SECTION
21 July 2022	8:00 AM to 4:00 PM	8:00 AM to 5:00 PM -
		Receiving Area Only
22 July 2022	CLOSED	CLOSED
	For payment transactions, you may visit the LANDBANK ePayment System through the <i>Link.BizPortal</i> to view the list of available fees that may be transacted online.	Records receiving (incoming external documents) shall be through DROP BOX only at the Records Receiving Area (in front of the GF Restrooms).

For inquiries and other concerns, you may contact the Administrative Division through email at admindivision@insurance.gov.ph.

Thank you.

Erickson H. Balmes 13 July 2022, Wednesday, 2:40pm

Peputy Insurance Commissioner
Management Support Services Group