



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



Advisory No.:	<b>MSS-2022- 066</b>
Classification:	<b>Management Support Services Advisory</b>
Date:	<b>16 August 2022</b>

**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 and other Insurance Entities, & all IC Personnel**

**SUBJECT : Temporary Relocation of the Claims Adjudication Division (CAD)**

In connection with the on-going repairs at the Insurance Commission (IC) Main Office Building, please be advised of the following:

1. **Effective 17 August 2022, the IC Claims Adjudication Division (CAD) will be temporarily relocated at the IC Gym, Annex Building;**
2. Restricted access to the CAD/PAMD Wing, GF IC Main Office Building;
3. The IC Gym shall be temporarily unavailable for meetings and other activities;
4. Waiting area/space for the clients of CAD shall be inside the IC Gym, subject to a limited number of persons staying therein;
5. We enjoin the public to secure an appointment with the IC Appointment Reservation System (ICare) through <https://web.insurance.gov.ph/icare/login>, to manage the flow of clients and reduce waiting time;
6. Continuous observance of the Minimum Health and Safety Protocols, i.e., wearing of face mask, social distancing and hand washing, provided in the *GUIDELINES ON THE NATIONWIDE IMPLEMENTATION OF ALERT LEVEL SYSTEM FOR COVID-19 RESPONSE, as of June 04, 2022*, which can be accessed in the following link: <https://iatf.doh.gov.ph/wp-content/uploads/2022/06/20220604-IATF-GUIDELINES.pdf>

Please be guided accordingly.

**ATTY. ERICKSON H. BALMES**  
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 Management Support Services Group