



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



Advisory No.:	MSS-2022- 114
Classification:	Management Support Services Advisory
Date:	22 December 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 and other Insurance Commission Regulated Entities

SUBJECT : Work Suspension in the Insurance Commission Manila Office

In observance of the Holiday Season, please be advised that **work in the IC Manila Office is suspended on Friday, 23 December 2022, from 12:00 NN onwards.**

In view thereof, the **following operating/working hours in the IC Administrative Division shall be:**

- 1. Cashier Section (Collections and Disbursements) - shall operate and accept payments from 8:00 AM to 11:00 AM.**
- 2. Records Section (Incoming and Outgoing Documents) - shall receive and process incoming and outgoing documents from 8:00 AM to 12:00 NN.**

Those who have already confirmed their appointments with the Insurance Commission Appointment Reservation System (ICare) through <https://web.insurance.gov.ph/icare/login>, but are affected by said work suspension, are advised to request another schedule.

Normal office operations shall resume on Monday, 26 December 2022.

Please be guided accordingly.

Erickson H. Balmes
 Digitally signed
 Erickson H. Balmes
 22 December 2022, Thursday, 5:56pm
ATTY. ERICKSON H. BALMES
 Deputy Insurance Commissioner
 Management Support Services Group