



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



Advisory No.:	MSS-2023-002
Classification:	Management Support Services Advisory
Date:	06 January 2023

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 : Adoption of Work from Home Arrangement and Suspension of the Conduct of Flag-Raising Ceremony

Considering the road closure in various areas in Manila in celebration of the Feast of the Black Nazarene, all personnel in the Insurance Commission (IC) Head Office - Manila shall adopt work from home (WFH) arrangement on Monday, 09 January 2023 consistent with Civil Service Commission Memorandum Circular No. 06, series of 2022 and IC Office Circular No. 2022-004 dated 11 July 2022, as amended.

Per Item 2.4 of the above-mentioned IC Office Circular, IC personnel under WFH arrangement shall observe 8:00 AM to 5:00 PM as their official work hours and shall ensure that their communication lines are open during the said period.

Moreover, the conduct of flag-raising ceremony on Monday, 09 January 2023 shall be suspended.

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 WFH arrangement, are advised to request another schedule.

Normal office operations shall resume on Tuesday, 10 January 2023.

Please be guided accordingly.

ATTY. ALBERT LAWRENCE A. VINZON
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 Administrative Division