



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



Advisory No.:	<b>MSS-2023- 106</b>
Classification:	<b>Management Support Services Advisory</b>
Date:	<b>13 December 2023</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 Commission Regulated Entities

**SUBJECT :** Insurance Commission Year-End Assessment Program

Please be advised that IC Head Office – Manila will conduct its Year-End Assessment Program on **Thursday, 14 December 2023**. Frontline services including Public Assistance and Mediation Division, Cashier Section, Records Section, Licensing Division, Conservatorship, Receivership and Liquidation Division, and Suretyship Section shall operate in Skeleton Workforce **until 5:00 PM** on the said date.

Please be guided accordingly.

  
Digitally Signed  
Erickson H. Balmes  
13 December 2023, Wednesday, 9:37AM  
**ERICKSON H. BALMES**  
Deputy Insurance Commissioner  
Management Support Services Group