



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



Advisory No:	MSS-2024-018
Classification:	Management Support Services Advisory
Date:	26 March 2024

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 Arrangements on Wednesday, 27 March 2024

Pursuant to Office of the President Memorandum Circular No. 45, s. 2024 (copy attached), **work in the Insurance Commission (IC) is hereby suspended from 12:00 NN onwards on Wednesday, 27 March 2024.** Moreover, **IC officials and employees are authorized to work-from-home (WFH) on same day from 8:00 AM to 12:00 NN.**

Divisions/Sections rendering frontline services, including the Conservatorship, Receivership and Liquidation Division, Licensing Division, Public Assistance and Mediation Division, Suretyship Section, Administrative Division – Cashier and Records Sections, and IC District Offices, **have assigned skeleton workforce to assist the public from 8:00 AM to 12:00 NN.**

Offices/Divisions authorized to render WFH may be contacted through the email addresses provided in the IC Official Website (Directory of Officials: <https://www.insurance.gov.ph/org-structure/>).

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

Please be guided accordingly.


REYNALDO A. REGALADO
 Insurance Commissioner



**Office of the President
of the Philippines
Malacañang**

MEMORANDUM CIRCULAR NO. 45


To provide government employees full opportunity to properly observe Maundy Thursday and Good Friday on 28-29 March 2024 and to allow them to travel to and from the different regions in the country, work in government offices on 27 March 2024 is hereby suspended from 12:00 o'clock in the afternoon onwards.

However, those agencies whose functions involve the delivery of basic and health services, preparedness/response to disasters and calamities, and/or the performance of other vital services shall continue with their operations and render the necessary services.

The suspension of work in private companies and offices is left to the sound discretion of their respective employers.

This Circular shall take effect immediately.

By authority of the President:


LUCAS P. BERSAMIN
Executive Secretary



Manila, 25 March 2024.

