




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



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**TRANQUILINO E. ESPEJON**  
IC Supervising Administrative Officer  
Administrative Division  
Insurance Commission

Date: \_\_\_\_\_

Circular Letter (CL) No.:	<b>2020-74</b>
Date:	<b>18 June 2020</b>
Amends:	<b>CL No. 2020-12, d. 16 March 2020</b>

**CIRCULAR LETTER**

**TO :** ALL LITIGANTS BEFORE THE INSURANCE COMMISSION'S CLAIMS ADJUDICATION DIVISION (CAD) AND REGULATION, ENFORCEMENT, AND PROSECUTION DIVISION (REPD), THEIR RESPECTIVE COUNSEL, AND OTHER CONCERNED PARTIES

**SUBJECT :** GUIDELINES ON THE USE OF VIDEOCONFERENCING FOR THE CONDUCT OF HEARINGS AND OTHER PROCEEDINGS BEFORE THE CAD AND REPD

**WHEREAS**, the 2019 Coronavirus Disease (COVID-19) has spread in different parts of the world, including the Philippines;

**WHEREAS**, the COVID-19 coronavirus outbreak was characterized by the World Health Organization (WHO) as a pandemic;

**WHEREAS**, in response to the COVID-19 pandemic, this Commission issued Circular Letter (CL) No. 2020-12 dated 16 March 2020 providing for "*Guidelines Governing the Conduct of Business in the Insurance Commission During the Community Quarantine Period*";

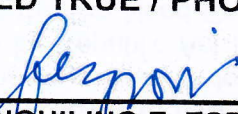
**WHEREAS**, Section 6 of CL No. 2020-12 provides for the suspension of all hearings before this Commission's Claims Adjudication Division (CAD) and Regulation, Enforcement, and Prosecution Division (REPD);

**WHEREAS**, considering the imposition of General Community Quarantine in the National Capital Region (NCR) where the offices of this Commission are situated and certain restrictions on the movement and travel of litigants before the CAD and REPD and their respective counsel, there is a need to adopt videoconferencing as a means of conducting hearings and other proceedings before the CAD and REPD;


**NOW, THEREFORE**, in view of all the foregoing and in accordance with the undersigned's powers under Section 437 of the Insurance Code of the Philippines, as amended by Republic Act No. 10607, Section 6 of Republic Act No. 9829, otherwise known as the Pre-Need Code of the Philippines, and Section 4 of Executive No. 192, series of 2015, the following *Guidelines on the Use of Videoconferencing for the Conduct of Hearings and Other Proceedings Before the CAD and REPD* are hereby adopted and promulgated, to wit:

1. **Authority to Conduct Hearings and Other Proceedings through Videoconferencing.** – The CAD and REPD are hereby authorized to conduct hearings and other proceedings through the use of videoconferencing during this period of public health emergency.
2. **Scope.** – The hearings through videoconferencing shall cover all litigants and counsel before the CAD and REPD; and, insofar as applicable, may apply to all stages of proceedings before said Divisions, including, but not limited to hearings on various motions, pre-trial, mediation proceedings, and trial proper.
3. **Mirroring of Proceedings.** – Considering that the remote locations of the participants are extensions of the CAD and REPD, the in-person appearances, testimonies, and experiences of the litigants and parties shall be closely resembled in remote appearances and testimonies of the litigants and parties in the videoconference proceedings. In the same manner, the dignity and solemnity of proceedings before the CAD and REPD shall at all times be mirrored in videoconference proceedings.
4. **Videoconferencing Software.** – For this purpose, the CAD and REPD are hereby provided with software licenses for **CISCO WEBEX MEETINGS** to host the videoconference proceedings. No other platforms or software shall be used for the videoconference proceedings.
5. **Separability Clause.** – If any provision of this Circular Letter shall be held unconstitutional or invalid, the other provisions not otherwise affected shall remain in full force and effect.
6. **Effectivity.** – This Circular Letter shall take effect immediately.

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**TRANQUILINO E. ESPEJON**  
IC Supervising Administrative Officer  
Administrative Division  
Insurance Commission

Date: \_\_\_\_\_

  
**DENNIS B. FUNA**  
Insurance Commissioner

