



Circular Letter (CL) No.:	CL 2020-101
Date:	16 October 2020

CIRCULAR LETTER

TO : PARTIES IN ALTERNATIVE DISPUTE RESOLUTION (ADR) PROCESSES BEFORE THE INSURANCE COMMISSION'S PUBLIC ASSISTANCE AND MEDIATION DIVISION (PAMD)

SUBJECT: GUIDELINES ON THE USE OF VIDEOCONFERENCING FOR THE CONDUCT OF MEDIATION/CONCILIATION CONFERENCES AND OTHER ADR PROCEEDINGS BEFORE THE PAMD

WHEREAS, the COVID-19 Pandemic continues to pose serious risks to the safety, security, lives and health of the general public, this Commission and its stakeholders;

WHEREAS, the imposition of community quarantines and certain restrictions on the movement and travel cause challenges for parties to physically appear in mediation/conciliation conferences and other ADR proceedings before this Commission's PAMD that results to either postponement of the proceedings or missed opportunities to be present and arrive at compromises and/or amicable settlements of claims;

WHEREAS, there is a need to provide measures to enable parties to participate in ADR proceedings in the PAMD without the need to physically appear before this Commission's premises;

WHEREAS, the use of videoconferencing technology has been widely accepted for the remote appearance of parties before judicial, quasi-judicial and administrative bodies;

WHEREAS, allowing the remote appearance of parties in ADR proceedings before the PAMD through videoconferencing will eliminate the risks posed by the physical and/or personal attendance of those considered to be high-risk or afflicted with highly contagious diseases, and ensure the continuity of the proceedings before the PAMD;

NOW, THEREFORE, in view of all the foregoing, and in accordance with the undersigned's authority under Section 437 of the Insurance Code of the Philippines, as

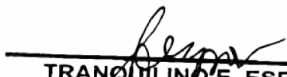
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IC Supervising Administrative Officer
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amended by Republic Act No. 10607, Section 6 of Republic Act No. 9829, otherwise known as the Pre-Need Code of the Philippines, and Section 4 of Executive No. 192, series of 2015, the following *Guidelines on the Use of Videoconferencing for the Conduct of Mediation/Conciliation Conferences and Other ADR Proceedings Before the PAMD* are hereby adopted and promulgated, *to wit*:

1. **Authority to Conduct Mediation/Conciliation Conferences and Other ADR Proceedings through Videoconferencing.** – The PAMD is hereby authorized to conduct mediation/conciliation conferences and other ADR proceedings through the use of videoconferencing during this period of public health emergency.
2. **Scope.** – The hearings through videoconferencing shall cover all parties to mediation/conciliation conferences and other ADR proceedings before the PAMD.
3. **Videoconferencing Software.** – For this purpose, the PAMD is 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.
4. **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.
5. **Effectivity.** – This Circular Letter shall take effect immediately.

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IC Supervising Administrative Officer
Administrative Division
Insurance Commission


DENNIS B. FUNA
Insurance Commissioner

