



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



Circular Letter (CL) No:	2021 - 01
Date:	07 January 2021
Supersedes:	CL No. 2019-20 dated 24 May 2019

### CIRCULAR LETTER

**TO : ALL REGULATED ENTITIES CONCERNED**

**SUBJECT : GUIDELINES IN THE CONDUCT OF OFF-SITE SPECIAL QUALIFYING INSURANCE AGENTS' EXAMINATIONS**

This Guidelines shall govern the conduct of Special Qualifying Insurance Agents' Examinations to be held outside the main office of the Insurance Commission ("IC").

#### **A. Requests for Special Agents' Examinations**

1. *Submission of Requests.* All requests for the conduct of a Special Insurance Agents' Examinations shall be submitted to the Licensing Division via electronic mail thru [agentsexam@insurance.gov.ph](mailto:agentsexam@insurance.gov.ph).
2. *Contents of Request.* The letter request shall include the following:
  - a. Address of the designated testing site which shall not be limited to the requesting company's branch premises or training area, and may be any venue that can accommodate the registered number of examinees; and
  - b. Complete and exclusive list of examinees and the type/s of examinations to be taken.

Incomplete requests shall not be acted upon. Individuals whose names not submitted in advance shall not be allowed to take the examinations.

3. *Payment and Amount of Examination Fee.* Once the request is acknowledged by the Licensing Division, it shall issue a corresponding Order of Payment to the requesting regulated entity for settlement of the examination fees to be paid at the Cashier Section of the IC Head Office within three (3) days from issuance of Order of Payment.

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IC Supervising Administrative Officer  
Administrative Division  
Insurance Commission

The amount of One Thousand and Ten Pesos (Php. 1,010.00) per examinee for each type of examinations shall be collected as examination fee pursuant to IC Circular Letter No. 2014-15 dated 15 May 2014.

A copy of the Official Receipt shall be submitted to the Licensing Division.

A confirmation notice with date of examination shall be sent to the requesting regulated entity by the Licensing Division.

4. *Number of Examinees and Proctors.* The minimum number of examinees shall be fifty (50) per batch. There shall be one (1) proctor for each examinations and additional proctor may be assigned if the total numbers of examinees reach at least one hundred (100).
5. *Venue and Schedule of Examination.* Only examinations within Metro Manila shall be conducted until further notice. The off-site special qualifying insurance agents' examinations shall be conducted Mondays to Fridays.

#### **B. Basic Requirements for Examinees**

1. All examinees must present to the proctor a government-issued identification card with photo and signature before the start of the scheduled examinations.
2. Failure to take the examinations on the scheduled date shall mean forfeiture of the examination fee.
3. In accomplishing the Answer Sheet, only pens with black or blue ink shall be allowed.
4. The examinees are requested to wear smart casual when taking the qualifying insurance examinations.

#### **C. Preventive Measures Required To Be Observed**

The following specific preventive measures shall be adopted and observed at all times during the conduct of the special agents' examinations.

1. Keeping in view the physical distancing requirement, the testing site of the requesting regulated entity should have adequate room capacity to ensure proper seating arrangement. The testing site should be at least two hundred fifty square meters (250 m<sup>2</sup>).
2. Appropriate arrangement for personal protection shall be made available by the requesting company to the assigned proctor, such as face mask, face shield, and other logistics such as hand sanitizers, soap, protective barrier.

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3. The proctor and examinees shall observe physical distancing and respiratory etiquette for the duration of the examinations. They are required to wear face masks and face shields at all times.
4. It shall be the duty of the requesting company to require the assigned proctor and examinees to accomplish a health declaration form and to provide thermal screening provisions. Any individual with a temperature of  $> 37.5^{\circ}\text{C}$  and those exhibiting any COVID-19 related symptoms shall not be allowed entry to the testing site. The health declaration form shall be filled up online through <https://forms.gle/b5Yf2c5cinD2yhQVA> A copy of the health declaration form is herein attached as Annex "A".
5. Entry and exit to the examination room should be different.
6. Bags, books, mobile phones and wrist watches are not allowed in the examination room. Examinees are required to bring their own pens and may bring their own hand sanitizer.
7. Consumption of food and water shall be strictly prohibited.
8. Examinees are required to leave the premises of the examination venue immediately after the examination.
9. It shall be the duty of the requesting company to sanitize the examination site before and after each batch. A period of thirty (30) minutes shall be allotted to complete the sanitization, unless a longer period is necessary.
10. The requesting company shall provide shuttle services for the proctor/s who will administer the examinations.
11. The requesting company shall provide a disinfecting equipment for the examination questionnaires and answer sheets.
12. The above enumeration provides for the minimum precautions to be followed during the conduct of examinations. Requesting companies may put additional measures in place as they deem appropriate.

#### **D. Saving Clause**

The Commission shall monitor the COVID-19 situation and ensure commitment both to the safety and well-being of the IC personnel and the unhampered delivery of public service.

The foregoing guidelines may be amended taking into consideration the development of the COVID-19 pandemic and the rules and regulations that relevant government agencies may further provide.

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Cases not covered and other clarifications regarding the implementation of this Circular shall be sent *via* email to the Licensing Division ([agentsexam@insurance.gov.ph](mailto:agentsexam@insurance.gov.ph)).

**E. Effectivity**

This Circular Letter takes effect immediately.

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IC Supervising Administrative Officer  
Administrative Division  
Insurance Commission

  
**DENNIS B. FUNA**  
Insurance Commissioner





# INSURANCE COMMISSION

www.insurance.gov.ph

## Insurance Commission Health Declaration Form (Off-Site Agent Examination)

\* Required

Email address \*

Your email

Contact Name \*

Your answer

Contact number \*

Your answer

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IC Supervising Administrative Officer  
Administrative Division  
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Date of Examination \*

MM DD YYYY

/ /

Venue of Examination \*

Your answer

Please tick the boxes of those that apply to you in the last 14 Days: \*

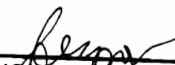
- ☐ Have been experiencing sore throat, body pains, headache, and/or fever.
- ☐ Have worked together or stayed in the same close environment of a confirmed COVID-19 case.
- ☐ Have had contact with someone with fever, cough, colds, and sore throat.
- ☐ Have traveled outside of the Philippines.
- ☐ Have been in contact with a confirmed COVID-19 patient.
- ☐ Have been in close contact with someone who is under the "Home Quarantine Order" or someone suspected of COVID-19.
- ☐ None of the above applies.

Temperature

This shall be taken before entering the examination venue.

Your answer

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## Data Privacy Consent

BY CLICKING SUBMIT, YOU HEREBY AUTHORIZE THE INSURANCE COMMISSION TO COLLECT AND PROCESS THE DATA INDICATED HEREIN FOR THE PURPOSE OF EFFECTING CONTROL OF COVID-19. YOU UNDERSTAND THAT YOUR PERSONAL INFORMATION IS PROTECTED UNDER THE DATA PRIVACY ACT OF 2012, AND THAT YOU ARE REQUIRED TO PROVIDE TRUTHFUL INFORMATION BY THE BAYANIHAN TO HEAL AS ONE ACT.

A copy of your responses will be emailed to the address you provided.

Submit

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