ASC Circular	:	**No. 2023-009**
Date	:	**October 17, 2023**
To	:	**4As / PANA / KBP / MSAP/ UPMG / IMMAP/ OHAAP/Other ASC Clients**
Subject	:	**ASC OPERATIONS ON OCTOBER 30, NOVEMBER 1&2 (SPECIAL NON-WORKING DAYS)**

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In line with the several declared special non-working days, namely: Monday-October 30 (BSKE), Wednesday-November 1 (All Saints' Day) and Thursday-November 2 (All Souls' Day), the ASC will be observing the following schedules in accepting regular and special S1/S2 applications via online system:

Date	Event	ASC Operations	
Oct 27 (Fri)	**Last day of ASC Operations for the week 7AM – 5PM only**	• Will accept and process Regular and Special S1 Screening and/or S2 Clearing Applications **(11:01AM of 26 Oct – 11AM of 27 Oct only)** • Will respond to email queries and clarifications **(8AM – 5PM only)**	**Special S1 Screening/S2 Clearing** • Results will be released same day **Oct 27 (Fri) if proof of payment is uploaded on or before 3PM of Oct 27.** • **If proof of payment is uploaded after 3PM of Oct 27,** results will be released the following day **Oct 28 (Sat), 7AM – 9AM.** **Regular S1 Screening/ S2 Clearing** • Results will be released the following day **Oct 28 (Sat), 7AM – 9AM if proof of payment is uploaded on or before 3PM of Oct 27.** • **If proof of payment is uploaded after 3PM of Oct 27,** results will be released on the next business day **Oct 31 (Tues), 7AM – 9AM.**
Oct 28 (Sat)	**Saturday (7AM to 9AM)**	**SPECIAL S2 CLEARING ONLY**	Formal email request for a Saturday Special S2 Clearing should be submitted to inquiry@asc.com.ph, copy robbie.aligada@asc.com.ph and erwin.furagganan@asc.com.ph no

			later than 3PM of Friday, Oct 27. <u>FOR STRICT COMPLIANCE.</u> **NOTE**: Responses to emails received on this day until Oct 30 will be sent out on Tuesday, Oct 31.
Oct 30 (Mon)	**Barangay and Sangguniang Kabataan Elections**	**NO REGULAR OPERATIONS** • Email queries and clarifications sent will be responded to on Tues, Oct 31 (8AM – 5PM only)	ONLINE APPLICATION SYSTEM WILL BE OPEN TO RECEIVE APPLICATIONS BUT PROCESSING WILL RESUME ON TUESDAY, OCT 31 AT 7AM**.**
Oct 31 (Tues)	**7AM – 5PM only**	• Will accept and process Regular and Special S1 Screening and/or S2 Clearing Applications **(11:01AM of 27 Oct – 11AM of 31 Oct only)** • Applications submitted after 11AM will be processed the next business day, Nov 3, Friday. • Will respond to email queries and clarifications **(8AM – 5PM only)**	**Special S1 Screening/S2 Clearing** • Results will be released on **Oct 31 (Tues) if proof of payment is uploaded on or before 3PM of Oct 31** • **If proof of payment is uploaded after 3PM of Oct 31,** results will be released the following business day **Nov 3 (Fri), 7AM – 9AM** **Regular S1 Screening/S2 Clearing** • Results will be released the following day **Nov 1 (Wed), 7AM – 9AM if proof of payment is uploaded on or before 3PM of Oct 31.** • **If proof of payment is uploaded after 3PM of Oct 31,** application will be processed on the next business day, Friday, Nov 3, with results released the following day **Nov 4 (Sat), 7AM – 9AM**
Nov 1 & 2 (Wed & Thurs)	**All Saints' Day & All Souls' Day**	**NO REGULAR OPERATIONS** • Email queries and clarifications sent will be responded to on Fri, Nov 3 (8AM – 5PM only)	ONLINE APPLICATION SYSTEM WILL BE OPEN TO RECEIVE APPLICATIONS BUT PROCESSING WILL RESUME ON FRIDAY, NOV 3 AT 7AM.
Nov 3 (Fri)	**7AM – 5PM only**	**RESUME OPERATIONS**	• Resume acceptance and processing of Regular and Special S1 Screening and/or S2 Clearing Applications

			• Resume responses to queries and Clarifications

For your information and guidance.

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