

**ASC Circular** : **No. 2023-010**

**Date** : **November 16, 2023**

**To** : **4As / KBP / PANA / DMAP/ MSAP/ OHAAP /UPMG / Other ASC Clients**

**Subject** : **ASC OPERATIONS ON NOVEMBER 27 AND DECEMBER 8 NON-WORKING HOLIDAYS AND CHRISTMAS BREAK**

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In line with the several declared regular and special non-working holidays, namely: Monday-November 27 (National Heroes Day) and Friday-December 8 (Immaculate Conception), as well as the December holiday break, the ASC will be observing the following schedules in accepting regular and special S1 and S2 applications via the online system:


Date	Event	ASC Operations	
<b>Nov 27 (Mon)</b>	<b>National Heroes Day</b> Regular Non-Working Holiday	<b>NO REGULAR OPERATIONS</b> Email queries and clarifications sent will be responded to on Tues, Nov 28 (8AM – 5PM only)	Online application system will be open to receive applications but processing will resume on Tuesday, Nov 28 at 7am.
<b>Dec 8 (Fri)</b>	<b>Immaculate Conception</b> Special Non-Working Holiday	<b>NO REGULAR OPERATIONS</b> Email queries and clarifications sent will be responded to on Mon, Dec 11 (8AM – 5PM only)	Online application system will be open to receive applications but processing will resume on Monday, Dec 11 at 7am.
<b>Dec 22 (Fri)</b>	<b>Last day of ASC Operations (ASC Operations until 3pm only)</b>	<ul style="list-style-type: none"> <li>Will accept and process Regular and Special S1 Screening and/or S2 Clearing Applications <b>(11:01AM of 21 Dec – 11AM of 22 Dec only)</b></li> <li>Will respond to email queries and clarifications <b>(8AM – 3PM only)</b></li> </ul>	<p><b>Special S1 Screening/S2 Clearing</b></p> <ul style="list-style-type: none"> <li>Results will be released same day <b>Dec 22 (Fri)</b> if proof of payment is uploaded on or before 3PM of Dec 22.</li> <li>If proof of payment is uploaded after 3PM of Dec 22, results will be released the following day <b>Dec 23 (Sat), 7AM – 9AM.</b></li> </ul> <p><b>Regular S1 Screening/ S2 Clearing</b></p> <ul style="list-style-type: none"> <li>Results will be released the following day <b>Dec 23 (Sat), 7AM – 9AM</b> if proof of payment is uploaded on or before 3PM of Dec 22.</li> </ul>


			<ul style="list-style-type: none"> <li>• If proof of payment is uploaded after 3PM of Dec 22, results will be released on the next business day <b>Jan 3 (Wed), 7AM – 9AM.</b></li> </ul>
<b>Dec 25 (Mon) to Jan 2, 2024 (Tue)</b>	<b>Christmas Break</b>	<b>NO REGULAR OPERATIONS</b> Email queries and clarifications sent will be responded to on Wed, Jan 3 (8AM – 5PM only)	<b>Online application system will be open to receive applications but processing will resume on Wednesday, Jan 3 at 7am.</b>
<b>Jan 3, 2024 (Wed)</b>	<b>7AM – 5PM only</b>	<b>RESUME OPERATIONS</b>	<ul style="list-style-type: none"> <li>• Resume acceptance and processing of Regular and Special S1 Screening and/or S2 Clearing Applications</li> <li>• Resume responses to queries and clarifications</li> </ul>

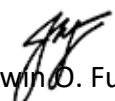
With the coming Christmas break, the ASC enjoins everyone to submit their materials for review early.

For your guidance and strict compliance.

Thank you and God bless us all.


  
 Ms. Digna D. Santos  
 Executive Director

  
 Mr. Robbie A. Aligada  
 Ad Content & Operations Manager

  
 Mr. Erwin O. Furagganan  
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Noted by:

  
 Mr. Butch Canoy  
 Chairperson, ASC

  
 Ms. Golda Roldan  
 President, ASC