

ASC Circular : No. 2024-003

Date : March 5, 2024

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

Subject : ASC OPERATIONS ON HOLY WEEK (HOLIDAYS)

In line with the observance of Maundy Thursday (Mar 28), Good Friday (Mar 29), Black Saturday (Mar 30), and Easter Sunday (Mar 31), 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	
<p>Mar 27 (Holy Wed)</p>	<p>Last day of ASC Operations (until 3PM only)</p>	<ul style="list-style-type: none"> Will accept and process Regular and Special S1 Screening and/or S2 Clearing Applications (until 11AM of March 27 only) Will respond to email queries and clarifications (8AM – 3PM only) 	<p><u>Special S1 Screening/S2 Clearing</u></p> <ul style="list-style-type: none"> Results will be released same day March 27 (Wed) if proof of payment is uploaded on or before 1PM of March 27. If proof of payment is uploaded after 1PM of March 27, results will be released the following day March 28 (Thurs), 7AM – 9AM. <p><u>Regular S1 Screening/S2 Clearing</u></p> <ul style="list-style-type: none"> Results will be released the following day March 28 (Thurs), 7AM – 9AM if proof of payment is uploaded on or before 1PM of March 27. If proof of payment is uploaded after 1PM of March 27, results will be released on April 2 (Tue), 7AM – 9AM.

Mar 28 (Thu) Mar 29 (Fri) Mar 30 (Sat) Mar 31 (Sun)	Maundy Thursday Good Friday Black Saturday Easter Sunday	NO REGULAR OPERATIONS Email queries and clarifications sent will be responded to on Mon, Apr 1 (8AM – 5PM only)	Online application system will be open to receive applications, but processing will resume on Monday, Apr 1 at 7AM.
Apr 1 (Mon)	7AM – 5PM only	RESUME OPERATIONS	<ul style="list-style-type: none"> • Resume acceptance and processing of Regular and Special S1 Screening and/or S2 Clearing Applications • Resume responses to queries and Clarifications

For your guidance and strict compliance.

Thank you.



Ms. Digna D. Santos
Executive Director



Mr. Robbie A. Aligada
Ad Content & Operations Manager



Mr. Erwin O. Furagganan
Compliance Manager