

ASC Circular : No. 2024-007

Date : May 28, 2024

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

Subject : ASC OPERATIONS ON JUNE 12 – ARAW NG KALAYAAN (HOLIDAY)

In line with the celebration of Independence Day (Wednesday, June 12), 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	
June 11 (Tue)	ASC Operations 7AM – 5PM only	<ul style="list-style-type: none"> Will accept and process Regular and Special S1 Screening and/or S2 Clearing Applications (until 11AM of June 11 only) Will respond to email queries and clarifications (8AM – 5PM only) 	<p>Special S1 Screening/S2 Clearing</p> <ul style="list-style-type: none"> Results will be released same day June 11 (Tue) if proof of payment is uploaded on or before 3PM of June 11. If proof of payment is uploaded after 3PM of June 11, results will be released the following day June 12 (Wed), 7AM – 9AM. <p>Regular S1 Screening/S2 Clearing</p> <ul style="list-style-type: none"> Results will be released the following day June 12 (Wed), 7AM – 9AM if proof of payment is uploaded on or before 3PM of June 11. If proof of payment is uploaded after 3PM of June 11, results will be released on June 13 (Thurs), 7AM – 9AM.
June 12 (Wed)	Independence Day	<p>NO REGULAR OPERATIONS</p> <p>Email queries and clarifications sent will be responded to on Thurs, June 13 (8AM – 5PM only)</p>	
June 13 (Thurs)	7AM – 5PM only	<p>RESUME OPERATIONS</p> <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 	

NOTE: In the event that Malacañang will declare June 17 (Monday) a holiday because of Eid'l Adha, the following ASC schedule of operations will be observed:

Date	Event	ASC Operations	
June 14 (Fri)	ASC Operations 7AM – 5PM only	<ul style="list-style-type: none"> Will accept and process Regular and Special S1 Screening and/or S2 Clearing Applications (until 11AM of June 14 only) Will respond to email queries and clarifications (8AM – 5PM only) 	<p>Special S1 Screening/S2 Clearing</p> <ul style="list-style-type: none"> Results will be released same day June 14 (Fri) if proof of payment is uploaded on or before 3PM of June 14. If proof of payment is uploaded after 3PM of June 14, results will be released the following day June 15 (Sat), 7AM – 9AM. <p>Regular S1 Screening/S2 Clearing</p> <ul style="list-style-type: none"> Results will be released the following day June 15 (Sat), 7AM – 9AM if proof of payment is uploaded on or before 3PM of June 14. If proof of payment is uploaded after 3PM of June 14, results will be released on the next business day June 18 (Tues), 7AM – 9AM.
June 15 (Sat)	Saturday (7AM to 9AM)	<p>SPECIAL S2 CLEARING ONLY</p> <p>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, June 14. FOR STRICT COMPLIANCE.</p> <p>NOTE: Responses to emails received on this day until June 17 will be sent out on Tuesday, June 18.</p>	
June 17 (Mon)	Eid'l Adha	<p>NO REGULAR OPERATIONS</p> <p>Email queries and clarifications sent will be responded to on Tues, June 18 (8AM – 5PM only)</p> <p>Online application system will be open to receive applications, but processing, even for special applications, will resume on Tues, June 18 at 7AM.</p>	
June 18 (Tues)	7AM – 5PM only	<p>RESUME OPERATIONS</p> <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