

ASC Circular : No. 2024-012

Date : October 15, 2024

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

Subject : ASC OPERATIONS ON NOVEMBER 1 & 2 - SPECIAL NON-WORKING HOLIDAYS

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The ASC will be observing the following schedules for accepting regular and special S1/S2 applications via online system on November 1 and 2, All Saints' Day and All Souls' Day, respectively.


Date	Event	ASC Operations	
Oct 31 (Thurs)	<p><b>ASC Operations</b> <b>7AM – 5PM only</b></p>	<ul style="list-style-type: none"> <li>Will accept and process Regular and Special S1 Screening and/or S2 Clearing Applications (<b>until 11AM of Oct 31 only</b>)</li> <li>Will respond to email queries and clarifications (<b>8AM – 5PM 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>Oct 31 (Thurs)</b> if proof of payment is uploaded on or before 3PM of Oct 31.</li> <li>If proof of payment is uploaded after 3PM of Oct 31, results will be released the following day <b>Nov 1 (Fri), 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>Nov 1 (Fri), 7AM – 9AM</b> if proof of payment is uploaded on or before 3PM of Oct 31.</li> <li>If proof of payment is uploaded after 3PM of Oct 31, results will be released on <b>Nov 2 (Sat), 7AM – 9AM.</b></li> </ul>
Nov 1 (Fri)	<p><b>All Saints' Day</b></p>	<p><b>SPECIAL S2 CLEARING ONLY</b></p>	<p>Formal email request for a Friday Special S2 Clearing should be submitted to <a href="mailto:inquiry@asc.com.ph">inquiry@asc.com.ph</a>, copy <a href="mailto:robbie.aligada@asc.com.ph">robbie.aligada@asc.com.ph</a> and <a href="mailto:erwin.furagganan@asc.com.ph">erwin.furagganan@asc.com.ph</a> no later than 3PM of Thursday, October 31. <b>FOR STRICT COMPLIANCE.</b></p> <p><b>NOTE:</b> Responses to emails received on this day until Nov 3 will be sent out on Monday, Nov 4.</p>

<b>Nov 2 (Sat)</b>	<b>All Souls' Day</b>	<p><b>NO REGULAR OPERATIONS</b></p> <p>Email queries and clarifications sent will be responded to on Mon, Nov 4 (8AM – 5PM only)</p>	<p>Online application system will be open to receive applications, but processing, even for special applications, will resume on Monday, Nov 4 at 7AM.</p>
<b>Nov 4 (Mon)</b>	<b>7AM – 5PM only</b>	<p><b>RESUME OPERATIONS</b></p>	<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>

For your guidance and strict compliance.

Thank you.

  
 Mr. Robbie A. Aligada  
 Executive Director

  
 Mr. Erwin D. Furagganan  
 Operations Manager