

ASC Circular : No. 2024-013

Date : November 13, 2024

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

Subject : ASC OPERATIONS – CHRISTMAS BREAK

In line with 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	
Dec 20 (Fri)	Last day of ASC Operations (ASC Operations until 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 20 Dec 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 Dec 20 (Fri) if proof of payment is uploaded on or before 3PM of Dec 20. If proof of payment is uploaded after 3PM of Dec 20, results will be released the following day Dec 21 (Sat), 7AM – 9AM. <p>Regular S1 Screening/ S2 Clearing</p> <ul style="list-style-type: none"> Results will be released the following day Dec 21 (Sat), 7AM – 9AM if proof of payment is uploaded on or before 3PM of Dec 20. If proof of payment is uploaded after 3PM of Dec 20, results will be released on the next business day Jan 6 (Wed), 7AM – 9AM.
Dec 23 (Mon) to Jan 5, 2025 (Sun)	Christmas Break	<p>NO REGULAR OPERATIONS</p> <p>Email queries and clarifications sent will be responded to on Mon, Jan 6 (8AM – 5PM only)</p>	
Jan 6, 2025 (Mon)	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 	

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

For your guidance and strict compliance. A joyous and blessed Christmas to everyone.

Thank you.


Mr. Robbie A. Aligada
Executive Director


Mr. Erwin D. Furagganan
Operations Manager