

ASC Circular : **No. 2025-003**

Date : **April 15, 2025**

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

Subject : **ASC OPERATIONS ON LABOR DAY (REGULAR NON-WORKING HOLIDAY)**

In line with the observance of Labor Day on May 1, 2025, which is a regular non-working holiday throughout the country, the ASC will be observing the following schedule for accepting regular and special S1/S2 applications via online system.

Date	Event	ASC Operations	
Apr 30 (Wed)	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 Apr 30 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 Apr 30 (Wed) if proof of payment is uploaded on or before 3PM of Apr 30. If proof of payment is uploaded after 3PM, results will be released on May 2 (Fri), 7AM – 9AM. <p>Regular S1 Screening/S2 Clearing</p> <ul style="list-style-type: none"> Results will be released the following day May 1 (Thu), 7AM – 9AM if proof of payment is uploaded on or before 3PM of Apr 30. If proof of payment is uploaded after 3PM of Apr 30, results will be released on May 3 (Sat), 7AM – 9AM.
May 1 (Thu)	Labor Day	<p>NO REGULAR OPERATIONS</p> <p>Email queries and clarifications sent will be responded to on Fri, May 2 (8AM – 5PM only)</p>	<p>Online application system will be open to receive applications, but processing, even for special applications, will resume on Friday, May 2 at 7AM.</p>

May 2 (Fri)	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
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NOTE: In the event that Malacañang declares May 2 (Friday) a holiday instead of May 1 (Thursday), the following ASC schedule of operations will be observed:

Date	Event	ASC Operations	
May 1 (Thu)	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 May 1 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 May 1 (Thu) if proof of payment is uploaded on or before 3PM of May 1. • If proof of payment is uploaded after 3PM, results will be released the following business day May 5 (Mon), 7AM – 9AM. <p>Regular S1 Screening/S2 Clearing</p> <ul style="list-style-type: none"> • Results will be released the following day May 2 (Fri), 7AM – 9AM if proof of payment is uploaded on or before 3PM of May 1. • If proof of payment is uploaded after 3PM of May 1, results will be released on May 6 (Tue), 7AM – 9AM.
May 2 (Fri)	Labor Day	<p>NO REGULAR OPERATIONS</p> <p>Email queries and clarifications sent will be responded to on Mon, May 5 (8AM – 5PM only)</p>	<p>Online application system will be open to receive applications, but processing, even for special applications, will resume on Monday, May 5 at 7AM.</p>

May 5 (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
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For your guidance and strict compliance.

Thank you.



Mr. Robbie A. Aligada
Executive Director



Mr. Erwin O. Furagganan
Operations Manager