

ASC Circular : No. 2025-004  
 Date : May 6, 2025  
 To : 4As / PANA / KBP / MSAP/ UPMG / DMAP/ OHAAP / Other ASC Clients  
 Subject : ASC OPERATIONS ON MAY 12 – MIDTERM ELECTIONS

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The ASC will observe the following schedule for accepting regular and special S1/S2 applications via the online system on May 12 (Monday), in observance of the midterm elections:

| Date         | Event                                    | ASC Operations   |   |
|--------------|--|--|---|
| May 9 (Fri)  | <b>ASC Operations<br/>7AM – 5PM only</b> | <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 May 9 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>May 9 (Fri)</b> if proof of payment is uploaded on or before 3PM of May 9.</li> <li>If proof of payment is uploaded after 3PM of May 9, results will be released on <b>May 13 (Tues), 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>May 10 (Sat), 7AM – 9AM</b> if proof of payment is uploaded on or before 3PM of May 9.</li> <li>If proof of payment is uploaded after 3PM of May 9, results will be released on <b>May 14 (Wed), 7AM – 9AM.</b></li> </ul> |
| May 10 (Sat) | <b>Saturday<br/>7AM – 9AM only</b>       | <b>SPECIAL S2 CLEARING ONLY</b>  | <p>Formal email request for a Saturday 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 Friday, May 9. <b>FOR STRICT COMPLIANCE.</b></p> <p><b>NOTE:</b> Emails received on this day will be responded to on Tuesday, May 13.</p>   |

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|----------------------|-----------------------|--|--|
| <b>May 12 (Mon)</b>  | <b>Election Day</b>   | <p><b>NO REGULAR OPERATIONS</b></p> <p>Email queries and clarifications sent will be responded to on Tues, May 13 (8AM – 5PM only)</p> | <p>Online application system will be open to receive applications, but processing, even for special applications, will resume on Tues, May 13 at 7AM.</p>  |
| <b>May 13 (Tues)</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 O. Furagganan  
 Operations Manager