

ASC Circular : No. 2025-008

Date : August 14, 2025

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

Subject : ASC OPERATIONS ON AUGUST 21 & 25 (NINOY AQUINO DAY & NATIONAL HEROES DAY - REGULAR HOLIDAYS)

The ASC will **strictly** be observing the following schedules for accepting regular and special S1/S2 applications via online system on August 21 and August 25, Ninoy Aquino Day and National Heroes Day, respectively.

Date	Event	ASC Operations	
Aug 20 (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 Aug 20 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 Aug 20 (Wed) if proof of payment is uploaded on or before 3PM of Aug 20. If proof of payment is uploaded after 3PM until 5pm of Aug 20, results will be released on the next business day Aug 22 (Fri), 7AM – 9AM. <p>Regular S1 Screening/S2 Clearing</p> <ul style="list-style-type: none"> Results will be released the following day Aug 21 (Thu), 7AM – 9AM if proof of payment is uploaded on or before 3PM of Aug 20. If proof of payment is uploaded after 3PM of Aug 20, results will be released on Aug 25 (Mon), 7AM – 9AM.
Aug 21 (Thu)	Ninoy Aquino Day	<p>NO REGULAR OPERATIONS</p> <p>Email queries and clarifications sent will be responded to on Friday, Aug 22 (8AM – 5PM only)</p>	
Aug 22 (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 Aug 22 only) 	<p>Special S1 Screening/S2 Clearing</p> <ul style="list-style-type: none"> Results will be released same day Aug 22 (Fri) if proof of payment is uploaded on or before 3PM of Aug 22.

		<ul style="list-style-type: none"> Will respond to email queries and clarifications (8AM – 5PM only) 	<ul style="list-style-type: none"> If proof of payment is uploaded after 3PM until 5pm of Aug 22, results will be released on Aug 23 (Sat), 7AM – 9AM. <p>Regular S1 Screening/S2 Clearing</p> <ul style="list-style-type: none"> Results will be released the following day Aug 23 (Sat), 7AM – 9AM if proof of payment is uploaded on or before 3PM of Aug 22. If proof of payment is uploaded after 3PM of Aug 22, results will be released on Aug 27 (Wed), 7AM – 9AM.
Aug 23 (Sat)	Saturday 7AM – 9AM only	SPECIAL S2 CLEARING ONLY	<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, Aug 22. FOR STRICT COMPLIANCE.</p> <p>NOTE: Emails received on this day will be responded to on Tuesday, Aug 26.</p>
Aug 25 (Mon)	National Heroes Day	NO REGULAR OPERATIONS Email queries and clarifications sent will be responded to on Tues, Aug 26 (8AM – 5PM only)	Online application system will be open to receive applications, but processing, even for special applications, will resume on Tues, Aug 26 at 7AM.
Aug 26 (Tues)	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

For your guidance and strict compliance.

Thank you.


Mr. Robbie A. Aligada
Executive Director


Mr. Erwin O. Furagganan
Operations Manager