

ASC Circular : **No. 2020-003**

Date : **March 13, 2020**

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

Subject : **BULLETIN ON ASC OPERATIONS CONCERNING COVID-19**

Given the current CoViD situation, the ASC will be implementing a hybrid type of operations involving work-from-home for staff and screeners and a skeletal backroom support operation at the ASC offices. This will be effective starting Wednesday, 18 March 2020.

As a result of this, all applications will be submitted online using the ASC online application system (online1.asc.com.ph). The step-by-step application procedure and payment facilities can be found on the same site.

However, please note the following:

1. Uploading of S1 and S2 applications will be from 6:00AM to 12:00NN Mondays to Fridays only.
2. No S1 and S2 applications will be accepted beyond 12:00NN.
3. Payment should be done on or before 12:00NN in order for the application to be processed.
4. Results will be released on the same day between 3:00PM to 5:00PM.

Thank you.



Ms. Maya O. Estrada
Operations Manager



Ms. Digna D. Santos
Executive Director

	Description	Who	Where	Comments
Ad Applications	<p>All applications should be submitted using the ASC online application system.</p> <p>Decisions will likewise be released online.</p> <p>Phone calls will be utilized by the screener, if extremely necessary.</p>	Applicants - advertisers, creative/ media/digital agencies, production houses, networks, etc.		<ol style="list-style-type: none"> Support documents must be complete, correct, and properly labeled, i.e., executive summary of proof of claims, government documents such as CPRs, promo permits, DOLE permit, etc. Please make sure that applicant's contact details i.e., mobile and email are correct If extremely necessary, the online system will have an email address specifically for inquiries/ clarifications (onlineinquiry@asc.com.ph)
Board/Tech Com Meetings	Virtual meeting; ASC to initiate video conferencing to all concerned participants		Originated from the ASC Conference Room	
All Case Hearings/ post-screening/ refer to panel and appeals will be rescheduled after Holy Week, i.e., week of April 13	Face-to-Face at ASC Conference Room This is still deemed to be the better option to ensure confidentiality and security of support documents presented by complainants and defendants	Volunteer Panelists Complainants Defendants ASC Management	ASC Conference Room	<ol style="list-style-type: none"> Limit number of presenters (complainants/defendants) to 3 from current 5 Identify panelists who are willing to attend face-to-face case hearings Proper hygiene will be observed/enforced.
Info Drive to Industry	Release memo to stakeholders, email to all applicants in the ASC database and post on ASC website 13 March 2020. Effectivity Wednesday, Friday, 18 March 2020			