

**ASC Circular** : **No. 2021-009**

**Date** : **October 19, 2021**

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

**Subject** : **ASC OPERATIONS ON NOVEMBER 30 AND DECEMBER 8  
NON-WORKING HOLIDAYS AND CHRISTMAS BREAK**

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Below, please find ASC's schedule of operations during the November/December regular or special non-working holidays, as well as during the December holiday break.


ASC will not be accepting **Regular S1 Screening and/or S2 Clearing applications** via email to [s1application@asc.com.ph](mailto:s1application@asc.com.ph) and [s2application@asc.com.ph](mailto:s2application@asc.com.ph) and **Special S1 Screening and/or S2 Clearing Requests** via email to [inquiry@asc.com.ph](mailto:inquiry@asc.com.ph) on said holidays.


Date	Event	ASC Operations	
<b>Nov 30 (Tues)</b>	<b>National Heroes Day - Regular Non-Working Holiday</b>	<ul style="list-style-type: none"> <li>• No Regular and Special S1 Screening &amp;/or S2 Clearing Applications</li> <li>• Applications and requests received during this day will be returned to sender before 7AM of Wednesday 1 December 2021</li> <li>• No Responses to email queries and clarifications</li> </ul>	<b>Dec 1 (Wed)</b> <ul style="list-style-type: none"> <li>• Resume Regular &amp;/or Special S1/S2 Applications</li> <li>• Resume responses to email queries and clarifications</li> </ul>
<b>Dec 8 (Wed)</b>	<b>Immaculate Conception - Special Non-Working Holiday</b>	<ul style="list-style-type: none"> <li>• No Regular and Special S1 Screening &amp;/or S2 Clearing Applications</li> <li>• Applications and requests received during this day will be returned to sender before 7AM of Thursday, 9 December 2021</li> <li>• No Responses to email queries and clarifications</li> </ul>	<b>Dec 9 (Thurs)</b> <ul style="list-style-type: none"> <li>• Resume Regular &amp;/or Special S1/S2 Applications</li> <li>• Resume responses to email queries and clarifications</li> </ul>

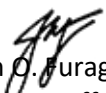
<b>Dec 22 (Wed)</b>	<b>Last day of ASC Operations</b>	<ul style="list-style-type: none"> <li>Will accept Regular or Special S1 Screening &amp;/or S2 Clearing Applications</li> <li>Will respond to email queries and clarifications</li> </ul>	<ul style="list-style-type: none"> <li><b>Dec 22 (Wed)</b> Release of <b>Special S1</b> Screening/ S2 Clearing results</li> <li><b>Dec 23 (Thur) 7AM – 9AM</b> Release of <b>Regular S1</b> Screening/ S2 Clearing results</li> </ul>
<b>Dec 23 (Thur) to Jan 2, 2022 (Sun)</b>	<b>Christmas Break</b>	<b>No operations</b>	
<b>Jan 3, 2022 (Mon)</b>	<b>Resume Operations</b>		<ul style="list-style-type: none"> <li>Resume Regular and Special S1 Screening &amp;/or S2 Clearing Applications</li> <li>Resume responses to queries and Clarifications</li> </ul>

For your guidance and strict compliance.

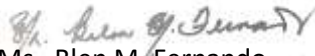
Thank you and God bless us all.

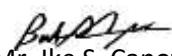
  
Ms. Digna D. Santos  
Executive Director

  
Mr. Robbie A. Aligada  
Operations Manager

  
Mr. Erwin O. Furagganan  
Compliance Officer

Noted by:

  
Ms. Blen M. Fernando  
Chairwoman, ASC

  
Mr. Ike S. Canoy  
President, ASC