

ASC Circular : **No. 2022-005**

Date : **October 21, 2022**

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

Subject : **ASC OPERATIONS ON OCT 31(HOLIDAY) AND ALL SAINTS' DAY**

In line with the declared Oct 31 holiday (Monday) and November 1 All Saints' Day regular holiday (Tuesday) the ASC will be observing the following schedule in accepting **S1/S2 applications** via email to s1application@asc.com.ph and s2application@asc.com.ph, respectively, and **Special S1 Screening and/or S2 Clearing Requests** via email to inquiry@asc.com.ph:

Date	Event	ASC Operations	
Oct 29 Sat			<ul style="list-style-type: none"> • Can accommodate Special S2 Clearing (Special S1 Screening not allowed during Saturdays. • Request for Special S2 Clearing shall be done no later than 3pm of Friday, Oct.28.
Oct 31 (Mon)	Declared Holiday	NO OPERATIONS	<ul style="list-style-type: none"> • Regular and/or Special S1/S2 Applications received during these days will be returned to sender by 7AM of Wednesday Nov 2.
Nov 1 (Tue)	All Saints' Day Regular Holiday	NO OPERATIONS	<ul style="list-style-type: none"> • Regular and/or Special S1/S2 Applications received during these days will be returned to sender by 7AM of Wednesday Nov 2.
Nov 2 (Wed)	All Souls' Day	RESUME OPERATIONS	<ul style="list-style-type: none"> • Resume acceptance and processing of Regular and Special S1 Screening &/or S2 Clearing Applications • Resume responses to queries and Clarifications

For your information and guidance.



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