NATIONAL ADMINISTRATIVE REGISTER · MAY 6, 2015

SUPPLEMENT TO CIRCULAR LETTER NO. 21-2006 ON THE NEGATIVE LIST OF OFFICERS AND EMPLOYEES

IC Circular Letter No. 2015-22, May 06, 2015

Read online (full-text search, related cases, audio case brief): https://batas.org/library/e8a7735afde6/

Adopted: 06 May 2015
Date Filed: 08 May 2015
IC Circular Letter No. 21-2006 on the Negative List of Officers and employees provides:

> "To further promote professionalism on the workforce of the insurance industry and to protect the insuring public and other stakeholders, this Commission will establish a Negative List of officers and employees. In line with this, all Insurance and Reinsurance Brokers and Other Insurance Intermediaries must provide this Office with the list of your inactive as well as active officers and employees who may have been found guilty of, or with pending complaints filed against them before the company, any administrative body, or court for committing any of the following:
>
> - willfully violating any provisions of the Insurance Code;
>
> - intentionally making a material misstatement in his application to qualify as an officer or employee;
>
> - attempting fraud, misrepresentation or dishonest practices,
>
> - misappropriating or converting to his own use of illegally withholding moneys required to held in fiduciary capacity;
>
> - materially misrepresenting the terms and condition of policies or contracts of insurance which his company has sold;
>
> - materially misrepresenting the terms and conditions of policies or contracts of insurance which his company has sold.
>
> The list must be duly certified to by a responsible officer, with a rank of at least Vice-President and submitted to the Commission not later than June
>
> 20, 2006 and thereafter, every 20th of the month. In case the company has no such mentioned officers and employees, it has to submit a certification to that effect.
>
> A penalty of P1,000.00 each day of delay shall be imposed for failure to comply with the foregoing."

The officer/employee whose name is in the Negative List cannot be left for an indefinite period where no determination of guilt has been pronounced as this would create undue and unfair damage to the officer/employee concerned.

For purposes of providing a definite period within which an office/employee whose name appears in the Negative List of Officers for committing any of the acts prohibited under IC Circular Letter No. 21-2006, pending complaints therein mentioned against the said officer/employee should not exceed three (3) years from the time the officer/employee was placed in the Negative Officers List.

Turn this case into an audio lecture - facts, issues, ruling and doctrine - at batas.org

If after three (3) years, and no subsequent action/proceeding has been filed or proceeded against the said officer/employee, the Negative List shall be lifted. The officer/employee shall, however, be reinstated in the Negative List once a ruling or finding of guilt, has been issued.

For your information and guidance.

(SGD) EMMANUEL F. DOOC
Insurance Commissioner

Bar review courses, mock exams and a study planner that keeps you on pace - batas.org

ABOUT BATAS.ORG

Study smarter at BATAS.org

The Philippine bar review and law-school companion built around how your brain actually remembers.

The complete Philippine law library - free for everyone.

More than 100,000 Supreme Court decisions, Republic Acts, and executive issuances - full-text searchable, browsable by category and year, and always free. No paywall, no login. This PDF came from it.

Audio case-brief lectures.

Any decision becomes a podcast-style lecture - facts, issues, ruling, and doctrine - with read-along highlighting and a hands-free presentation mode. Study while commuting, working out, or resting your eyes.

Bar review built on the science of memory.

Complete, sequenced courses for all eight bar subjects, narrated like podcasts and reinforced with retrieval practice and spaced review - the study techniques with the strongest evidence behind them.

The full law-school curriculum.

One subscription unlocks the entire J.D. curriculum - every subject, every lesson, with your progress tracked down to the paragraph so you can pick up exactly where you left off, on any device.

Mock exams that tell you where you stand.

Timed multiple-choice exams graded instantly, with per-subject score breakdowns and focus suggestions that point you at your weakest topics first.

A study planner that keeps you on pace.

Set your schedule and BATAS tells you every day whether you are on track for bar day - and exactly which lesson to take next.

Start free at https://batas.org

The law library is free forever - and your first lesson is one click away.

The text of this document is an official public record and remains in the public domain. Formatting, presentation, and compilation © 2026 batas.org.

Downloaded free from the batas.org Law Library. Share it freely - the library is free for every law student, bar reviewee, and practitioner.