



## ADVISORY

IRMO ADVISORY NO. 3, S. 2020

**SUBJECT : RECEIVING OF COMMUNICATIONS DURING THE CLOSURE OF  
CSC CENTRAL OFFICE FROM JULY 15 TO 17, 2020**

The CSC Central Office (CO) shall undertake disinfection measures of its premises from July 15 to 17, 2020.

In this regard, the CSC CO clients have been advised not to visit the CSC CO on the said period, as indicated in the CSC Chairperson's Public Advisory, dated July 14, 2020.

During the same period, the Integrated Records Management Office (IRMO) shall not receive any documents / printed communications, including mail deliveries from couriers and postal services. However, urgent concerns/requests for services from the different offices of the CSC CO may be submitted through email at [irmo.cmd@csc.gov.ph](mailto:irmo.cmd@csc.gov.ph).

All requests/communications submitted through email shall be forwarded daily by the IRMO to the concerned offices which shall then properly acknowledge their receipt and shall advise the requesting parties on the action taken on their respective requests.

For your guidance.

**MARIA LETICIA G. REYNA**  
Director IV

July 14, 2020