



Actuarial Society of the Philippines

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ACTUARIAL SOCIETY OF THE PHILIPPINES

2026 EXAMINATION CATALOGUE

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I. The Actuarial Society of the Philippines

Mission Statement

We are the internationally recognized organization of actuarial professionals in the Philippines. We are committed to the standards of our profession, upholding the highest levels of integrity and competence.

As acknowledged experts in assessing risks and measuring their financial outcomes, we take pride in providing technical services to our stakeholders. As responsible members of society, we take a stand on issues that affect the public good.

We are a caring organization that provides a forum for the professional growth, social development and self-regulation of our members. We value mentoring as necessary to strengthen our Society and to continuously upgrade the expertise of our members.

We shall responsibly carry out these affirmations to foster the important role of the Actuarial Society of the Philippines in the larger global community.

Principles Underlying the Examination System

The Actuarial Society of the Philippines accredits and administers a series of self-study courses and examinations, in the fields of application of actuarial science, leading to Associateship and Fellowship qualifications. The principles underlying the examination system are as follows:

- a) To provide the actuary with an understanding of fundamental mathematical concepts and how they are applied;
- b) To provide the actuary with an accurate picture of the socio-demographic, political, legal, and economic environments within which financial arrangements operate;
- c) To expose the actuary to a broad range of techniques, their applications and limitations;
- d) To expose the actuary to a broad range of relevant actuarial practice;
- e) To develop the actuary's sense of inquisitiveness so as to encourage exploration unto areas where traditional methods and practice do not appear to work effectively.

In the administration of the system, it is understood that both the course of readings as well as the manner of administering examinations will be continuously studied and

revised, as necessary, in order to incorporate advances in technology and changes in the environment in which the actuary is expected to operate.

Requirements for Admission to the Society as an Associate

- a) Who may be admitted. Any individual, at least 18 years of age, upon nomination by two Fellows of the Society in good standing, may be admitted after completing the Associateship education and examination requirements prescribed by the Board of Governors.
- b) When and how to apply. A candidate planning to seek admission to the Society should submit an Application for admission as Associate to the Membership Committee upon completion of the education and examination requirements for Associateship. The application form may be obtained from the Office of the Actuarial Society of the Philippines. The application for admission as Associate is subject to approval by the Board of Governors of the Society and by the majority vote of the Society.
- c) Associateship Education and Examination Requirements. To qualify for Associateship, the candidate should have completed the following requirements:
 - The candidate should have passed the associateship examination requirements listed in Section II. These examinations should have been accredited by the ASP.
 - The candidate should have satisfied Validation by Educational Experience (VEE) for three topics as described in Section III.
 - The candidate should have attended the Associateship Admission Session given by the ASP.
 - The Associateship Admission Session is described in Section IV.

Requirements for Admission to the Society as a Fellow

- a) Who may be admitted. Any Associate of the Society, at least 21 years of age, upon nomination by two Fellows of the Society in good standing, may be admitted provided:
 - He/she is the holder of a university degree requiring at least 24 units of actuarial-related subjects;
 - He/she has worked in the Philippines in the actuarial field for at least one year;
 - He/she has completed the fellowship education and examination requirements, the Fellowship Admission Session, and any additional requirements prescribed by the Board of Governors. The Fellowship Admission Session is described in Section VII of this catalogue.

- b) When and how to apply. A candidate seeking admission as a Fellow of the Society should submit an Application for Admission as Fellow to the Membership Committee upon completion of the examination and other requirements for Fellowship. The Application form may be obtained from the Office of the Actuarial Society of the Philippines. The application for admission as Fellow is subject to approval by the Board of Governors of the Society and by the majority vote of the Society.
- c) Fellowship Examinations. The required course of reading for Fellowship examinations is provided in Section X of this Catalogue.

II. General Information Regarding Examinations

On November 9, 2012, a new Examination System was formally approved and adopted by the Actuarial Society of the Philippines during its 4th ASP Quarterly Meeting and General Membership Assembly. This Examination System, having had its first administration in 2014 will be referred to as the 2014 Examination System. This was updated given the changes in the SOA syllabus effective 2018.

Basic Principle

The basic principles behind the adoption of the 2014 Examination System are as follows:

- a) Align the Society's exam system with the available examinations offered by the Society of Actuaries (SOA) and Casualty Actuarial Society (CAS), which also test most of the topics found in the local Fellowship four-exam system;
- b) Focus in administering two integrated local exams that will test the more relevant topics that are unique to the Philippine industry and regulations.
- c) As part of the full membership requirements of the IAA, the ASP must have education requirements which are at least equivalent to the current IAA Education Syllabus. The ASP Examination System is also reviewed regularly to ensure compliance to the IAA Education Syllabus

Examination System

The following examinations are required to qualify under the ASP Examination System:

Associateship beginning July 1, 2018:

SOA Exam P	Probability
SOA Exam FM	Financial Mathematics
SOA Exam IFM	Investment & Financial Markets
SOA Exam LTAM	Long-Term Actuarial Mathematics
SOA Exam STAM	Short-Term Actuarial Mathematics

The Actuarial Society of the Philippines Validation by Educational Experience (ASP VEE) topics as contained in Section III will continue to be required as well.

Associateship beginning July 1, 2021:

SOA Exam P	Probability
SOA Exam FM	Financial Mathematics
SOA Exam IFM	Investment and Financial Markets
SOA Exam LTAM	Long-Term Actuarial Mathematics
SOA Exam STAM	Short-Term Actuarial Mathematics
SOA Exam SRM	Statistics for Risk Modeling
SOA PA	Predictive Analytics

In line with the changes introduced by SOA to its ASA curriculum announced in July 2021, the ASP shall be adopting the same SOA considerations. In which case, the associateship requirements are updated as follows:

Previous Requirements	Current Requirements
SOA Exam P	SOA Exam P (revised)
SOA Exam FM	SOA Exam FM (revised)
SOA Exam IFM	SOA Exam Advanced Topics in Predictive Analytics (ATPA)
SOA Exam LTAM	SOA Exam Fundamentals of Actuarial Mathematics (FAM)
SOA Exam STAM	Choice of: (a) SOA Exam Advanced Long-Term Actuarial Mathematics (ALTAM) or (b) SOA Exam Advanced Short-Term Actuarial Mathematics (ASTAM)
SOA Exam SRM	SOA Exam SRM
SOA PA	SOA PA

Candidates are requested to refer to the following relevant links for more information:

<https://www.soa.org/globalassets/assets/files/edu/asa-pathway-changes.pdf>
<https://www.soa.org/education/general-info/asa-changes-transition/>
<https://www.coachingactuaries.com/2022-soa-changes/>

Please refer to the section on Transition Rules for the transition credit for the previous components of the associateship requirements.

Associateship through alternate pathways:

In line with ASP's thrust to expand the membership base and promote other practice areas, alternate pathways towards associateship through the Institute and Faculty of Actuaries (IFoA) and Casualty Actuarial Society (CAS) are recognized through these approvals :

- In May 2021, during the Society's 2nd ASP Quarterly General Membership Meeting, an alternate exam pathway towards associateship, through the Institute and Faculty of Actuaries (IFoA) syllabus was exposed, and eventually approved by the Board in June 2021.
- In Sep 2025, during the Society's 3rd ASP Quarterly General Membership Meeting, an alternate exam pathway towards associateship, through the Casualty Actuarial Society (CAS) was approved.

Under these alternate pathways, candidates can satisfy the associateship requirements based on the following mapping:

Current Requirements		Mapping using the IFoA Pathway	Mapping using the CAS Pathway
SOA Exam P (revised)	Probability	Actuarial Statistics (CS1)	CAS Exam 1 (Probability)
SOA Exam FM (revised)	Financial Mathematics	Actuarial Mathematics (CM1)	CAS Exam 2 (Financial Mathematics)
SOA Exam ATPA	Advanced Topics in Predictive Analytics	Financial Engineering and Loss Reserving (CM2)	PCPA (Property and Casualty Predictive Analytics – Exam and Project)
SOA Exam FAM	Fundamentals of Actuarial Mathematics	Actuarial Mathematics (CM1) Risk Modelling and Survival Analysis (CS2)	CAS Exam 5 (Basic Techniques for Ratemaking and Estimating Claim Liabilities)
Choice of: (a) SOA Exam ALTAM or	Advanced Long-Term Actuarial Mathematics	Actuarial Mathematics (CM1) Risk Modelling and Survival Analysis (CS2)	CAS Exam MAS-I (Modern Actuarial Statistics I)
(b) SOA Exam ASTAM	Advanced Short-Term Actuarial Mathematics	Risk Modelling and Survival Analysis (CS2)	CAS Exam 5 (Basic Techniques for Ratemaking and Estimating Claim Liabilities)
SOA Exam SRM	Statistics for Risk Modeling	Risk Modelling and Survival Analysis (CS2)	CAS Exam MAS-II (Modern Actuarial Statistics II)
SOA PA	Predictive Analytics	Actuarial Statistics (CS1) Risk Modelling and Survival Analysis (CS2)	PCPA (Property and Casualty Predictive Analytics – Exam and Project)

The ASP VEE topics as contained in Section III will continue to be required as well. Mapping using the alternate pathways are included in the same section.

Fellowship beginning July 1, 2018:

- a) AASP requirements
- b) SOA Fundamentals of Actuarial Practice (FAP)
- c) One of the Core SOA Fellowship Exams indicated below or one of the FCAS Fellowship Exams (Any exam among FCAS Exams 7 to 9)

FSA Track	FSA Exam
Group & Health	Design and Pricing Exam
Group & Health	Valuation and Regulation Exam
Individual Life & Annuities	LFM Exam
Individual Life & Annuities	LPM Exam
Corporate Finance & ERM	Foundations of CFE Exam
Corporate Finance & ERM	Strategic Decision Making Exam
Quantitative Finance & Investment	Portfolio Management Exam
Quantitative Finance & Investment	Quantitative Finance Exam
General Insurance	Ratemaking & Reserving Exam
General Insurance	Financial & Regulatory Environment
Retirement Benefits	Design & Accounting (US/Canada)
Retirement Benefits	Funding & Regulation (Canada) or Pension EA-2 Segments L & F (US)

- d) FSA Module 1 (FSA Financial Economics Module or ERM Module or FCAS Exam SP9 Enterprise Risk Management Specialist Principles Exam)*
- e) FSA Module 2 (Any of the modules available in SOA or any among FCAS Exams 7 to 9 different from that taken in ASP Fellowship Exam)*
- f) ASP Integrated Exam I
- g) ASP Integrated Exam II

*Note: As CAS Online Course 1 and 2 were accepted as alternatives to FSA Module 1 and 2 in the past, a candidate who has taken CAS Online Course 1 before July 1, 2019 may claim credit for ASP Fellowship Module 1, provided he/she also earns fellowship before July 1, 2024. Similarly, a candidate who has taken CAS Online Course 2 before July 1, 2019 may claim credit for ASP Fellowship Module 2, provided he/she also earns fellowship before July 1, 2024.

Candidates who have taken both the Financial Economics Module and ERM Module can apply these modules as credits for the FSA Module 1 and FSA Module 2 requirement. Details about the FSA and FCAS examinations may be obtained from the Society of Actuaries (SOA) and Casualty Actuarial Society (CSA).

Starting July 2021, the SOA Fundamentals of Actuarial Practice (FAP) was affected by the changes introduced by SOA to its ASA curriculum. Please refer to the FAP Transition Rules below for more details, which include the Pre-Actuarial Foundations e-Learning Module and Actuarial Science Foundations e-Learning Module requirements. Candidates are requested to refer to the links included in the previous page for more information.

Fellowship through alternate pathways:

In May 2021, during the Society’s 2nd ASP Quarterly General Membership Meeting, an alternate exam pathway was exposed, and eventually approved by the Board in June 2021 that will allow candidates to satisfy the fellowship requirements using the Institute and Faculty of Actuaries (IFoA) syllabus.

The fellowship requirement under the Society’s examination system is shown below together with the mapping of the requirements under the IFoA pathway:

	Mapping using the IFoA Pathway
a) AASP requirements	<ul style="list-style-type: none"> • AASP requirements
b) SOA Fundamentals of Actuarial Practice (FAP)	<ul style="list-style-type: none"> • Actuarial Practice CP1
c) One of the Core SOA Fellowship Exams (Any of the 5-hour written FSA Exams), or one of the FCAS Fellowship Exams (Any exam among FCAS Exams 7 to 9)	<ul style="list-style-type: none"> • One Specialist Advanced (SA) Exam • Enterprise Risk Management Principles (SP9) • One Specialist Principles (SP) except for Enterprise Risk Management Principles (SP9)
d) FSA Module 1 (FSA Financial Economics Module or ERM Module or FCAS Exam SP9 Enterprise Risk Management Specialist Principles Exam)	
e) FSA Module 2 (Any of the modules available in SOA or any among FCAS Exams 7 to 9 different from that taken in ASP Fellowship Exam)	
f) ASP Integrated Exam I	<ul style="list-style-type: none"> • ASP Integrated Exam I
g) ASP Integrated Exam II	<ul style="list-style-type: none"> • ASP Integrated Exam II

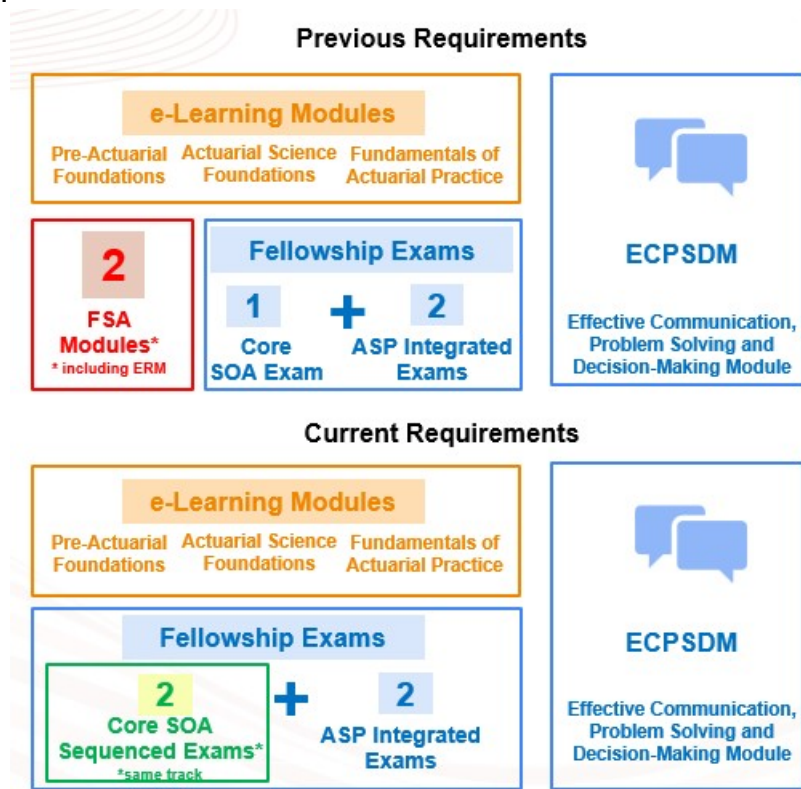
Fellowship beginning July 1, 2024:

Same as the Fellowship requirements above but beginning July 1, 2024, candidates will be required to have completed the following:

- SOA SRM (Statistics for Risk Modeling)
- SOA PA (Predictive Analytics)
- FSA ERM Module
- Any of the following modules available in SOA: 1) Introduction to Corporate Finance and ERM (CFE); 2) Financial Modelling Module; 3) Introduction to ILA Module; 4) Pension Projections Module; 5) Health Economics Module; 6) Financial Economics Module or any among FCAS Exams 7 to 9 different from that taken in ASP Fellowship Exam
- ASP Effective Communication, Problem Solving and Decision Making Module (ECPSDM Module)

Fellowship beginning January 1, 2026:

The current Fellowship requirements rely on the components of the SOA examination system, hence the need to adjust to remain relevant and implementable in consideration of the changes imposed on the SOA FSA Modules and Exams. Beginning January 1, 2026, ASP will replace the module requirements (except ECPSDM) with another SOA FSA sequenced core exam. The updated Fellowship requirements are summarized below, including mapping from previous requirements:



Previous Requirements	Current Requirements
<ul style="list-style-type: none"> AASP requirements, including completion of the ff: <ul style="list-style-type: none"> SOA SRM (Statistics for Risk Modeling) SOA PA (Predictive Analytics) 	<ul style="list-style-type: none"> AASP requirements, including completion of the ff: <ul style="list-style-type: none"> SOA SRM (Statistics for Risk Modeling) SOA PA (Predictive Analytics)
<ul style="list-style-type: none"> Pre-Actuarial Foundations e-Learning Module Actuarial Foundations e-Learning Module Fundamentals of Actuarial Practice (FAP) 	<ul style="list-style-type: none"> Pre-Actuarial Foundations e-Learning Module Actuarial Foundations e-Learning Module Fundamentals of Actuarial Practice (FAP)
<ul style="list-style-type: none"> One Core SOA Fellowship Exams, or one of the FCAS Fellowship Exams (Any exam among FCAS Exams 7 to 	<ul style="list-style-type: none"> One Core SOA Sequenced 101 Exam* or FCAS Fellowship Exam (Any exam among FCAS Exams

Previous Requirements	Current Requirements
9)	7 to 9)
<ul style="list-style-type: none"> FSA ERM Module 	<ul style="list-style-type: none"> One Core SOA Sequenced 201 Exam* or FCAS Fellowship Exam (Any exam among FCAS Exams 7 to 9)
<ul style="list-style-type: none"> FSA Module Any of the ff : 1) Introduction to Corporate Finance and ERM (CFE); 2) Financial Modelling Module; 3) Introduction to ILA Module; 4) Pension Projections Module; 5) Health Economics Module; 6) Financial Economics Module or any among FCAS Exams 7 to 9 different from that taken in ASP Fellowship Exam 	
<ul style="list-style-type: none"> ASP Integrated Exam I 	<ul style="list-style-type: none"> ASP Integrated Exam I
<ul style="list-style-type: none"> ASP Integrated Exam II 	<ul style="list-style-type: none"> ASP Integrated Exam II
<ul style="list-style-type: none"> ASP Effective Communication, Problem Solving and Decision Making (ECPSDM) Module 	<ul style="list-style-type: none"> ASP Effective Communication, Problem Solving and Decision Making (ECPSDM) Module

* Both **Sequenced SOA FSA exams** must be within the same track to be accredited for Fellowship requirements:

Track	Corporate Finance & ERM	Group and Health	General Insurance	Individual Life and Annuities	Investment	Retirement
101 Exam	CFE 101 Enterprise Risk Management	GH 101 Benefits and Pricing	GI 101 Ratemaking and Reserving	ILA 101 Pricing and Introduction to Valuation & Risk Management	INV 101 Portfolio Management	RET 101 Retirement Plan Design
201 Exam	CFE 201 Corporate Finance	GH201-U or GH201-C Valuation and Regulation	GI 201 Operational, Financial, Regulatory & Legal	ILA 201-U or ILA 201-I Valuation and Advanced Product and Risk Management	INV 201 Quantitative Finance	RET 201 Retirement Plan Valuation

The Fellowship requirements are being reviewed regularly by EEC to ensure full compliance to the latest IAA Education Syllabus. Further changes may be implemented with due consideration for reasonable transition rules.

Transition Rules

The table below provides the transition credit candidates will receive if they have completed the previous requirement on or before July 1, 2018.

Previous	Transitions To
VEE Economics	VEE Economics
VEE Corporate Finance	VEE Accounting and Finance
VEE Applied Statistics	Statistics for Risk Modeling (SRM) Exam and VEE Mathematical Statistics
P (Probability)	Probability Exam
FM (Financial Mathematics)	Financial Mathematics Exam
MFE (Models for Financial Economics)	Investment and Financial Markets Exam
MLC (Models for Life Contingencies)	Long-Term Actuarial Mathematics Exam
C (Construction of Actuarial Models)	Short-Term Actuarial Mathematics and VEE Mathematical Statistics

The table below provides the transition credit for candidates who completed the requirements prior to the the July 2021 ASA curriculum updates:

Previous	Transitions To
SOA Exam P	SOA Exam P
SOA Exam FM	SOA Exam FM
SOA Exam IFM	SOA Exam IFM/ ATPA
SOA Exam LTAM	SOA Exam FAM-L and SOA Exam ALTAM
SOA Exam STAM	SOA Exam FAM-S and SOA Exam ASTAM
SOA Exam SRM	SOA Exam SRM
SOA Exam PA	SOA Exam PA

Candidates are requested to refer to the relevant SOA links in the section on Examination System for more information.

The following addresses several issues that arise from these transitions.

FAP Transitions

Starting January 31, 2025, FAP will be streamlined to five e-Learning modules total, plus the Final Assessment. At that point, FAP modules 1, 2 and 4 will no longer be available, so the Pre-Actuarial Foundations and Actuarial Science Foundations e-Learning Modules will be the only option for earning ASA. The timing affords three years

to any candidate who began FAP prior to January 31, 2022, which is the time allotted to complete FAP without having to start over.

In other words, for the purposes of satisfying FASP requirements, candidate must complete the following:

- Pre-Actuarial Foundations e-Learning Module **or**
FAP Module 1: Introduction/Role of the Professional Actuary **and** Module 2: Core External Forces.
- Actuarial Foundations e-Learning Module **or** FAP Module 4: Actuarial Solutions
- FAP Module 3: Risk in Actuarial Problems
- FAP Module 5: Design and Pricing of an Actuarial Solution
- FAP Module 6: Model Selection and Solution Design
- FAP Module 7: Selection of Initial Assumptions
- FAP Module 8: Monitoring
- FAP Final Assessment

Please refer to the SOA's ASA Curriculum Changes and Transition Rules for more details.

VEE Transitions

When discussing VEE there are two important dates. One is when the course is completed. This is referred to as the "earned" date. The second is when the candidate applies for and receives the credit. This is referred to as the "claimed" date. There is currently no time limit between when the credit is earned and when it is claimed.

- **Economics** – All currently approved courses will continue to be approved. New courses will be evaluated based on the slightly revised learning objectives.
- **Accounting and Finance** – With the addition of accounting, this will be a two-part approval. Candidates may earn the accounting and finance credits through separate courses, but may only claim the credit once both are earned. Candidates who have completed the courses for Corporate Finance prior to July 1, 2018 may claim VEE credit for Corporate Finance at any time and convert it to VEE credits for Accounting and Finance. All other candidates must complete the courses for both components. Applications for accreditation of new courses will be evaluated based on the new learning objectives.

- **Applied Statistics** – A candidate who has satisfactorily completed the required topics prior to July 1, 2018 may obtain VEE credits for Applied Statistics at any time and convert to VEE Mathematical Statistics and SRM Exam credit.
- **Mathematical Statistics** – Applications for accreditation of courses will be evaluated based on the new learning objectives. Further information on which candidates will need to complete this requirement is in a later section.
- **VEE Basic Non-Life Insurance** – Effective June 1, 2019, this topic will no longer be required as an ASP-VEE to earn Associateship in the ASP but will be used for accreditation as Non-Life Insurance Actuary. However, a candidate who has obtained VEE credits for this topic before June 1, 2019 may continue to use the VEE – Basic Non-Life Insurance credit provided he/she qualifies for AASP and eventually for FASP on or before June 30, 2024. If the candidate does not qualify for FASP by June 30, 2024, he/she has to obtain credits for the VEE topic that he/she missed to ensure that the VEE credits he/she obtained are for the following 3 topics – Economics, Finance and Accounting and Mathematical Statistics.

New Exam Components

- **Predictive Analytics Exam** – There are no exam transitions to this component. Candidates who are not an AASP before July 1, 2021 must complete this requirement. Candidates who are an AASP before July 1, 2021 are exempt from this requirement, provided they also earn fellowship before July 1, 2024. No member will lose an AASP due to this transition.
- **Statistics for Risk Modeling Exam** – This has overlap with the VEE Applied Statistics requirement and transition credit is available. As noted above, while the VEE credit can be claimed after July 1, 2018, the course must have been completed prior to this date.
- **VEE Mathematical Statistics** – While this is a new component without a direct counterpart in the current system, there are two opportunities to gain transition credit. Candidates who have not earned transition credit (which may be claimed later in the case of using VEE Applied Statistics credit) by July 1, 2018 must earn the credit through an approved VEE course.

SOA FSA Modules and Exams Transitions

On the FSA Sequenced Exams

- The ASP will follow the mapping of old FSA exams to the new FSA exams based on SOA conversion (<https://www.soa.org/education/general-info/edu-transition-resources/charts/>):

Specialty Track	Previous FSA Exams	Current FSA Exams
Corporate Finance and ERM (CFE) Track	Enterprise Risk Management (ERM) Exam	CFE 101 Enterprise Risk Management
	Foundations of Corporate Finance and ERM (CFEFD) Exam	CFE 201 Corporate Finance
	Strategic Decision Making (CFESDM) Exam	CP 311 Strategic Management
Quantitative Finance and Investment (QFI) Track	Quantitative Finance and Investment Quantitative Finance (QFIQF) Exam	INV 201 Quantitative Finance
	Quantitative Finance and Investment Portfolio Management (QFIPM) Exam	INV 101 Portfolio Management
	Quantitative Finance and Investment Risk Management (QFIIRM) Exam	Credit for one additional course*
Individual Life and Annuities (ILA) Track	Life Product Management (ILALPM) Exam	ILA 101 Pricing and Introduction to Valuation and Risk Management
	Life Financial Management (ILALFMU/C) Exam	ILA 201 Valuation and Advanced Product and Risk Management
	Life ALM and Modeling (ILALAM) Exam	CP 351 Asset Liability Management
Retirement Benefits (RET) Track	Retirement Design and Accounting (RETDAU/C) Exam	RET 101 Retirement Plan Design
	Funding and Regulation (RETFRC) Exam - Canada	RET 201 Retirement Plan Valuation or RET 301 Actuarial Topics for Canadian Retirement Plans
	Retirement Plan Investment and Risk Management (RETRPIRM) Exam	RET 201 Retirement Plan Valuation or Credit for one additional course*
Group and Health (GH) Track	Group and Health Design and Pricing (GHDP) Exam	GH 101 Benefits and Pricing
	Group and Health Valuation and Regulation (GHVRC) Exam	GH 201 Valuation and Regulation
	Group and Health Risk Mitigation (GHRM) Exam	GH 301 Health Analytics and Management
General Insurance (GI) Track	Introduction to General Insurance (GIINT) Exam	No credit earned
	Ratemaking and Reserving (GIRR) Exam	GI 101 Ratemaking and Reserving
	Financial and Regulatory Environment (GIFREU) Exam	GI 201 Operational, Financial, Regulatory and Legal
	Introduction to General Insurance (GIINT) Exam and Financial and Regulatory	GI 201 Operational, Financial, Regulatory and Legal and GI 302 General Insurance in the US

	Environment (GIFREU) Exam - U.S.	
	Introduction to General Insurance (GIINT) Exam and Financial and Regulatory Environment (GIFREC) Exam - Canada	GI 201 Operational, Financial, Regulatory and Legal and Credit for one additional course*
	Advanced Topics in General Insurance (GIADV) Exam	GI 301 Further Topics in General Insurance
* Credit for one additional course means any course in the catalog, however, the choice cannot be used to meet the requirement to complete a 101-201 sequence from a single practice area		

- SOA Sequenced Exams must be within the same track to be accredited for ASP's Fellowship requirements
- SOA Additional Exams (non-Sequenced, not 101/201, e.g., CP311 Strategic Management, CP351 Asset Liability Management) will not be accredited for ASP's FASP requirements

On the FSA Modules

- The previous requirements will be recognized until its last offering, i.e., candidates who complete the ERM Module and another FSA Module by Dec 31, 2025 will earn credit for one SOA Sequenced 201 FSA Exam
- While the ERM module will continue to be offered, if completed after 2025, it can only be used toward earning the CERA credential. It cannot be applied to earn transition credit to satisfy a Fellowship requirement.
- Modules do not earn credit for a Sequenced 101 Exam. Completed modules can only earn credit towards a Sequenced 201 Exam.
- "Completed" here means that the module was submitted on or before Dec 31, 2025, even if the results are released after Dec 31, 2025.

Credit for Examinations under the 2008-2013 Syllabus

Courses/examinations passed under the 2008-2013 Syllabus may be credited towards the 2018 Examination Syllabus based on the following conversion table:

Scenario	ASP Course Passed	SOA FAP	FSA Module 1 ¹	FSA Module 2 ²	Core FSA SOA Exam / FCAS Fellowship Exam ³	ASP Integrated Exam I	ASP Integrated Exam II
1	Course 1	X					
2	Course 2		X	X			
3	Course 3		X	X			
4	Course 4		X	X			
5	Course 1 + 2	X			X	X	
6	Course 1 + 3	X			X		
7	Course 1 + 4	X			X		
8	Course 2 + 3			X	X		
9	Course 2 + 4			X	X		
10	Course 3 + 4			X	X		X
11	Course 1 + 2 + 3	X		X	X	X	
12	Course 1 + 2 + 4	X		X	X	X	
13	Course 1 + 3 + 4	X		X	X		X
14	Course 2 + 3 + 4		X	X	X		X

¹FSA Financial Economics Module or ERM Module

²Candidates who have taken both the Financial Economics Module and ERM Module can apply these modules as credits for the FSA Module 1 and FSA Module 2 requirement

³Any one of the Core SOA Fellowship Exams (Any of the 5-hour written FSA Exams), or one of the FCAS Fellowship Exams (Any exam among FCAS Exams 7 to 9)

Candidates who completed their Associateship and/or Fellowship requirements under a previous syllabus or examination system should apply for admission within 10 years from date of completion of the examination requirements under that syllabus. For example, a candidate who completed Fellowship requirements under the 2013 syllabus will have to apply for admission as Fellow until 2023. Thereafter, he/she should comply with the Fellowship requirements at time of application.

ASP Integrated Exams

ASP Integrated Exam I - PHILIPPINE PRACTICE AND REGULATIONS FOR LIFE AND NONLIFE INSURANCE COMPANIES (DEVELOPMENT, PRICING, DISTRIBUTION, VALUATION AND PFRS ACCOUNTING)

This course covers Philippine practice and regulation of life and nonlife products with respect to development, pricing, distribution, measurement of liabilities, investments and reinsurance.

The student is expected to:

- Understand the relevant provisions of the Insurance Code applicable to both life and non-life sectors, and analyze their implications on the business and operational practices of insurance providers.
- Incorporate the relevant regulatory circulars in the pricing, design and development of insurance products, and understand the sales practices and market conduct guidelines.
- Prepare and analyze various financial statements in accordance with the Philippine Financial Reporting Standards and the financial reporting frameworks. Students must be able to assess the nature and extent of the impact that changes in specific transactions will have on these financial statements.
- Exhibit thorough understanding of the relevant regulatory circulars on own risk and solvency assessment (ORSA) adoption, capitalization requirements, asset management, and investment guidelines.
- Apply the regulatory circulars relevant to reinsurance, and prepare the Reinsurance Particulars in accordance with prescribed guidelines.
- Apply principles and standards of actuarial practice as issued by regulatory bodies and by the Actuarial Society of the Philippines through the use of appropriate valuation methodologies and assumptions. Students must be able to apply these principles and standards in reserving and must demonstrate understanding of the relationship among valuation, pricing, and the profitability of insurance operations.
- Demonstrate an understanding of claims liabilities in non-life insurance through application of basic techniques when assessing claims.

ASP Integrated Exam II - SOCIAL INSURANCE, PRE-NEED, HEALTH CARE SYSTEMS, GROUP INSURANCE, EMPLOYEE BENEFITS AND TAXATION

This course covers social insurance (including Microinsurance), health care systems, pre-need, group insurance and employee benefits practices and regulations in the Philippines. It also covers practice and regulation of life insurance, non-life insurance and pre-need with respect to taxation. As Pre-Need is unique to the Philippines, the course covers Pre-Need practice related to pricing, distribution, and liability measurement.

The student is expected to:

- Exhibit understanding of the various social insurance, health care, pre-need, and PERA regulations, including scope of benefits provided and necessary contribution rates/structure.
- Understand the relevant provisions of the Insurance Code applicable to microinsurance, group insurance, and analyze their implications on the business and operational practices of insurance providers.
- Incorporate the relevant regulatory circulars, standards of practice/guidelines from ASP in the pricing/underwriting and development of microinsurance, HMO products, group insurance products, employee benefits, PERA investment products, and pre-need, and understand their market conduct protocols.
- Prepare and analyze various financial statements for health care insurance/HMOs and pre-need in accordance with their financial reporting frameworks. Students must be able to assess the nature and extent of the impact that changes in specific transactions will have on these financial statements.
- Exhibit thorough understanding of the relevant regulatory circulars on capitalization requirements, conservatorship of HMOs and pre-need.
- Apply principles and standards of actuarial practice as issued by regulatory bodies and by the Actuarial Society of the Philippines in reserving and must demonstrate understanding of the relationship among valuation, pricing, and the profitability of insurance operations in HMOs and pre-need.
- Exhibit proficiency in analyzing the taxation framework governing the PH insurance and pre-need industries, including history of the changes, and their impact on product design and pricing.
- Apply principles, ASP guidance notes and standard of practice on pension/retirement plans, in accordance with PAS 19. Students must be able to apply these in design/set-up, reserving/valuation, legal/regulatory considerations, and taxation of pension/retirement plans.
- Apply ASP guidelines, standard of practice, and other relevant regulatory circulars with emphasis on allowed investments for pre-need products. Students must be able to apply these in reserving/valuation.

Examination Dates, Time, Location

The venue for the ASP Integrated Examinations will be announced separately.

Exam	Topic	No. of Hours	Date & Time
Exam I	Philippine Practice and Regulations for Life and Nonlife Insurance Companies (Development, Pricing, Distribution, Valuation and PFRS Accounting)	6	Jun 8, 2026 (Mon) 9:00 am –12:00 nn 1:30 pm – 4:30 pm
Exam II	Social Insurance, Pre-Need, Health Care Systems, Group Insurance, Employee Benefits and Taxation	6	Jun 11, 2026 (Thu) 9:00 am –12:00 nn 1:30 pm – 4:30 pm

Exam	Topic	No. of Hours	Date & Time
Exam I	Philippine Practice and Regulations for Life and Nonlife Insurance Companies (Development, Pricing, Distribution, Valuation and PFRS Accounting)	6	Dec 7, 2026 (Mon) 9:00 am –12:00 nn 1:30 pm – 4:30 pm
Exam II	Social Insurance, Pre-Need, Health Care Systems, Group Insurance, Employee Benefits and Taxation	6	Dec 11, 2026 (Fri) 9:00 am –12:00 nn 1:30 pm – 4:30 pm

Accreditation Procedure for Associateship and Fellowship Examinations

The following documents must be submitted to the ASP Examination Committee:

- Duly accomplished Accreditation Form
- Accreditation Fee of P2,500 per associateship examination and P3,500 per fellowship examination.
- For accreditation of exams passed within the last 12 months prior to the date of application for accreditation, the Original Copy of the Examination Results ("white slip") from the relevant actuarial organization (ie SOA, IFOA, CAS etc). This will be returned to the student along with the ASP Examination Committee's letter of accreditation.
- For accreditation of exams passed more than 12 months prior to the date of application for accreditation, Letter of Confirmation of Exams Passed from the relevant actuarial organization (ie SOA, IFOA, CAS etc).

III. Validation by Educational Experience (VEE)

The ASP Validation by Educational Experience (ASP-VEE) consists of the following topics:

- a. Mathematical Statistics
- b. Accounting and Finance

- c. Economics
- d. Basic Non-Life Insurance*

**may be used as an associateship requirement if completed before June 1, 2019 and may only be used for fellowship requirement until June 30, 2024. Please refer to the Transition Rules in Section II.*

These topics are no longer tested but are required in addition to the Associateship examinations. However, these VEE topics are not prerequisites for the examinations, and may be fulfilled independently.

A candidate may obtain ASP-VEE credits by attending courses accredited by the ASP and achieving the required grade. A candidate may combine two or more courses in order to complete the coverage for a VEE topic.

Candidates may satisfy the ASP-VEE requirements through the alternate exam pathways based on the following mapping:

ASP-VEE	Mapping using the IFoA Pathway	Mapping using the CAS Pathway
Mathematical Statistics	Actuarial Statistics (CS1)	CAS Exam MAS-I (Modern Actuarial Statistics I) CAS Exam MAS-II (Modern Actuarial Statistics II)
Accounting and Finance	Business Finance (CB1)	VEE Accounting and Finance
Economics	Business Economics (CB2)	VEE Economics

A candidate may request for ASP-VEE accreditation after passing at least two Associateship examinations and not earlier than one year prior to expected completion of the examination requirements. A candidate should apply for credits for an ASP-VEE topic after he has completed the coverage of that topic. Partial credits will not be given.

ASP Accredited Courses for VEE

To request credits from attendance in ASP-accredited courses, a candidate should submit the following:

- a) Duly-accomplished ASP-VEE accreditation form,
- b) Payment of accreditation fee of P2,500.00 per ASP-VEE topic, and
- c) Original Transcript of Records and photocopy thereof. The original transcript will be returned to the candidate. For the Basic Non-life, a Certification of Completion (attendance to the seminar and passing the exam) will need to be provided.

The list of accredited courses will be updated periodically.

If a candidate has received VEE credits from the SOA, the candidate may apply for ASP-VEE credits by submitting the ASP accreditation form, the accreditation fee and his original SOA transcript of records reflecting that he has received SOA-VEE credits. If the candidate does not have SOA-VEE credits but has passed an SOA-accredited

course, standardized examination or other educational experience, the candidate may still apply for ASP-VEE credits by submitting the required proof of completion.

The ASP may request for additional documentation to determine if the course or examination and the candidate's performance have satisfied ASP-VEE requirements.

Refer to the Transition Rules in Section II as well as Appendix A and B for the details on ASP-VEE Courses.

IV. Associateship Admission Session

The Associateship Admission Session (AAS) is the last requirement for Associateship. The AAS may not be taken until all of the other requirements for Associateship have been met. The AAS will be offered in September/October for those who completed their other requirements the previous June or earlier, and in March/April for those who completed their other requirements the previous December or earlier. If a candidate is unable to attend the AAS immediately following completion of Associateship examination and VEE requirements, he may attend any future AAS. The candidate will not receive the AASP designation, or be entitled to use such designation, until he has completed the AAS.

Effective September 1, 2021, the AAS shall be a half-day course. This course shall cover professionalism, professional ethics and legal liability, the structure and functions of the Actuarial Society of the Philippines, and an overview of standards of general actuarial practice. It shall make extensive use of the case study method. The candidates shall discuss about the case with their fellow candidates, PSRC members and ASP Fellows in attendance.

The schedule of the AAS may be obtained from the ASP Secretariat Office.

V. Fellowship Examinations

Form of Examinations

The Fellowship Examinations are given in written-answer form.

Applications to Write Examinations and Deadlines for Submission

The application form for the 2025 Fellowship Examinations is contained at the end of this Catalogue. The said application form can be photocopied as long as the original signature of the Applicant will appear in the form that will be submitted to the Society. Application Forms are also available at the Office of the Actuarial Society of the Philippines.

Candidates must sign the following statement that appears on the application:

"I have read the rules and regulations concerning the examination(s) for which I am applying, and agree to be bound thereby."

Unsigned applications are not valid and will be returned to the applicant. Applicant will not be registered for an examination unless the Society has an original signed application for the examinations applied for.

Examination Fees

The regular examination fees for 2026 are as follow:

Exam	Topic	No. of Hours	Exam Fee
Exam I	Philippine Practice and Regulations for Life and Nonlife Insurance Companies (Development, Pricing, Distribution, Valuation and PFRS Accounting)	6	Php12,000
Exam II	Social Insurance, Pre-Need, Health Care Systems, Group Insurance, Employee Benefits and Taxation	6	Php12,000

Late registrations and late payments will not be accepted. Fees should be remitted by check, draft or money order and made payable to the Actuarial Society of the Philippines.

The Society will bear no responsibility for any loss of payments while in transit. Payment in cash is discouraged.

Refunds, Transfer of Fees

In no case will examination fees be refunded. Examinees who do not sit for exams for which they have enrolled will forfeit their fees.

However, examinees who find that they cannot sit for an exam for which they have enrolled as a result of illness or other legitimate reasons may request that their fees be transferred and considered as deposit towards the fees for a future examination.

A transfer charge of P500 will be assessed for each course. The deposit may be transferred to an examination to be held no later than one year after the original examination date. Requests must be in writing and must be received by the Society no later than two weeks after the scheduled examination date. Requests received after this time will not be considered.

Ticket of Admission/Instructions to Candidates

The Examination Committee will mail to each candidate a Ticket of Admission indicating the examination(s) for which an application has been submitted. Tickets of Admission will be mailed within two weeks before the date of the examination, except in the case of late registrants.

The ticket will contain the candidate's examination number which is to be written by the candidate on the examination(s) for identification purposes. The candidate should bring the ticket to the examination(s).

A candidate who does not receive his ticket of admission one week prior to the examination date or whose ticket of admission contains incorrect information should notify the Examination Committee through the Office of the Actuarial Society of the Philippines, at telephone number 8892-0693 or through email at actuarial@pltdsl.net.

Requirements for Admission to Test Center

In order to be admitted into a test center, a candidate must show his Ticket of Admission and positive identification. The candidate must present valid identification with both a signature and a photograph (e.g. Driver's license, school ID, office ID, passport, etc.). Each candidate will be required to sign in upon admission to the test center. A candidate who fails to meet the requirements for positive identification or refuses to provide a signature upon entering the test center will not be permitted to write the examination.

Please note that in light of the current situation, additional precautionary requirements maybe imposed by the test center for the health and safety of the ASP Members.

Signatures on Exam Answer Sheets and Envelopes

Candidates are required to sign their answer sheets or envelopes. ***Candidates who turn in examinations without signing the statement on the answer sheet or envelope will not have the examination graded. The statement to be signed reads:***

"I have neither given nor received assistance of any kind on this examination. I understand the examination is confidential and will not disclose its contents. This examination is being written with the understanding that if the answer sheet/envelope is returned unsigned, it will not be graded."

Envelopes for written-answer examinations will be opened by the Examination

Committee secretariat; examiners and graders will receive information identifying candidates only by number.

Use of Calculators and Other Assistance in Writing Examinations

A candidate may not communicate with or obtain assistance from any other candidate during the examination nor may any books, papers or typewriters be brought into the examination room. Only the type of calculators described in the next paragraph may be brought into the examination room.

Calculators are allowed on all examinations. Only a calculator with the four basic functions, one memory, the square root and “%” function may be used. Only calculators that have keys that are silent when pressed will be allowed. No calculator which produces any sort of noise while in use will be allowed. Calculators should be battery-powered. The Society will not be responsible for providing power outlets nor will the Society be able to guarantee the required intensity of indoor lighting to power a solar-powered calculator. Questions will be set assuming access to a calculator of the approved type.

Examination supervisors are authorized to provide a substitute calculator, if available, in the event that a candidate's calculator malfunctions during the examination. However, supervisors will not provide a calculator for persons who neglect to bring a calculator of the approved type to the examination.

Persons using a calculator that is not allowed will have their examinations disqualified and their papers will not be graded.

Examination Results

Candidates receive individual statements of their examination results, usually within six to eight weeks after the examination date. A list of passing candidates will be available from the ASP Secretariat and posted at the ASP website: www.actuary.org.ph.

The individual grades will be reported on a scale of 0 to 10. Passing grades will range from 6 to 10; failing grades from 0 to 5. In this scale, the interval is 10 percent of the score required to pass; for example, a grade of 5 means failing with a score at least 90% but less than 100% of the score required to pass. A grade of 0 does not necessarily mean that a candidate received no points, but rather that the candidate's score was less than 50% of the score required to pass.

Examination sheets are not returned to candidates for any Society examination.

Lost Examinations

If a completed examination sheet is inadvertently lost or destroyed, the examination fee will be refunded. The Society assumes no other obligation and candidates must take all examinations subject to this understanding.

Defective Questions

Occasionally, through error or because of varying interpretations, a question appearing on the examination may be found to be defective. Examples of defects include: material typographical errors, ambiguities, and questions with test material not covered in the course of reading. Candidates who believe that a question is defective should write to the Examination Committee within two weeks of the examination date. The letter should explain in detail why the candidate thinks the question is defective. The Examination Committee will investigate all questions brought to its attention in this way, and may make allowance in the grading process, if appropriate. The Examination Committee may make use of the candidate's examination books to determine whether their scores should be adjusted. Correspondence not reaching the Society within two weeks after the examination date will not be considered by the Committee.

Confidentiality of Examination Records

The fact that a candidate has passed an examination for credit with the Actuarial Society of the Philippines is considered public knowledge. Any further information about the examinations taken or grades received by a candidate is available only to the candidate, to the Examination Committee Chairman and specific members as required for purposes of committee work. A candidate may, however, request in writing to the Society office that a designated person should receive such information.

Disciplinary Action

Candidates must not give or receive assistance of any kind during the examination. Any cheating, any attempt to cheat, assisting therein, or engaging in such conduct as listed below are serious violations and will generally result in the candidate's paper being disqualified, and other disciplinary action as may be deemed appropriate. Examples (not a complete list) of actions by candidates which may lead to disciplinary action are:

- a) Gaining access to examination questions before the examination
- b) Using an unauthorized calculator
- c) Looking in the examination book before the signal to do so is given
- d) Looking at another candidate's paper
- e) Enabling another candidate to copy from one's paper
- f) Any communication with another candidate during the examination
- g) Disturbing other candidates during the examination

- h) Consulting any other person, any books or materials inside or outside of the examination room during the examination period
- i) Making any changes in the answer sheet or book after the time has expired
- j) Copying questions or answers to take from the examination room
- k) Taking an examination booklet from the examination room
- l) Taking an examination for another candidate
- m) Arranging to have another person take an exam for the candidate
- n) Disclosing the contents of an examination to another person
- o) Presenting false information on an examination application

The Examination Committee will pursue any evidence that a candidate has cheated or failed to follow examination rules, either in letter or in spirit. Any irregularity or suspected violation will be investigated. The candidate may be asked to attend, or be offered the opportunity to have, a hearing convened by the committee. When a violation is confirmed, disciplinary actions may include, but are not limited to, disqualification of the candidate's examination paper and a prohibition against writing Society examinations for a specified period.

The Society's rules and regulations concerning examination administration, including disciplinary action, are composed of the information in this Catalogue, as well as the information in the Instructions to Candidates mailed with the Ticket of Admission, the information on the covers of examination booklets, and the material read by the supervisors at the beginning of each examination. All candidates, on their applications for examinations, are required to read and sign the following statement: ***"I have read the rules and regulations concerning the examination(s) for which I am applying, and agree to be bound thereby."***

These standards may seem stricter than those to which candidates are accustomed to in other examination environments. The Actuarial Society of the Philippines maintains these strict standards because the examinations are such a significant part of a candidate's career. Therefore, equitable administration of the examinations and enforcement of the highest standards of conduct cannot be emphasized too strongly. The conduct of the vast majority of candidates for the Society's examinations is of the highest quality.

Correspondence

Requests for application forms or other correspondence regarding examinations or other matters should be addressed to:

Actuarial Society of the Philippines
Rm.819 Cityland 10 Tower 2
H.V. Dela Costa St., Makati City

Candidates may also visit the Society website www.actuary.org.ph or send email to actuarial@pltdsl.net. Telephone requests will not be entertained.

Information on application forms, catalogues or contact details regarding the Society of Actuaries Examinations are available from their website: www.soa.org .

Information on application forms, catalogues or contact details regarding the Casualty Actuarial Society Examinations are available from their website: www.casact.org .

VI. ASP Module

ASP modules are additional modules that candidates for Fellowship need to complete as part of the application requirements. Currently, there is one (1) ASP Module that candidates must complete as one of the Fellowship requirements effective July 1, 2024.

Effective Communication, Problem Solving and Decision-Making Module (ECPSDM Module)

The Effective Communication, Problem Solving and Decision-Making Module focuses on oral and written communication skills and decision-making skills as applied to solving problems in the insurance (life, non-life, social), pre-need or HMO businesses and retirement plans.

Candidates are required to:

- submit proof of attendance in an ASP-accredited Business Communication and Presentation Skills Seminar
- submit a Project Paper on your chosen topic (a business problem in Retirement, Insurance [Life, Non-Life, or Social], Pre-Need, or HMO) which shall be written in a manner that avoids jargons and allow non-technical personnel to understand the paper.

The Business Communication and Presentation Skills Seminar must satisfy the learning objectives provided in **Appendix C** in order for it to be accredited by ASP. **Appendix C** also contains more details regarding the Project Paper component of the ASP ECPSDM Module).

The following are suggested reading materials to aid the candidate in the preparation of the Project Paper.

- McKay, Matthew, Martha Davis, and Patrick Fanning. 2009. **Messages: The Communication Skills Book**. Third Edition. Oakland, CA: New Harbinger Publications, Inc.;
- Maruska, Don. 2004. **How Great Decisions Get Made: 10 Easy Steps for Reaching Agreement on Even the Toughest Issues**. New York: AMACOM.

Alternatively, the candidate may present proof of completion of the Society of Actuaries (SOA) DMAC Module to earn credits for this Module.

Note: As part of the transition to the new ASP education syllabus, requirements under this section are waived for candidates who can complete their Fellowship requirements before July 1, 2024.

VII. Fellowship Admission Session

The Fellowship Admission Session (FAS) is the last requirement for Fellowship in the Society. The FAS may not be taken unless all of the other course requirements for Fellowship have been met. Once these course requirements have been met, you may enroll in the next scheduled FAS. The FAS will be offered in September/October for those who completed all other course requirements the previous June or earlier, and in March/April for those who have completed all other course requirements the previous December or earlier. If a candidate is unable to attend the FAS immediately following completion of Fellowship course requirements, he may attend any future FAS. A candidate will not receive the FASP designation, nor be entitled to use such designation, until he has completed the FAS.

Effective September 1, 2021, the FAS shall be a 1-day session. It shall be composed of a Talk on Professionalism and the Case Discussion and Presentation by the Candidates.

Talk on Professionalism in the Actuarial Profession

PSRC shall invite a prominent practitioner to discuss professionalism as a crucial element of successful actuarial practice and have this on the first day of the session. Candidates who are “near fellows” may be invited to attend the talk.

Attendance to a professionalism seminar or webinar may be imposed to satisfy this requirement. Details of this requirement shall be duly communicated to the candidates.

FAS Faculty

FAS Faculty shall be composed of the PSRC members as well as actuaries with extensive experience in the actuarial field and in the management of organizations invited by PSRC. All faculty members are trained in the case method.

Case Discussion

The FAS Faculty shall develop ethics cases which reflect actual situations encountered in the practice of the profession from any type of specialty of type of practice. Case materials shall be provided to the candidates on the day of FAS.

Required Oral Presentation

All candidates will be required to make a short oral presentation to fellow candidates, as well as to the PSRC, the FAS Faculty and Fellows of the ASP in attendance, on an actuarial business case that has at least one actuarial stakeholder and one non-actuarial stakeholder. The purpose of the oral presentation is to assess the presentation skills of the candidates and their use of language that avoids jargons and therefore allows both technical and non-technical personnel to understand the presentation. Topic will be provided to the candidate 1 month ahead for preparation. Submission of presentation to PSRC will be at least a week prior to the scheduled FAS.

To aid the candidate in the preparation of the oral presentation, the following reading material is suggested:

McKay, Matthew, Martha Davis, and Patrick Fanning. 2009. Messages: The Communication Skills Book. Third Edition. Oakland, CA: New Harbinger Publications, Inc.

Candidates who successfully complete the session will receive their Fellowship Diploma at a General Assembly of Society Members following the FAS.

VIII. The Examination Committee

Organizational Structure of the Examination Committee

The examination program of the Actuarial Society of the Philippines is administered by its Examination Committee. Within this overall Committee, two types of units operate:

- a) The June and December examination subcommittees review the course of reading and recommend changes to the required texts and references, and are responsible for administering and grading the examinations.
- b) The secretariat of the Committee is responsible for handling the recordkeeping and correspondence functions of the committee.

Review and Development of Course of Reading

The Course of Reading is regularly reviewed by the Education and Eligibility Council. Both short and long-term goals for improvement are developed.

Although every effort is made to choose material which is presented clearly and unambiguously, errors may occur occasionally. Candidates who believe they have

found an error in any study material should notify the Examination Committee of the Society so that any necessary corrective action may be taken.

Candidates should be aware that the Society continuously reviews the entire examination program vis-à-vis its long-term organizational goals.

Development of Examinations

Each examination is developed by the Fellows of the ASP who have been designated by the Board of Governors to serve as examiners for the season. The content of the examination is designed to test the candidate's knowledge of the subject matter as defined in the course Catalogue.

Every effort is made to ensure that the questions fall within the scope of the course of reading and that each question is answerable in the time allocated to it. Complete coverage of all parts of the course of reading is not practical for every examination every year, but the goal is to develop well-rounded examinations containing representative, high-quality questions which test the candidate's knowledge of the most essential parts of the course of reading. The examiners deliberate to determine which topics are critical and should be tested for each course.

In Fellowship examinations, the candidate's ability to integrate his knowledge of the course materials with 'real world type' situation is tested. Trick questions are deliberately avoided, and the wording of each question is considered carefully to eliminate possible ambiguities.

A review of all examination questions is conducted by the Committee prior to the examination dates to assure their quality. In addition, the Committee evaluates the level of difficulty of the examinations to ensure consistency with examinations during the previous years.

Grading Process

Only the answer sheets determine the score. Marks on the examination booklet or the scratch paper will not be considered.

For written-answer questions, every effort is made to grade the answers according to completely objective standards. The anonymity of the candidates is fully preserved; subcommittee members see only a candidate number when grading an examination. Each examination subcommittee has a grading process to fit its own needs.

A subcommittee with a small number of papers to grade might work as follows:

One committee member would be assigned to grade each written-answer question. The grader starts with a grading outline which lists possible items that are relevant to the question and their numerical values set according to each item's importance.

The grader may give additional credit in recognition of a candidate's demonstrated overall grasp and understanding of the subject. All answers are measured against the grading outlines, to ensure that the same standards are applied to all candidates.

After grading the first few papers, the grader evaluates the grading outline in the light of responses. If there are additional items which deserve credit, the grader may then revise the grading outline and start over. Throughout the grading process, credit for items still not contained in the outline may be given.

After all papers and questions have been graded, a conversion scale determines the score each candidate receives for that examination.

Papers are retained for at most six months after the examinations to be available if questions or problems arise. After this, the papers are destroyed.

Determination of the Pass Mark

The objective of the examinations is to identify candidates who, as a pre-requisite to admission in the Society as a Fellow, demonstrate adequate knowledge of the course of reading, based on standards that are formulated and applied consistently from year to year.

The Committee sets a passing mark prior to the examinations. Candidates are not graded in competition with other candidates.

IX. Suggestions for Candidates

Order for Taking Examinations

There is no prescribed order for taking examinations. However, all Fellowship examinations are constructed assuming that candidates are familiar with the material in the required Associateship readings.

Study Methods

Allocate sufficient time to cover each topic adequately. Allow for the length of the prescribed study material in your schedule. Maintain an interest in current developments. Knowledge of actual practice is often helpful. All material should be carefully studied.

Integrate material as you study. Compare programs, methods and so on. The more connections you can develop within the study material and between the study material and your other knowledge or experience, the keener your understanding and memory of the concepts presented will be.

Maintain contacts with other candidates and take advantage of the opportunity to discuss topics that you find difficult. Do not hesitate to consult established members of the profession in your own organization or elsewhere.

One good way to prepare for examinations is to pretend you are the examiner and to develop examination questions in order to gauge your understanding of the relative importance of the material presented.

Classes and Seminars

Most candidates either study by themselves or with a group that they have formed for the purpose. Other options are available. Some universities offer courses that closely parallel the course of reading prescribed by the Society.

Approaches to Writing Written-Answer Examinations

Written-answer questions are intended to elicit answers in essay and/or outline form. Numerical written-answer questions require extended numerical or formula solutions; the credit given is based not only on the correct results, but also on the steps used to derive these results.

Paper is provided at the examination room for your answers. You must take time to write legibly, since examiners can only give credit for what they can read.

Each written-answer question is assigned a specified number of points. The number of points indicates the relative weighting each question bears to the total examination and to the other questions, and suggests the relative time that you should spend on that question. Try to distribute the examination time over all questions and to limit consideration of any question to the time proportionately allotted to it. It will usually be more profitable to write at least a brief answer to a question for which you are relatively unprepared than to spend time refining an answer to a question on which you are well informed. No extra points are given for padding an answer.

At the time of the examination, read each question thoroughly. Before making any attempt to write out the answer, be sure to understand what is being asked and try to organize your intended answer. It is most important that you answer the question that is asked and avoid digressing to another subject. It may be helpful to write a brief outline before beginning the actual answer. Avoid repeating the question in your answer, as it will not add points to your score, and you may waste valuable time. You do not have to answer the questions in any particular order. Some candidates prefer to answer the questions in the order given, while others read over the entire page, warm up on a question that comes easily, and gradually work into the more challenging questions. However, your solutions/answers must be submitted in the order of the questions. **The subcommittee will not grade solutions which are not presented in the proper order.**

You may find it helpful to jot down on a piece of scratch paper ideas that come to mind concerning both answered and unanswered questions. You may answer questions in outline form provided the meaning is clear. Another acceptable technique is to use one sheet of paper for "advantages" and another for "disadvantages". This allows you to go back and forth from one page to the other, putting down items as they occur to you. Use as much answer paper as needed. An orderly presentation can do no harm, and additional pages may result in putting down further facts and considerations which earn additional credit.

If you feel that there is a better answer or approach than that indicated in the Course of Reading (e.g., because of recent changes in regulations), it is acceptable to write this answer, although you should state at the outset that your answer differs from the Course of Reading. Of course, if you can also indicate the answer or approach given by the Course of Reading, thus demonstrating to the grader that the assigned material was read and mastered, this may increase your credits. Once the maximum number of points on a question has been achieved, however, there is no advantage to adding more to an answer. Obscure interpretations should not be read into a question, for each question is designed to be straightforward. Try to cover all aspects of the question in the answer and include pertinent facts and details in the answer even if, based on practical experience, they seem obvious. However, including any facts and details not pertinent to the question will not earn any additional credit and will waste examination time. Do not enlarge upon any one point to the exclusion of others. Try to state both sides of a question where they are called for in an answer. If time permits, review all answers given.

Questions may cross subject lines. You can prepare for this by thoroughly understanding the interrelationship of the various subjects within each course.

Since each question is graded separately, each of your answers must be self-contained. An answer must not say, for example, "Part of my answer to question 1 is found in my answer to question 3." Also, **EACH ANSWER MUST BE STARTED ON A NEW SHEET OF PAPER.**

X. Fellowship Course of Reading

The following Course of Reading is a guide to those preparing for the ASP Fellowship examinations. The objective of the examinations is to test the candidates' ability to grasp the underlying principles and apply them in the solution of problems.

Every effort is made to keep the Course of Reading up to date. However, legislative or regulatory changes which would affect the answers to examination questions sometimes occur after the setting of the final Course of Reading. It would be useful to state also how the answer differs from the Course of Reading, if time permits.

If a paper or article from an actuarial or insurance publication is recommended for study, candidates should additionally study any discussions of the papers or articles published in the same volume, unless the Course of Reading or study notes indicates otherwise.

Candidates are generally expected to obtain their own copies of papers or articles referenced in the Course of Reading which are not study notes. However, if a candidate cannot locate a particular reference, the Society library can provide a copy of the required paper or article upon request. There will be a corresponding fee though for this service.

Occasionally, it may be necessary to change the Course of Reading for an examination after the publication of this Catalog. Such a change will be announced in a special notice to be mailed with your Ticket of Admission. If there is any conflict between information contained in this Catalog and that announced with the Ticket of Admission, the latter will govern.

For the examinees' convenience, the known public on-line sources of some materials are included. Please inform the Society if there are any copyright restrictions in downloading the said materials.

Some links noted in the study materials for ASP Integrated Exam I and ASP Integrated Exam II may not work or may not refer to the correct readings. The student is responsible to check accuracy of links versus the material's name. All documents may be researched by the student in the ASP Website¹, IC Website², or other related sites.

ASP Integrated Exam I

PHILIPPINE PRACTICE AND REGULATIONS FOR LIFE AND NON-LIFE INSURANCE COMPANIES (DEVELOPMENT, PRICING, DISTRIBUTION, VALUATION AND PFRS ACCOUNTING)

This course covers Philippine practice and regulation of life and nonlife products with respect to development, pricing, distribution, measurement of liabilities, investments and reinsurance.

The student is expected to:

- Understand the relevant provisions of the Insurance Code applicable to both life and non-life sectors, and analyze their implications on the business and operational practices of insurance providers.
- Incorporate the relevant regulatory circulars in the pricing, design and development of insurance products, and understand the sales practices and market conduct guidelines.
- Prepare and analyze various financial statements in accordance with the Philippine Financial Reporting Standards and the financial reporting frameworks. Students must be able to assess the nature and extent of the impact that changes in specific transactions will have on these financial statements.
- Exhibit thorough understanding of the relevant regulatory circulars on own risk and solvency assessment (ORSA) adoption, capitalization requirements, asset management, and investment guidelines.
- Apply the regulatory circulars relevant to reinsurance, and prepare the Reinsurance Particulars in accordance with prescribed guidelines.
- Apply principles and standards of actuarial practice as issued by regulatory bodies and by the Actuarial Society of the Philippines through the use of appropriate valuation methodologies and assumptions. Students must be able to apply these principles and standards in reserving and must demonstrate understanding of the relationship among valuation, pricing, and the profitability of insurance operations.
- Demonstrate an understanding of claims liabilities in non-life insurance through application of basic techniques when assessing claims.

¹ <http://actuary.org.ph/actuarial-resources/downloads-and-archived/exam-catalogues-and-readings/>

² <https://www.insurance.gov.ph/>

A. Philippine Practice and Regulation for Individual Life Products

- Insurance Code (Republic Act 10607), Chapters I, II, II-A, III to X (cover both Life and NonLife, exclude Chapter 3 Sections 202 – 214 which have been replaced Circular 65-2016 below)
<https://www.officialgazette.gov.ph/2013/08/15/republic-act-no-10607/>
<https://www.officialgazette.gov.ph/downloads/2013/08aug/20130815-RA-10607-BSA.pdf>
- Insurance Commission, Circular Letter No. 2014-50, Investments in Mutual Funds and Unit Investment Trust Funds
https://www.insurance.gov.ph/wp-content/uploads/2022/11/CL2014_50.pdf
- Insurance Commission, Circular Letter No. 16-2006, Amendments to the Guidelines on Sales Illustrations for Life Insurance Proposals. May 12, 2006
https://www.insurance.gov.ph/wp-content/uploads/2023/01/CL2006_16.pdf
- Insurance Commission, Circular Letter No. 23-2005, Guidelines on Sales Illustrations of Life Insurance Proposals. August 3, 2005
https://www.insurance.gov.ph/wp-content/uploads/2023/01/CL2005_23.pdf
- Insurance Commission, Circular Letter 2019-72 Guidelines on Approval of Life Insurance Products, Forms and Other Product-Related Requests - [Annex A](#), [Annex B](#), [Annex C](#), [Annex D](#), [Annex E](#) and [Annex G](#)
https://www.insurance.gov.ph/wp-content/uploads/2022/09/CL2019_72.pdf
- Insurance Commission, Circular Letter 2019-71 Product Oversight and Governance ([Annex A - Annual Inventory of Products](#))
https://www.insurance.gov.ph/wp-content/uploads/2022/09/CL2019_71.pdf
- Insurance Commission, Circular Letter 2019-69 Changes in the Approved Life Insurance Policy Forms
https://www.insurance.gov.ph/wp-content/uploads/2022/09/CL2019_69.pdf
- Insurance Commission, Circular Letter 2019-51 Amendment to Item Nos. 2.9 and 2.10 of Circular Letter No. 2014-21 on Investments Under the Amended Insurance Code (RA No. 10607)
https://www.insurance.gov.ph/wp-content/uploads/2022/09/CL2019_51.pdf
https://www.insurance.gov.ph/wp-content/uploads/2022/11/CL2014_21.pdf
- Insurance Commission, Circular Letter 2019-25 Adoption of Distribution Channel Mix of Life Insurance Companies as a Statistical Output
https://www.insurance.gov.ph/wp-content/uploads/2022/09/CL2019_25.pdf

- Insurance Commission, Circular Letter 2018-65 Guidelines on Pre-Existing Condition, Look-back, Waiting and Free-look Period on Health Insurance Contracts (To: All Insurance Companies)
https://www.insurance.gov.ph/wp-content/uploads/2023/03/CL2018_65.pdf
- Philippine Financial Reporting Standard 4: Insurance Contracts – Inside ASP IE 1 (Part 2 of 3),
<http://www.actuary.org.ph/actuarial-resources/downloads-and-archived/exam-catalogues-and-readings/page/3/>
- Insurance Memorandum Circular 68-2016 Amended Risk-Based Capital (RBC2) Framework, Dec. 28, 2016.
https://www.insurance.gov.ph/wp-content/uploads/2022/11/CL2016_68.pdf
- Insurance Commission, Circular Letter No. 33-2013, Adoption and Implementation of the 2013 Market Conduct Guidelines.
https://www.insurance.gov.ph/wp-content/uploads/2023/01/CL2013_33.pdf
- Insurance Commission, Circular Letter No. 66-2016, Valuation Standards for Life Insurance Policy Reserves
https://www.insurance.gov.ph/wp-content/uploads/2022/11/CL2016_66.pdf
- Insurance Commission, Circular Letter No. 65-2016, Financial Reporting Framework – supersedes Chapter 3 Sec 202 – 214 of the insurance code (both Life and Non-Life)
https://www.insurance.gov.ph/wp-content/uploads/2022/11/CL2016_65.pdf
- Guidance Notes on Life Reserves, Actuarial Society of the Philippines
<http://www.actuary.org.ph/wp-content/uploads/download.php?download=2017/12/ASP-Implementation-Guidelines-of-Life-Reserve-Valuation-Standards-GN2017-2.pdf>
- Insurance Commission, Circular Letter 2020-04 Amended Guidelines on Approval of Life Insurance Products, Forms and Other Product-Related Requests - [Annex F](#) (Revised) and [Annex H](#) (Revised), February 17, 2020
https://www.insurance.gov.ph/wp-content/uploads/2023/03/CL2020_04.pdf
- Insurance Commission, Circular Letter No. 2020-07, Revised Annual Statement Template (Life Insurance RBC2 Workbook, and Life Insurance Annual Statement), February 24, 2020
https://www.insurance.gov.ph/wp-content/uploads/2022/02/CL2020_07.pdf
- Insurance Commission, Circular Letter 2020-111 Approval of Facultative Reinsurance Placements Abroad (Annex A, B1, and B2, Annex C, D1, and D2, and Annex E), December 7, 2020
https://www.insurance.gov.ph/wp-content/uploads/2022/02/CL2020_111.pdf

- Insurance Commission, Circular Letter 2018-57, Particulars of Reinsurance Treaty Reporting, November 13, 2018
https://www.insurance.gov.ph/wp-content/uploads/2022/09/CL2018_57.pdf
- Insurance Commission, Circular Letter 2018-46, Risk-Based Capital Requirements on Investments in Associates and/or Subsidiaries under the Regulation of the Bangko Sentral ng Pilipinas (BSP), September 12, 2018
https://www.insurance.gov.ph/wp-content/uploads/2022/09/CL2018_46.pdf
- Insurance Commission, Circular Letter 2014-47, Guidelines on Electronic Commerce of Insurance Products, November 21, 2014 (including Amendments CL 2016-15, CL 2016-60 and CL 2021-66)
https://www.insurance.gov.ph/wp-content/uploads/2022/11/CL2014_47.pdf
https://www.insurance.gov.ph/wp-content/uploads/2022/11/CL2016_15.pdf
https://www.insurance.gov.ph/wp-content/uploads/2022/11/CL2016_60.pdf
[Circular Letter 2021-66 | Amendment to Guidelines on Electronic Commerce of Insurance Products | Insurance Commission](#)
- Insurance Commission, Circular Letter 2017-34, Revised Guidelines on Variable Life Insurance Contracts. June 2017 (including Amendment CL 2021-51)
https://www.insurance.gov.ph/wp-content/uploads/2022/09/CL2017_34.pdf
[Circular Letter 2021-51 | Amendments to Section 9A of CL No. 2017-34 or the Revised Guidelines on Variable Life Insurance Contracts | Insurance Commission](#)
- Insurance Commission, Circular Letter No. 2014-42. Rules and Regulations on Reinsurance Transactions, September 30, 2014
https://www.insurance.gov.ph/wp-content/uploads/2022/11/CL2014_42.pdf
- Insurance Commission, Circular Letter No. 2022-04. Baseline Regulatory Framework for Takaful Undertakings, January 27, 2022
<https://www.insurance.gov.ph/circular-letter-2022-04-baseline-regulatory-framework-for-takaful-undertakings/>
- Insurance Commission, Circular Letter 2022-14 Adoption of Philippine Financial Reporting Standards (PFRS) 4 - Insurance Contracts, March 14, 2022
<https://www.insurance.gov.ph/circular-letter-2022-14-adoption-of-philippine-financial-reporting-standards-pfrs-4-insurance-contracts/>
- Insurance Commission, Circular Letter 2022-41 Adoption of Own Risk and Solvency Assessment Framework, August 25, 2022
<https://www.insurance.gov.ph/circular-letter-2022-41-adoption-of-own-risk-and-solvency-assessment-framework/>

- Insurance Commission, Circular Letter No. 2024-13, Consolidated Guidelines for Takaful Window Operation, May 28, 2024
<https://www.insurance.gov.ph/circular-letter-no-2024-13-consolidated-guidelines-for-takaful-window-operation/>
- **New!** Insurance Commission, Circular Letter No. 2026-06, Financial Reporting Framework (FRF) for Takaful Window Operation, March 11, 2026
<https://www.insurance.gov.ph/circular-letter-no-2026-06-financial-reporting-framework-frf-for-takaful-window-operations/>
- Circular Letter No. 2024-04 | Application of Philippine Financial Reporting Standard 17 - Insurance Contracts ("PRFS 17") to the Audited Financial Statements ("AFS") and Reportorial Requirements of the Insurance Commission ("IC")
[Circular Letter No. 2024-04 | Application of Philippine Financial Reporting Standard 17 - Insurance Contracts \("PRFS 17"\) to the Audited Financial Statements \("AFS"\) and Reportorial Requirements of the Insurance Commission \("IC"\) | Insurance Commission](https://www.insurance.gov.ph/circular-letter-no-2024-04-application-of-philippine-financial-reporting-standard-17-insurance-contracts-prfs-17-to-the-audited-financial-statements-afs-and-reportorial-requirements-of-the-insurance-commission-ic)
- **Updated!** Insurance Commission, Circular Letter No. 2026-02, Guidelines on the Electronic Submission of the Annual Statements (AS), Audited Financial Statements (AFS) and Attachments, March 9, 2026
<https://www.insurance.gov.ph/circular-letter-no-2026-02-guidelines-on-the-electronic-submission-of-the-annual-statements-audited-financial-statements-and-attachments/>
- Insurance Commission, Circular Letter No. 2025-09, Omnibus Guidelines On Investments
<https://www.insurance.gov.ph/circular-letter-no-2025-09-omnibus-guidelines-on-investments/>

B. Philippine Practice and Regulation for Non-Life Insurance Products

- Insurance Commission, Insurance Memorandum Circular No. 4-2006, Compulsory Motor Vehicle Liability Insurance (CMVI) Coverage. July 26, 2006
[IMC 2006-04 - Compulsory Motor Vehicle Liability Insurance \(CMVLI\) Coverage | Insurance Commission](#)
- **New!** Insurance Commission, Insurance Memorandum Circular No. 01-2024, Increase in the Benefits for Compulsory Motor Vehicle Insurance Coverage. February 7, 2024
[IMC 2024-01 | Increase in the Benefits for Compulsory Motor Vehicle Insurance Coverage | Insurance Commission](#)
- Insurance Commission, Insurance Memorandum Circular No. 30-2010, Strict Implementation of the Minimum Rates for Natural Perils or Acts of Nature (AON) Endorsement on Motor Car Insurance Policies. October 26, 2010.
https://www.insurance.gov.ph/wp-content/uploads/2023/01/CL2010_30.pdf
- Insurance Commission, Circular Letter 2016-55, Strict Implementation of the Minimum Rates for Earthquake, Typhoon and Flood Covers and Related Guidelines, Sep 14, 2016
https://www.insurance.gov.ph/wp-content/uploads/2022/11/CL2016_55.pdf
- Insurance Memorandum Circular 68-2016 Amended Risk-Based Capital (RBC2) Framework, Dec. 28, 2016.
https://www.insurance.gov.ph/wp-content/uploads/2022/11/CL2016_68.pdf
- Friedland, Jacqueline, et al, Estimating Unpaid Claims Using Basic Techniques, Casualty Actuarial Society, 2010 – Chapters 1-9
https://www.casact.org/library/studynotes/Friedland_estimating.pdf
- Insurance Commission, Circular Letter No. 18-2018, Valuation Standards for Non-Life Insurance Policy Reserves
https://www.insurance.gov.ph/wp-content/uploads/2022/09/CL2018_18.pdf
- ASP Practice Guide (PG2018-1) Non-Life Claims Liabilities, Actuarial Society of the Philippines
<http://www.actuary.org.ph/wp-content/uploads/download.php?download=2018/07/Practice-Guide-for-NonLife-Claims-Reserving-v7.pdf>
- Society of Actuaries of Ireland, The Role of Actuaries in Non-life Insurance Business. February 2004
https://web.actuaries.ie/sites/default/files/story/2004/02/Submission_to_IFSRA_on_the_Role_of_Actuaries_in_Non-Life_Insurance_Business/040203ifsrsubmission.pdf

- Hidalgo, Augusto P., Role of the Pricing/Reserving Actuary in a Non-Life Company from a Management Point-of-View. Nov. 12, 2015.
http://actuary.org.ph/wp-content/uploads/download.php?download=2015/11/02.1-A.Hidalgo_Role-of-Actuaries-in-Non-Life.pdf
- Insurance Commission, Circular Letter 2019-21 Guidelines for the Regulation of Online Sales Platforms and the Sale therein of Specific Insurance Products such as Compulsory Third Party Liability Insurance
https://www.insurance.gov.ph/wp-content/uploads/2022/09/CL2019_21.pdf
- Insurance Commission, Circular Letter 2018-70 Clarification on the Coverage of the Term “Third Party” in Compulsory Third Party Liability (CTPL) Insurance
https://www.insurance.gov.ph/wp-content/uploads/2023/03/CL2018_70.pdf
- Insurance Commission, Circular Letter 2015-58-A, Guidelines on the Approval of Non-Life Insurance Policy Forms, December 21, 2015
[CL2015_58A.pdf \(insurance.gov.ph\)](http://www.insurance.gov.ph/CL2015_58A.pdf)
- Circular Letter No. 2024-14 | Guidelines on the Submission of the Disaster Risk Financing Insurance (DRFI) Report and Premium and Risk Register (PRR) Report on Fire and Motor Car Policies and Bonds, and Other Related Requirements (with Annexes A – O)
[Circular Letter No. 2024-14 | Guidelines on the Submission of the Disaster Risk Financing Insurance \(DRFI\) Report and Premium and Risk Register \(PRR\) Report on Fire and Motor Car Policies and Bonds, and Other Related Requirements | Insurance Commission](http://www.insurance.gov.ph/circular-letter-no-2024-14-guidelines-on-the-disaster-risk-financing-insurance-drfi-report-and-premium-and-risk-register-prr-report-on-fire-and-motor-car-policies-and-bonds-and-other-related-requirements-insurance-commission)
- Insurance Commission, Circular Letter No. 2024-08, Guidelines on the Electronic Submission of the Annual Statements (AS), Audited Financial Statements (AFS) and Attachments Non-Life Companies, Professional Reinsurance Companies and Non-Life Unit of Composite Companies, April 3, 2024
<https://www.insurance.gov.ph/circular-letter-no-2024-08-guidelines-on-the-electronic-submission-of-the-annual-statements-audited-financial-statements-and-attachments/>

ASP Integrated Exam II

SOCIAL INSURANCE, PRE-NEED, HEALTH CARE SYSTEMS, GROUP INSURANCE, EMPLOYEE BENEFITS AND TAXATION

This course covers social insurance (including Microinsurance), health care systems, pre-need, group insurance and employee benefits practices and regulations in the Philippines. It also covers practice and regulation of life insurance, non-life insurance and pre-need with respect to taxation. As Pre-Need is unique to the Philippines, the course covers Pre-Need practice related to pricing, distribution, and liability measurement.

The student is expected to:

- Exhibit understanding of the various social insurance, health care, pre-need, and PERA regulations, including scope of benefits provided and necessary contribution rates/structure.
- Understand the relevant provisions of the Insurance Code applicable to microinsurance, group insurance, and analyze their implications on the business and operational practices of insurance providers.
- Incorporate the relevant regulatory circulars, standards of practice/guidelines from ASP in the pricing/underwriting and development of microinsurance, HMO products, group insurance products, employee benefits, PERA investment products, and pre-need, and understand their market conduct protocols.
- Prepare and analyze various financial statements for health care insurance/HMOs and pre-need in accordance with their financial reporting frameworks. Students must be able to assess the nature and extent of the impact that changes in specific transactions will have on these financial statements.
- Exhibit thorough understanding of the relevant regulatory circulars on capitalization requirements, conservatorship of HMOs and pre-need.
- Apply principles and standards of actuarial practice as issued by regulatory bodies and by the Actuarial Society of the Philippines in reserving and must demonstrate understanding of the relationship among valuation, pricing, and the profitability of insurance operations in HMOs and pre-need.
- Exhibit proficiency in analyzing the taxation framework governing the PH insurance and pre-need industries, including history of the changes, and their impact on product design and pricing.
- Apply principles, ASP guidance notes and standard of practice on pension/retirement plans, in accordance with PAS 19. Students must be able to apply these in design/set-up, reserving/valuation, legal/regulatory considerations, and taxation of pension/retirement plans.
- Apply ASP guidelines, standard of practice, and other relevant regulatory circulars with emphasis on allowed investments for pre-need products. Students must be able to apply these in reserving/valuation.

A. Social Insurance and Microinsurance

a. Social Insurance

- Social Insurance, ASP Study Notes, ASP Social Insurance Committee, July 2019, Chapters 1 to 3, Annex A Social Security System (Students should consider and also study the current SSS benefits and contribution rates; information of which is available in the SSS website)
<http://www.actuary.org.ph/actuarial-resources/downloads-and-archived/exam-catalogues-and-readings/>
- Social Security Act of 2018, Republic Act 11199, All sections
<https://www.officialgazette.gov.ph/downloads/2019/02feb/20190207-RA-11199-RRD.pdf>
- Government Service Insurance System Act of 1997, Republic Act 8291, All sections (Student may also refer to IRR of RA 8291)
<https://www.gsis.gov.ph/about-us/gsis-laws/republic-act-no-8291/>
https://www.gsis.gov.ph/downloads/publications/20140414-IMPLEMENTING_RULES_AND_REGULATIONS_RA8291.pdf
- HDMF Law 2009, Republic Act No. 9679, All sections (Student may also refer to IRR of RA 9679)
https://senate.gov.ph/republic_acts/ra%209679.pdf
https://www.pagibigfund.gov.ph/document/pdf/governance/43.1_on_institutional_matters/IRR%20of%20RA%20No.%209679.pdf

b. Microinsurance

- Insurance Code (Republic Act 10607) Chapter II, Title 6
<https://www.officialgazette.gov.ph/2013/08/15/republic-act-no-10607/>
<https://www.officialgazette.gov.ph/downloads/2013/08aug/20130815-RA-10607-BSA.pdf>
- Insurance Commission, Insurance Memorandum Circular No. 1-2010, Regulations for the Provision of Microinsurance Products and Services, Jan. 29, 2010
[IMC 2010-01 - Regulations for the Provision of Microinsurance Products and Services | Insurance Commission](#)
- Microinsurance Regulatory Framework, by Technical Working Group organized by Dept. of Finance and supported by ADB-JFPR, Jan. 29, 2010 – in ASP IE II – Social Insurance
<http://www.actuary.org.ph/actuarial-resources/downloads-and-archived/exam-catalogues-and-readings/>

- Microinsurance National Strategy, by Technical Working Group organized by Dept. of Finance and supported by GTZ MIPSS, Dec. 11, 2009 - in ASP IE II – Social Insurance
<http://www.actuary.org.ph/actuarial-resources/downloads-and-archived/exam-catalogues-and-readings/>
- Insurance Commission, Insurance Memorandum Circular No. 22-2016, Regulations for the Provision of Health Microinsurance (MicroHealth) Products and Services, Apr. 11, 2016
https://www.insurance.gov.ph/wp-content/uploads/2022/11/CL2016_22.pdf
- Insurance Commission, Insurance Memorandum Circular No. 63-2016, Enhanced Performance Indicators and Standards for Microinsurance 2016, Dec. 16, 2016
https://www.insurance.gov.ph/wp-content/uploads/2022/11/CL2016_63.pdf
- Insurance Commission, Insurance Memorandum Circular No. 2020-03, Guideline for the Monitoring of the Performance of the Microinsurance Providers in Accordance with Circular Letter No. 2016-63 (Annex A, Annex B and Annex C), Feb 7, 2020.
[CL2020_03.pdf \(insurance.gov.ph\)](https://www.insurance.gov.ph/wp-content/uploads/2022/11/CL2020_03.pdf)
- Insurance Commission, Insurance Memorandum Circular No. 64-2016, Adoption and Implementation of Microinsurance Distribution Channels Regulatory Framework, December 19, 2016
https://www.insurance.gov.ph/wp-content/uploads/2022/11/CL2016_64.pdf
- Insurance Commission, Insurance Memorandum Circular No. 2015-54, Adoption and Implementation of Enhanced Microinsurance Framework, October 16, 2015
https://www.insurance.gov.ph/wp-content/uploads/2022/11/CL2015_54.pdf
- Insurance Commission, Insurance Memorandum Circular No. 2015-53, Adoption and Implementation of Agriculture Microinsurance Framework, October 15, 2015
https://www.insurance.gov.ph/wp-content/uploads/2022/11/CL2015_53.pdf

- Insurance Commission, Insurance Memorandum Circular No. 2015-51 Adoption and Implementation of the Micro Pre-need Regulatory Framework, October 9, 2015
https://www.insurance.gov.ph/wp-content/uploads/2022/11/CL2015_51.pdf
- Circular Letter No. 2025-01 | Guidelines on Inclusive Micro Products
<https://www.insurance.gov.ph/circular-letter-no-2025-01-guidelines-on-inclusive-micro-products/>

B. Health Care Systems

- Republic Act 7875 (National Health Insurance Act of 1995) Articles I to VIII
http://www.philhealth.gov.ph/about_us/ra7875.pdf
- Republic Act 9241 (An Act Amending Republic Act 7875, otherwise known as “An Act Instituting a National Health Insurance Program for All Filipinos and Establishing the Philippine Health Insurance Corporation for the Purpose) Sections 1 to 5
http://www.philhealth.gov.ph/about_us/ra9241.pdf
- Universal Healthcare Act of 2018, Republic Act No. 11223
<https://www.officialgazette.gov.ph/downloads/2019/02feb/20190220-RA-11223-RRD.pdf>
- Republic Act 10606 (National Health Insurance Act of 2013) Sections 1 to 26
http://www.philhealth.gov.ph/about_us/ra10606.pdf
- PhilHealth Circular # 31 s2013. All Case Rates (ACR) Policy No. 1 - Governing Policies in the Shift of Provider Payment Mechanism from Fee-for-Service to Case Based Payment. (Students are not expected to memorize the case rates.)
http://www.philhealth.gov.ph/circulars/2013/circ31_2013.pdf
- PhilHealth Circular # 35 s2013. ACR Policy No. 2 - Implementing Guidelines on Medical and Procedure Case Rates. (Students are not expected to memorize the case rates.)
http://www.philhealth.gov.ph/circulars/2013/circ35_2013.pdf
- Insurance Commission, Circular Letter No. 41-2016, Minimum Capitalization and Financial Capacity Requirements for HMOs
https://www.insurance.gov.ph/wp-content/uploads/2022/11/CL2016_41.pdf

- Insurance Commission, Circular Letter No. 20-2017, Accreditation of HMO Actuaries. April 4, 2016
https://www.insurance.gov.ph/wp-content/uploads/2022/09/CL2017_20.pdf
- Insurance Commission, Circular Letter No. 19-2017, Guidelines on the Approval of HMO Products and Forms. April 4, 2016
https://www.insurance.gov.ph/wp-content/uploads/2022/09/CL2017_19.pdf
- Insurance Commission, Circular Letter 2019-46 Implementation of Guidelines of CL 2018-68 Entitled Standard Chart of Accounts (SCA) for Health Maintenance Organizations (HMOs), as Amended by CL 2019-26 - ([HMO Quarterly Template 2019](#))
[CL2019_46.pdf \(insurance.gov.ph\)](#)
- Insurance Commission, Circular Letter 2019-44 Guidelines in the Conduct of Examination of Affairs, Financial Condition, and Methods of Doing Business of Health Maintenance Organizations (HMOs)
[CL2019_44.pdf \(insurance.gov.ph\)](#)
- Insurance Commission, Circular Letter 2019-43 Guidelines on the Analysis of Quarterly Interim Financial Statements of Health Maintenance Organizations (HMOs)
[CL2019_43.pdf \(insurance.gov.ph\)](#)
- Insurance Commission, Circular Letter 2019-35 Guidelines for the Conservatorship of Health Maintenance Organizations (HMOs) and Appointment of Conservators
[CL2019_35.pdf \(insurance.gov.ph\)](#)
- Insurance Commission, Circular Letter 2019-31 Regulation and Prohibitions in relation to the Conduct of Business of Agents of Health Maintenance Organizations (HMOs) and Providing Penalties for Violation thereof
[CL2019_31.pdf \(insurance.gov.ph\)](#)
- Insurance Commission, Circular Letter 2019-30 Guidelines in the HMO Underwriting of Applicants with Actual, Perceived, or Suspected Human Immunodeficiency Virus (HIV) Status
[CL2019_30.pdf \(insurance.gov.ph\)](#)
- Insurance Commission, Circular Letter 2018-68 Standard Chart of Accounts (SCA) for Health Maintenance Organizations (HMOs)
[CL2018_68.pdf \(insurance.gov.ph\)](#)

- Insurance Commission, Circular Letter 2018-66 Guidelines on Pre-Existing Condition, Look-back, Waiting and Free-look Period on Health Insurance Contracts (To: All Health Maintenance Organizations)
[CL2018_66.pdf \(insurance.gov.ph\)](#)
- Insurance Commission, Circular Letter No. 2020-05, Amended Guidelines on the Approval of HMO Products and Form (Annex C), February 17, 2020
https://www.insurance.gov.ph/wp-content/uploads/2023/03/CL2020_05.pdf
- Insurance Commission, Circular Letter No. 2020-22, Valuation Standards for Health Maintenance Organization (HMO) Agreement Liabilities (Attachment, Addendum and Annex A), March 24, 2020
https://www.insurance.gov.ph/wp-content/uploads/2022/02/CL2020_22.pdf
- Insurance Commission, Circular Letter No. 2021-10, Guidelines on Electric Commerce of HMO Products, February 16, 2021
[Circular Letter 2021-10 | Guidelines On Electronic Commerce Of Hmo Products | Insurance Commission](#)
- Insurance Commission, Circular Letter No. 2017-50, Amendment to Minimum Capitalization and Financial Capacity Requirements for HMOs , October 30, 2017
https://www.insurance.gov.ph/wp-content/uploads/2022/09/CL2017_50.pdf
- Insurance Commission, Circular Letter No. 2021-68, Guidelines on Offering of Discounts on Membership Fees of HMO Products, November 24, 2021
[Circular Letter 2021-68 | Guidelines on Offering of Discounts on Membership Fees of HMO Products | Insurance Commission](#)
- Insurance Commission, Circular Letter 2019-58, Application of PFRS 4 and PFRS 15: Accounting Standards for Health Maintenance Organizations (HMOs) Agreements (including CL 2022-12)
https://www2.insurance.gov.ph/wp-content/uploads/2022/09/CL2019_58.pdf
[Circular Letter 2022-12 | Application of PFRS 17 for HMOs | Insurance Commission](#)
- Insurance Commission, Circular Letter 2022-49 Revised Implementation Requirements for the Valuation Standards for Health Maintenance Organization (HMO) Agreement Liabilities and Annual Reporting for HMOs, Superseding CL No. 2020-100, November 21,2022
[Circular Letter 2022-49 | Revised Implementation Requirements for the Valuation Standards for Health Maintenance Organization \(HMO\) Agreement Liabilities and Annual Reporting for HMOs, Superseding CL No. 2020-100 | Insurance Commission](#)

- Circular Letter No. 2024-20 | Application of Philippine Financial Reporting Standard (PFRS) 17 in the Audited Financial Statements (AFS)
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Appendix A.

Topics Required under Actuarial Society of the Philippines Validation by Educational Experience (ASP-VEE)

ASP-VEE – Mathematical Statistics

The VEE requirement for Mathematical Statistics is usually covered by a one semester course. All of the topics listed below should be covered to fulfil the requirement.

1. Explain the concepts of random sampling, statistical inference and sampling distribution, and state and use basic sampling distributions.
2. Describe the main methods of estimation and the main properties of estimators, and apply them. Methods include matching moments, percentile matching, and maximum likelihood, and properties include bias, variance, mean squared error, consistency, efficiency, and UMVUE.
3. Construct confidence intervals for unknown parameters, including the mean, differences of two means, variances, and proportions.
4. Test hypotheses. Concepts to be covered include Neyman-Pearson lemma, significance and power, likelihood ratio test, and information criteria. Tests should include for mean, variance, contingency tables, and goodness-of-fit.

ASP-VEE – Accounting and Finance

The VEE requirement for Accounting and Finance may be covered in one course covering both topics or in two separate courses. If two distinct courses are used, the application for accreditation of the courses should indicate which are for the accounting topic and which are for the finance topic. Should the topics be split across two semesters or two courses, both will be required to meet the VEE requirement. Most of the topics listed below should be covered to fulfil the requirement.

1. Accounting

- Describe the basic principles of personal and corporate taxation and the taxation of investments held by institutions.
- Explain why companies are required to produce annual reports and accounts.
- Explain fundamental accounting concepts and terms, and describe the main sources of accounting regulation.
- Explain the purpose and interactions between the income statement, balance sheet, and cash flow statements.
- Explain the value of reporting on environmental, social and economic sustainability and other alternatives to traditional financial reporting, and describe possible contents of such reports.
- Explain the basic structure of company and group accounts.
- Explain the purpose of the main components of company accounts and interpret them.
- Construct simple statements of financial position and profit or loss.

- Calculate and interpret financial and accounting ratios.

2. Corporate Finance

- Explain the characteristics of various forms of equity capital from the point of view of the issuer and the investor.
- Explain the characteristics of various forms of long-term debt capital from the point of view of the issuer and the investor.
- Explain the characteristics of various forms of short- and medium-term financing from the point of view of the issuer and the investor.
- Calculate weighted-average cost of capital.
- Explain the main methods of capital budgeting.
- Calculate a project's investment return.

ASP-VEE – Economics

The VEE requirement for Economics may be covered in one course covering both topics or in two separate courses. If two distinct courses are used, the application for accreditation of the courses should indicate which are for the microeconomics topic and which are for the macroeconomics topic. Should the topics be split across two semesters or two courses, both will be required to meet the VEE requirement. Most of the topics listed below should be covered to fulfil the requirement.

1. Microeconomics

- Explain the concept of utility and how rational utility maximizing agencies make consumption choices.
- Explain the elasticity of supply and demand and the effects on a market of the different levels of elasticity.
- Explain the interaction between supply and demand and the way in which equilibrium market prices are achieved.
- Explain various pricing strategies that can be used by firms.
- Explain the core economic concepts involved in choices made by businesses with respect to short-run and long-run investment and production choices.
- Explain competitive markets and how they operate.
- Explain profitability in markets with imperfect competition.

2. Macroeconomics

- Explain basic macroeconomic measures (e.g., GDP) used to compare the economies of countries.
- Describe the structure of public finances for an industrialized country.
- Explain the effect of fiscal and monetary policy on the economy, including the effect on financial markets.
- Explain the role of international trade, exchange rates and the balance of payments in the economy.
- Explain the effect of savings and consumption rates on the economy.

- Explain the major factors affecting the level of interest rates, the rate of inflation, the exchange rate, the level of employment and the rate of growth for an industrialized country.
- Describe the function of money in the economy.
- Explain the relationship between money and interest rates.
- Explain how macroeconomic policies affect businesses.

ASP-VEE – Basic Non-Life Insurance*

To obtain credit for this topic, the candidate must show satisfactory proof of attendance in course(s) covering most of the subjects listed below:

1. Basic insurance contracts, proposals and policy forms used in Non-Life insurance
2. General Non-Life Insurance principles
3. Basic principles underlying Personal Accident, Motor Car, Fire, Engineering, Marine and other Casualty Insurance, and Surety bonds
4. General overview of the Claims process under Non-Life
5. An overview of how reinsurance is used and affects non-life products

*Prior to June 1, 2019, this is one of the ASP-VEE topics required to fulfil the Associateship requirements. Candidates who have earned credits for this topic may continue to use the ASP-VEE credits earned for this topic to fulfil the Associateship and Fellowship requirements provided Fellowship in the ASP is earned on or before June 30, 2024. Refer to the Transition Rules.

Appendix B.

Courses Accredited by ASP under the new Validation by Educational Experience (VEE) curriculum (as of February 2019)

The following courses have been accredited by ASP for Validation by Educational Experience. A passing grade is required to obtain ASP-VEE credits.

VEE – Mathematical Statistics

1. Ateneo de Manila University (ADMU)
Stat 109 – Introduction to Statistical Theory, taken during 2002 to present
2. De La Salle University (DLSU)
3. University of the Philippines – Diliman (UP-D)
4. All SOA-accredited Courses, Standardized Examinations and Other Educational Experiences for its VEE-Mathematical Statistics*

VEE-Economics

1. Ateneo de Manila University (ADMU)
Economics 102 - Basic Economics, Agrarian Reform & Taxation, taken during 1998 to present
2. De La Salle University (DLSU)
 - a) INTRECO - Introduction to Economics, taken during 1998 to present
 - b) ECONONE - Basic Microeconomics and ECON TWO - Aggregate Economics, both taken during 1998 to present
3. University of Asia and Pacific (UA&P)
FOS 101 - Basic Economics, taken during 1998 to present
4. University of the Philippines – Diliman, Quezon City
 - a) ECON 101 - Macroeconomics and ECON 102 – Microeconomics, taken during 1998 to present
 - b) ECON 100.1 – Introduction to Macroeconomic Theory and Policy, and
 - c) ECON 100.2 – Introduction to Microeconomic Theory and Policy, both taken during 1998 to present
5. SOA-accredited Courses, Standardized Examinations and Other Educational Experiences for its VEE-Economics*

VEE-Accounting and Finance

1. Ateneo de Manila University (ADMU)
 - a) ACC20 – Financial Accounting and
 - b) ACC35 – Managerial Accounting Course and
 - c) FIN105 – Financial Management
2. De La Salle University (DLSU)
3. SOA-accredited Courses, Standardized Examinations and Other Educational Experiences for its VEE-Accounting and Corporate Finance*

VEE- Non-Life Insurance

1. Insurance Institute for Asia and the Pacific Basic Non-Life Course

** Please refer to the SOA website*

<https://store.soa.org/Default.aspx?TabID=1808&VEE=displayonly> for the updated list of SOA-accredited Courses.

ASP VEE Topics under the Old VEE Curriculum

The following are no longer required VEE topics, but some candidates may be eligible to obtain VEE transition credit for these previously required topics. Refer to the Transition Rules.

- VEE Corporate Finance – candidates who has previously earned for this VEE may claim credit for VEE Accounting and Corporate Finance.
- VEE Applied Statistical Methods – candidates who has previously earned for this VEE may claim credit for VEE Mathematical Statistics

Previously Accredited VEE Courses

VEE-Applied Statistical Methods

1. Ateneo de Manila University (ADMU)
 - a) AMF 131 – Time Series and Forecasting, taken during 1998 to present
2. De La Salle University (DLSU)
 - a) TIMESER or TIMEFOR - Time Series and Forecasting, taken during 1998 to present
3. University of the Philippines – Diliman (UP-D)
 - a) Statistics 136 – Regression Analysis AND Statistics 145 – Introduction to Time Series Analysis and Forecasting, taken during 1998 to present
4. ASP Courses
 - a) Course on Applied Statistical Methods: Econometrics, August 1 - October 3, 2007, conducted by Prof. Robert E. de Vera
5. All SOA-accredited Courses, Standardized Examinations and Other Educational Experiences for its VEE-Applied Statistical Methods

VEE-Corporate Finance

1. Ateneo de Manila University (ADMU)
 - a) FIN 120 – Financial Statement and Credit Analysis, taken during 1998 to present
2. De La Salle University (DLSU)
 - a) FINAMA2 - Financial Management 2, taken during 1998 to present
3. All SOA-accredited Courses, Standardized Examinations and Other Educational Experiences for its VEE-Corporate Finance

Appendix C. ASP Effective Communication, Problem Solving and Decision-Making (ECPSDM) Module

Module Overview

The **ASP ECPSDM Module** is designed to strengthen an actuary's ability to:

1. **Analyze business problems critically** and implement structured decision-making.
2. **Communicate complex actuarial concepts effectively** to diverse stakeholders.
3. **Develop leadership and collaboration skills** for solving real-world insurance, finance, and risk management challenges.

This module integrates **practical business applications** with communication and decision-making techniques to prepare actuaries for leadership roles.

The ASP ECPSDM Module has two components:

- (1) Business Communication and Presentation Skills Seminar; and
- (2) Project Paper

For reference, SOA's Decision-Making and Communication (DMAC) Module includes both of the above components and therefore may be used to satisfy the ASP ECPSDM Module requirement. However, please note that as of writing, the SOA DMAC Module is only open for SOA candidates upon earning their ASA designation.

Business Communication and Presentation Skills Seminar

All of the topics listed below should be covered to fulfill the requirement.

1. Explain common techniques used to produce effective written and oral communications.
2. Produce effective technical communications for a work project for an audience of peers, managers or clients.
3. Produce a comprehensive summary of technical actuarial results.
4. Produce an effective executive summary for an actuarial work product.
5. Explain matters to be addressed in a summary of conclusions following a peer review of another actuary's work.
6. Evaluate a problem in consultation with a manager to ensure work project is understood well enough to proceed.
7. Explain the importance of ensuring, where relevant, that the uncertainty surrounding a solution has been effectively communicated.
8. Create appropriate permanent documentation for a work product.

Examples: Below are some courses which may be used to satisfy the Business Communication and Presentation Skills Seminar component of the ASP ECPSDM Module:

- (1) SOA's Decision-Making and Communication e-course
(<https://www.soa.org/prof-dev/ecourses/decision-making-comm/>)

Note: For avoidance of confusion, please note that the SOA DMAC e-course is different from the SOA DMAC Module.

- (2) IFoA 's Communications Practice (CP3) Exam
(<https://actuaries.org.uk/qualify/curriculum/communications-practice/>)

Project Paper

For this component, candidates are required to submit a **Project Paper** on their chosen topic (a business problem in Retirement, Insurance [Life, Non-Life, or Social], Pre-Need, or HMO) which shall be written in a manner that avoids jargon and allow non-technical personnel to understand the business problem, considerations and decisions made.

The Business Problem

The business problem chosen by the candidate should satisfy the following requirements:

- A valid business problem that must include an actuarial component that demonstrates the candidate's proficiency in one of the actuarial practice areas (life, health, non-life, pre-need, retirement, social insurance, microinsurance)
- Involve more than two stakeholders, and should be a combination of actuarial and non-actuarial audiences

Project Paper

The project paper should describe the business problem, key stakeholders and decision-makers, considerations made leading up to the final decision.

The candidate is also expected to analyze and critique the decision-making process.

In general, the paper must meet the following requirements:

- Problem Identification – clear, relevant and well-scoped problem with actuarial implications
- Context and Background – should provide sufficient and understandable context to the audience
- Audience – clearly identified stakeholders and decision-makers; communication is catered to the intended audience
- Use of Actuarial Techniques – correct and appropriate actuarial methods used for analysis
- Decision-Making Framework – multiple alternatives considered and justified logically

- Risk Management – risks are acknowledged and discussed
- Business Implications – decisions are clearly ties to business outcomes and strategy
- Communication and organization – paper should be well-structured, and must demonstrate clarity of writing for both technical and non-technical readers
- Professionalism – appropriate tone and formatting for business communications
- Data Visualization – appropriate use of charts / tables to enhance understanding

