

qualified.¹⁶ All vacancies, prior to the expiration of the term, shall be filled for the unexpired term only.

Section 15. Commission Officers - The Commission Officers of the SSS are the Chairperson (who is the highest ranking of the Commission Officers), the Vice-Chairperson who shall concurrently be held by the President and CEO, the Commission Secretary and the Compliance Officer, who must all be Filipino citizens.¹⁷

15.1 CHAIRPERSON OF THE SSC - The Chairperson is considered, for legal purposes, the Head of Agency of the SSS.

The Chairperson shall provide leadership and shall ensure effective functioning of the Commission, including maintaining a relationship of trust with members of the board. He shall ensure a sound decision-making process and, encourage and promote critical discussions and ensure that dissenting views can be expressed and discussed within the decision-making process.¹⁸

The Chairperson's responsibilities may include:

1. Calling meetings to enable the SSC to perform its duties and responsibilities;
2. Approving meeting agenda in consultation with the President and CEO and the Commission Secretary;
3. Exercising control over quality, quantity and timeliness of the flow of information between SSS Management and the SSC; and
4. Assisting in ensuring compliance with the SSC's guidelines on corporate governance.

The responsibilities set out above may pertain only to the Chairperson's role in respect to the Commission proceedings, and shall not be taken as a comprehensive list of all the duties and responsibilities of the Chairperson.¹⁹

15.2. VICE-CHAIRPERSON - In the absence of the Chairperson, the Vice-Chairperson shall preside over meetings of the SSC.²⁰

15.3. COMMISSION SECRETARY²¹ - The Commission Secretary must possess organizational and interpersonal skills, and the legal skills of a Chief Legal Officer. The Commission Secretary shall have the following functions:

1. Assist the Commission in the performance of its policy-making, quasi-judicial and administrative functions;
2. Serve as an adviser to the members of the Commission on their responsibilities and obligations;
3. Keep the minutes of meetings of the Commission and all other committees in books kept for that purpose, and furnish copies thereof to the

¹⁶ Section 17, R.A. No. 10149; Section 14, GCG-MC No. 2012-07.

¹⁷ Section 15, GCG-MC No. 2012-07.

¹⁸ Adopted from BSP Circular No. 749, series of 2012 (Subsection X141.3e.).

¹⁹ Section 15, GCG-MC No. 2012-07.

²⁰ Section 15.2, GCG-MC No. 2012-17

²¹ Section 15.3, GCG-MC No. 2012-17; Section 1, Rule IX, 2016 Rules of Procedure of the Social Security Commission.

- Chairperson, the President and CEO and other members of the Commission, as appropriate;
4. Keep in safe custody the seal of the SSC and affix it to any instrument requiring the same;
 5. Attend to the giving and serving of notices of Commission and committee meetings;
 6. Be fully informed and be part of the scheduling process of other activities of the SSC;
 7. Receive instructions from the Chairperson in preparing an annual schedule, calling of the Commission meetings, preparing the regular agenda for meetings, and notifying the SSC of such agenda at every meeting;
 8. Oversee the adequate flow of information to the SSC prior to meetings; and,
 9. Ensure fulfillment of disclosure requirements to regulatory bodies.

The Commission Secretary shall have such other responsibilities as the SSC may impose upon him/her. The SSC shall have separate and independent access to the Commission Secretary.

The Commission Secretary shall likewise serve as the Commission Clerk with the following powers and duties:

1. to receive all papers authorized or required to be filed with the SSC in connection with any question or controversy raised before it and to stamp the date and hour of the filing thereof;
2. to issue summons and notices to the parties in cases pending with the SSC;
3. to keep such book or books as may be necessary for recording all the proceedings before the SSC and its awards or decisions;
4. to compile for the purpose of publication in a series of volumes to be designated "Reports of the Social Security Commission of the Philippines", such orders, resolutions and decisions of the SSC certified to by the Clerk as being, in the judgment of the SSC, of general public interest;
5. to administer oaths in all matters pending before the SSC; and
6. to perform such other duties as may be assigned to her/him by the SSC from time to time.

15.4. COMPLIANCE OFFICER²² - The SSC shall appoint a Compliance Officer who shall report directly to the Chairperson. In the absence of such office or appointment, the Commission Secretary, who is preferably a lawyer, shall act as Compliance Officer. The Compliance Officer shall perform the following duties:

1. Monitor compliance by the SSS with the requirements under the GOCC Governance Act, the Code of Corporate Governance for the GOCC Sector, rules and regulations of the appropriate Government Agencies and, if any violations are found, report the matter to the SSC and recommend the imposition of appropriate disciplinary action on the responsible parties and the adoption of measures to prevent a repetition of the violation;
2. Appear before the GCG when summoned in relation to compliance with the Code or other compliance issues; and
3. Issue a certification every 30 May of the year on the extent of SSS compliance with the government corporate standards governing GOCCs for the period beginning 01 July of the immediately preceding calendar year and, if there are any deviations, explain the reason for such deviation.

²² Section 15.4, GCG-MC No. 2012-07.