

qualified.<sup>16</sup> 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.<sup>17</sup>

**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.<sup>18</sup>

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.<sup>19</sup>

**15.2. VICE-CHAIRPERSON** - In the absence of the Chairperson, the Vice-Chairperson shall preside over meetings of the SSC.<sup>20</sup>

**15.3. COMMISSION SECRETARY**<sup>21</sup> - 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

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

<sup>17</sup> Section 15, GCG-MC No. 2012-07.

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

<sup>19</sup> Section 15, GCG-MC No. 2012-07.

<sup>20</sup> Section 15.2, GCG-MC No. 2012-17

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