



Republic of the Philippines  
**SOCIAL SECURITY COMMISSION**  
12th Floor, SSS Makati Building  
6782 Ayala Avenue Corner V.A. Rufino St., Makati City  
Tel. Nos. 813-4297; 813-4898; 813-4294 / Fax No. 813-4316

Regular Meeting No. 8  
24 June 2020

### **RESOLUTION NO. 330-s.2020**

RESOLVED, That the Commission approve, as it hereby approves, the issuance of the Advisory on the Guidelines for the Electronic Filing and Service of Petitions, Pleadings, Motions and Other Submission with the Social Security Commission, in (a) view of the restrictions in the movement of people due to the COVID-19 pandemic and (b) pursuant to Supreme Court of the Philippines Administrative Order No. 19-10-20-SC entitled “2019 Proposed Amendments to the 1997 Rules of Procedure” which became effective on 01 May 2020, viz:

#### **ADVISORY**

(as approved under SSC Resolution No. 330 dated 24 June 2020)

#### **ELECTRONIC FILING AND SERVICE IN SOCIAL SECURITY COMMISSION (SSC) CASES**

The following guidelines on electronic filing and service of petitions, pleadings, motions and other submissions to the Social Security Commission (SSC) as an alternative to the regular modes of filing and service under the 2016 Rules of Procedure of the SSC and the Revised Rules of Court are hereby adopted and to be effective immediately:

1. **Manner of Filing.** – The filing of petitions and all other pleadings, motions and submissions with the SSC may be done by electronic mailing (e-mail) at the Commission Clerk at [cc@sss.gov.ph](mailto:cc@sss.gov.ph).

Except for petitions, the contents of which must strictly conform with the requirements of Sections 1, 2, 3 and 4, Rule II of the 2016 Rules of Procedure of the SSC before the same may be docketed, all pleadings, motions and submissions, are deemed to have been filed on the date of e-mail transmission. **Provided**, that in case of petitions compliant with the said rules, the date of e-mail transmission shall likewise be deemed to be the date of filing.

2. **Service by E-mail.** – The service of copies of all pleadings, motions and submissions filed by e-mail may be made by sending an e-mail to the other party or parties and/or their counsel’s e-mail address, if they agree or consent to such mode of service. Otherwise, service shall be made personally or by registered mail. **Provided,** that the parties should signify and inform the SSC at the earliest opportunity of their agreement or consent to such mode of service. **Provided, further,** that a party or his/her counsel who files a petition, pleading, motion or submission by e-mail shall indicate therein his/her e-mail address and is deemed to have authorized the other party/ies and/or their counsel to be served at such e-mail address.
3. **Change of Electronic Mail Address.** – A party who changes his/her e-mail address while the action is pending must promptly file, within five (5) calendar days from such change, a notice of change of e-mail address with the SSC and serve notices thereof on all other parties. Service to a party at his/her given e-mail address on record shall be presumed valid unless such party notifies the SSC and other party/ies and/or counsels of the change in his/her e-mail address as stated.
4. **Format of E-mail Subject and Title of Pleadings and Other Documents.** – The subject of the e-mail must follow the prescribed format: case number, case title and the pleading, order or document title. The title of each electronically-filed or served pleading or other document, and each submission served by e-mail shall contain sufficient information to enable the SSC to ascertain from the title: (a) the party or parties filing or serving the paper, (b) nature of the paper, (c) the party or parties against whom relief, if any, is sought, and (d) the nature of the relief sought.
5. **Completeness of Service.** – Electronic service is complete at the time of the electronic transmission of the document, or when available, at the time that the electronic notification of service of the document is sent. Electronic service is not effective or complete if

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the party serving the document learns that it did not reach the addressee or person to be served.

6. ***Proof of Service.*** – If the service on a party or parties and/or their counsel is made by e-mail, proof of service shall be made by an affidavit of service containing a statement of the date, place and manner of service executed by the person who sent the e-mail, together with a printed proof of transmittal.

Copies of this Resolution shall be furnished the Commission Secretariat Department and the Commission Legal Departments.

The SSS Corporate Communications Department shall cause the immediate publication and posting of the Advisory in the SSS website and other media platforms.

The above is based on the Memorandum of the Senior Vice President, Office of the Commission Secretary and Executive Commission Clerk, dated 16 June 2020.

CERTIFIED BY:



**SANTIAGO D.R. AGDEPPA**  
Commission Secretary/  
Executive Commission Clerk