

BYTESIZE MODULES IN THE SSS ACADEMY

As of March 19, 2024



BYTESIZE
Foundation

Align and Adapt Your Guide to Managing Up

In this module, learn to improve professional relationships with diverse bosses, and observe and match their communication and work style to be able to manage up.

Earn 6 training hours today!

[Learn More](#)



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Foundation

Self-Care Basics: A Way To A More Productive You

Explore the multifaceted nature of self-care and its critical role in maintaining both personal and professional well-being.

Earn 6 training hours today!

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BYTESIZE
Technical

Data Privacy Act of 2012 (R.A. 10173)

Deepen your understanding of data privacy through this module, where you'll learn to distinguish personal data from sensitive information, foster a genuine commitment to data protection, and adeptly apply the principles of the Data Privacy Act, ensuring secure handling, storage, and timely reporting of potential breaches.

Earn 8 training hours today!

[Learn More](#)




BYTESIZE
Technical

Quality Work Improvement Program (QWiP)

This program will guide you in leveraging the New Set of 3 (Skillset, Mindset, Toolset), TIPS pillars (Teamwork, Innovation, Problem-solving), and the 8-Step Work Improvement Model for optimal business performance. This also aims to foster a culture of continuous improvement and innovation within our organization.

Earn 6 training hours today!

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BYTESIZE
Foundation

Code of Conduct and Ethical Standards for Public Officials and Employees (R.A. 6713)

This module which highlights the standards of professional conduct as mandated by law, aims to guide SSS officials and employees in the discharge and execution of their official duties as government employees. This also includes a discussion on the Code of Ethical Standards for SSS Officials and Employees to emphasize the required compliance to RA 6713, other laws and internal office policies and procedures.

Earn 4 training hours today!

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BYTESIZE
Technical Course

Risk Management Process

Risk has always had an implicit role in ISO Standards, but the newer versions gives risk a more prominent role in quality and environmental management standards. ISO 9001:2015 requires companies to apply risk-based thinking to a variety of processes across planning, operations and performance evaluation. Learn all about it now.

Earn 4 training hours today!

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BYTESIZE
Foundation

SSS Strategic Performance Management System (Revised Guidelines)

The Program aims to update participants with the new provisions of the revised SPMS, refresh their knowledge of the process, and equip them with the tools that will help them manage performance in all of its stages.

Earn 4 training hours today!

[Learn More](#)



BYTESIZE
Technical Course

Orientation on ISO 9001:2015 Quality Management

This module provides a comprehensive and detailed explanation about quality management system which is helpful in achieving the goals and objectives of the organization.

- Jr. Member Service Representative, Santiago Branch

Earn 8 training hours today!

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BYTESIZE
Technical Course

Pension Loan Program 101 A Frontliner's Guide

The Bytesize Course on the pension loan program (PLP) provides a user-friendly, quick and easy but comprehensive discussion on the MOP No. 2021-007. The course also features a detailed walk-through of the process, frequently asked questions (FAQs), as well as a reflection on the best practices of a selected division.

Earn 4 training hours today!

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BYTESIZE
Technical Course

Briefer on the Phil ID and its Security Features

The program aims to orient participants with the physical security features of the Phil ID Card, the PhilSys authentication framework as well as the implementing rules on the integration of the PhilID Card as primary document ID in accordance with Republic Act no. 11055 or the PhilSys Act.

Earn 4 training hours today!

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BYTESIZE
Self-help / Attitudinal Course

The Essentials of Personal Financial Management

The learning and development department in partnership with Bangko Sentral ng Pilipinas developed this course to equip you with the basic knowledge of financial education and to help you make wise decision when it comes to your finances.

Earn 8 training hours today!

[Learn More](#)



BYTESIZE
Self-help / Attitudinal Course

Service Quality Fundamentals

The course will provide you with a thorough understanding of the concept of service quality and its requirements and guidelines per the International Social Security (ISSA). It seeks to indicate the principles, approaches and techniques on the service delivery in the context of total customer experience.

Earn 4 training hours today!

[Learn More](#)



BYTESIZE
Technical Course

The Essentials of Communication

The Module is timely and relevant since we are currently working from home and just communicating via online platforms. Communicating effectively will help each one of us to have our goals achieved easily and for us to have a harmonious relationship with each other.

Jr. Analyst, Ropa & Acquired Assets Department

Earn 8 training hours today!

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BYTESIZE
Technical Course

The Basics of Effective Business Writing

"It was simple yet informative. I like it because (there's) no time pressure, I can visit the module anytime at my convenience. Though, I cannot master this course in one go. I've learned a lot."
-Bookkeeper MS 2 Division

Earn 8 training hours today!

[Learn More](#)




BYTESIZE
Self-help / Attitudinal Course

Drug-Free Workplace

"This module makes us aware of the cause and effects of using drugs which makes us realize that it still is an on-going struggle up to this time. This module is a real eye-opener and it does make us realize that a lot still needs to be learned and to be done."
-SSD III, Ormoc Branch

Earn 4 training hours today!

[Learn More](#)



BYTESIZE
Technical Course

Ease of Doing Business & Efficient Service Delivery Act of 2018 (RA 11032)

"The Training is very helpful for the Filipino people to know their rights when transacting business with the government. At the same time, EODB provides public officials and employees the sense of integrity in doing their jobs."
-SSS IV, IT SSD

Earn 4 training hours today!

[Learn More](#)

BYTESIZE MODULE TITLES

- 1 CODE OF ETHICAL STANDARDS FOR PUBLIC OFFICIALS AND EMPLOYEES (R.A. 6713)
- 2 SSS STRATEGIC PERFORMANCE MANAGEMENT SYSTEM (REVISED GUIDELINES)
- 3 RISK MANAGEMENT PROCESS
- 4 ORIENTATION ON ISO 9001:2015 QUALITY MANAGEMENT SYSTEM
- 5 THE ESSENTIALS OF COMMUNICATION
- 6 QUALITY WORK IMPROVEMENT PROGRAM (QWIP)
- 7 THE BASICS OF EFFECTIVE BUSINESS WRITING
- 8 THE ESSENTIALS OF PERSONAL FINANCIAL MANAGEMENT
- 9 PENSION LOAN PROGRAM 101
- 10 DRUG-FREE WORKPLACE
- 11 EASE OF DOING BUSINESS AND EFFICIENT GOVERNMENT SERVICE DELIVERY ACT OF 2018 (RA 11032)
- 12 BRIEFER ON THE PHILID AND ITS SECURITY FEATURES
- 13 SELF-CARE BASICS: A WAY TO MORE PRODUCTIVE YOU
- 14 ALIGN AND ADAPT: YOUR GUIDE TO MANAGING UP
- 15 DATA PRIVACY ACT OF 2012 (R.A. 10173)
- 16 SERVICE QUALITY FUNDAMENTALS