

## LIST OF RANK &amp; FILE PLANTILLA VACANCIES FOR FILLING-UP

| OFFICE   | SECTION  | TEAM           | POSITION                             | LEVEL | MONTHLY SALARY<br>(Hiring Rate-Step 1) | JOB SUMMARY  | VACANCY CODE | PLACE OF ASSIGNMENT |
|--|--|----------------|--------------------------------------|-------|--|--|--------------|---------------------|
| <b>COMMISSION SECRETARY, COMPLIANCE OFFICER AND EXECUTIVE COMMISSION CLERK</b> |  |                |                                      |       |  |  |              |                     |
| COMMISSION SECRETARY, COMPLIANCE OFFICER AND EXECUTIVE COMMISSION CLERK        |  |                | SENIOR ADMINISTRATIVE ASSISTANT      | 4NM   | 22,052.00                              | The Senior Administrative Assistant, Commission Secretary, Compliance Officer and Executive Commission Clerk, provides administrative support to the unit.   | 21DRF0001    | MAKATI CITY         |
| POLICY RESEARCH AND GOVERNANCE DEPARTMENT                                      |  |                | POLICY AND GOVERNANCE SPECIALIST II  | 2M    | 60,673.00                              | The Policy and Governance Specialist II, Policy Research and Governance Department, conducts research for the development/enhancement of corporate and operational policies and programs, legal manuals, templates and operating procedures of Social Security Commission (SSC) and Social Security System (SSS), and for adherence to or compliance with the Governance Commission for GOCCs (GCG)'s issuances and other submission/reportorial requirements.                               | 21DRF0002    | MAKATI CITY         |
| POLICY RESEARCH AND GOVERNANCE DEPARTMENT                                      |  |                | POLICY AND GOVERNANCE SPECIALIST I   | 1M    | 40,869.00                              | The Policy and Governance Specialist I, Policy Research and Governance Department, provides assistance in the development/enhancement of corporate and operational policies, legal manuals, templates and operating procedures of Social Security Commission (SSC) and Social Security System (SSS), and in the conduct of research and preparation of reports relative to Governance Commission for GOCCs (GCG)'s issuances and other submission/reportorial requirements.                  | 21DRF0003    | MAKATI CITY         |
| <b>DEPUTY COMMISSION CLERK</b>   |  |                |                                      |       |  |  |              |                     |
| NATIONAL CAPITAL REGION COMMISSION LEGAL DEPARTMENT                            | CASE PROCESSES AND ENFORCEMENT SECTION                         |                | SENIOR DEPUTY SHERIFF                | 5NM   | 28,841.00                              | The Senior Deputy Sheriff, Case Processes and Enforcement Section, enforces writs of execution and serves other legal processes (i.e., summonses, subpoenas, notices of orders/ resolutions entered, demand letters) issued by the Social Security Commission (SSC).   | 21DRF0004    | MAKATI CITY         |
| <b>OFFICE OF THE PRESIDENT AND CEO</b>   |  |                |                                      |       |  |  |              |                     |
| OFFICE OF THE PRESIDENT AND CEO  | ADMINISTRATIVE STAFF   |                | JUNIOR TECHNICAL ASSISTANT           | 1M    | 40,869.00                              | The Junior Technical Assistant, Administrative Staff, provides technical assistance on matters pertaining to organization's operations and logistics requirements.   | 21DRF0005    | QUEZON CITY         |
| OFFICE OF THE PRESIDENT AND CEO  | ADMINISTRATIVE STAFF   |                | JUNIOR EXECUTIVE ASSISTANT           | 5NM   | 28,841.00                              | The Junior Executive Assistant, Administrative Staff, provides administrative support to the office.   | 21DRF0006    | QUEZON CITY         |
| <b>INTERNAL AUDIT SERVICE GROUP</b>  |  |                |                                      |       |  |  |              |                     |
| <b>INTERNAL AUDIT SERVICE DIVISION II</b>                                      |  |                |                                      |       |  |  |              |                     |
| INFORMATION SYSTEMS AUDIT DEPARTMENT   | SECTION I  |                | JUNIOR AUDITOR                       | 5NM   | 28,841.00                              | The Junior Auditor, Section I/Section II, conducts compliance, management and operations audit of units involved in information technology services based on the approved audit plan.  | 21DRF0007    | QUEZON CITY         |
| <b>MEMBER SERVICES AND SUPPORT GROUP</b>                                       |  |                |                                      |       |  |  |              |                     |
| <b>MEMBER RELATIONS AND SUPPORT DIVISION</b>                                   |  |                |                                      |       |  |  |              |                     |
| MEMBER EDUCATION DEPARTMENT  | SPEAKERS' BUREAU SECTION I (IN-HOUSE)                          |                | SENIOR COMMUNICATIONS ANALYST        | 5NM   | 28,841.00                              | The Senior Communications Analyst, Speakers' Bureau Section I (In-House), plans, designs and conducts in-house information seminars for Social Security System (SSS) members to increase their knowledge and appreciation of SSS programs, policies and procedures.  | 21DRF0008    | QUEZON CITY         |
| MEMBER ELECTRONIC SERVICES DEPARTMENT  | ELECTRONIC SERVICE FACILITY OPERATIONS SUPPORT (ESFOS) SECTION | ESFOS TEAM III | SENIOR MEMBER SERVICE REPRESENTATIVE | 4NM   | 22,052.00                              | The Senior Member Service Representative, ESFOS Team I/II/III, attends to, evaluates and consolidates problems, queries and feedback received from internal and external clients (e.g., Social Security System (SSS) branch personnel, members, employers and other concerned organizational units) on the use of SSS electronic/self-service facilities, and provides them with timely and effective support services and assistance in coordination with appropriate organizational units. | 21DRF0009    | QUEZON CITY         |
| <b>ACCOUNT MANAGEMENT GROUP</b>  |  |                |                                      |       |  |  |              |                     |
| PROFESSIONAL SECTOR DEPARTMENT   | IMPLEMENTATION AND MONITORING SECTION                          |                | CORPORATE EXECUTIVE OFFICER III      | 1M    | 40,869.00                              | The Corporate Executive Officer III, Implementation and Monitoring Section, supervises the section's activities in program delivery, monitoring and evaluation of work processes and implementing guidelines for coverage and collection in the professional sector.   | 21DRF0010    | QUEZON CITY         |

## LIST OF RANK &amp; FILE PLANTILLA VACANCIES FOR FILLING-UP

| OFFICE  | SECTION                                       | TEAM | POSITION                        | LEVEL | MONTHLY SALARY<br>(Hiring Rate-Step 1) | JOB SUMMARY  | VACANCY<br>CODE | PLACE OF<br>ASSIGNMENT |
|---|---|------|---------------------------------|-------|--|--|-----------------|------------------------|
| <b>LARGE ACCOUNTS DIVISION</b>                      |   |      |                                 |       |  |  |                 |                        |
| NCR LARGE ACCOUNTS DEPARTMENT                       | NCR SOUTH SECTION                             |      | CORPORATE EXECUTIVE OFFICER III | 1M    | 40,869.00                              | The Corporate Executive Officer III, NCR South Section, supervises the section's activities in the implementation of coverage and collection strategies to large account employers and employees in the NCR South area.  | 21DRF0011       | MAKATI CITY            |
| VISAYAS AND MINDANAO LARGE ACCOUNTS DEPARTMENT      | VISAYAS SECTION                               |      | CORPORATE EXECUTIVE OFFICER III | 1M    | 40,869.00                              | The Corporate Executive Officer III, Visayas Section, supervises the section's activities in the implementation of coverage and collection strategies to large account employers and employees in the Visayas area.  | 21DRF0012       | LAPU-LAPU CITY         |
| <b>INVESTMENTS SECTOR</b>                           |   |      |                                 |       |  |  |                 |                        |
| INVESTMENTS SECTOR                                  |   |      | CORPORATE EXECUTIVE OFFICER V   | 3M    | 79,128.00                              | Within the guidelines and limits of authority established by policies of the Social Security System (SSS) and relevant government regulations, the Corporate Executive Officer V, Investments Sector, manages the provision of technical and administrative support to the unit.   | 21DRF0013       | QUEZON CITY            |
| <b>INVESTMENTS SUPPORT DIVISION</b>                 |   |      |                                 |       |  |  |                 |                        |
| STRATEGIC DECISION AND TECHNICAL SUPPORT DEPARTMENT | FRONT-OFFICE SUPPORT SECTION                  |      | SENIOR SPECIALIST               | 6NM   | 28,681.00                              | The Senior Specialist, Front-Office Support Section, prepares regular market and investment updates, and provides operations research support and information system/technology support to the Capital Markets Group and Fund Management Group.  | 21DRF0014       | QUEZON CITY            |
| STRATEGIC DECISION AND TECHNICAL SUPPORT DEPARTMENT | MIDDLE-OFFICE AND BACK-OFFICE SUPPORT SECTION |      | SENIOR SPECIALIST               | 6NM   | 28,681.00                              | The Senior Specialist, Middle-Office and Back-Office Support Section, conducts studies and prepares reports on financial market in terms of liquidity, financial transactions, products and institutions relevant to SSS investment portfolio.   | 21DRF0015       | QUEZON CITY            |
| <b>TREASURY DIVISION</b>                            |   |      |                                 |       |  |  |                 |                        |
| SECURITIES SETTLEMENT AND CUSTODY DEPARTMENT        | FIXED INCOME SECURITIES SETTLEMENT SECTION    |      | SENIOR SPECIALIST               | 6NM   | 28,681.00                              | The Senior Specialist, Fixed Income Securities Settlement Section, reviews and authorizes the System's transactions relative to the processing and securities settlement of investments in fixed income instruments.   | 21DRF0016       | QUEZON CITY            |
| LIQUIDITY MANAGEMENT AND BANK DEPOSITS DEPARTMENT   | LIQUIDITY MANAGEMENT SECTION                  |      | CORPORATE EXECUTIVE OFFICER IV  | 2M    | 60,673.00                              | The Corporate Executive Officer IV, Liquidity Management Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the System's funding requirements.  | 21DRF0017       | QUEZON CITY            |
| <b>FUND MANAGEMENT GROUP</b>                        |   |      |                                 |       |  |  |                 |                        |
| FUND MANAGEMENT GROUP                               |   |      | PORTFOLIO MANAGER               | 3M    | 79,128.00                              | The Portfolio Manager, Fund Management Group, manages the investment portfolio of assigned fund (i.e., SS Fund, State Insurance Fund (EC), Employees Defined Contribution Fund (Provident), Members Defined Contribution Fund (Flexi and PESO) and Mortgagors' Insurance Account (MIA)) to achieve established objectives of the Group.  | 21DRF0018       | QUEZON CITY            |
| <b>CAPITAL MARKETS GROUP</b>                        |   |      |                                 |       |  |  |                 |                        |
| <b>EQUITIES INVESTMENTS DIVISION</b>                |   |      |                                 |       |  |  |                 |                        |
| EQUITIES INVESTMENTS DIVISION                       |   |      | TRADER III                      | 2M    | 60,673.00                              | The Trader III, Equities Investments Division, evaluates research information provided by in-house research/accredited brokers, and performs/confirms, in accordance with the limits established for a Trader III, trading transactions (i.e., buy and sell of stocks) to generate funds and to ensure profitability of stock portfolio. | 21DRF0019       | QUEZON CITY            |
| EQUITIES INVESTMENTS DIVISION                       |   |      | SENIOR ANALYST                  | 4NM   | 22,052.00                              | The Senior Analyst, Equities Investments Division, prepares fundamental analysis reports and studies on the lower two (2) quartiles in terms of market capitalization of the System's investments in stocks as well as stocks of consideration by the System.  | 21DRF0020       | QUEZON CITY            |
| <b>FIXED INCOME INVESTMENTS DIVISION</b>            |   |      |                                 |       |  |  |                 |                        |
| FIXED INCOME INVESTMENTS DIVISION                   |   |      | JUNIOR TECHNICAL ASSISTANT      | 1M    | 40,869.00                              | The Junior Technical Assistant, Fixed Income Investments Division, provides technical support and coordinates the activities of the unit.  | 21DRF0021       | QUEZON CITY            |

## LIST OF RANK &amp; FILE PLANTILLA VACANCIES FOR FILLING-UP

| OFFICE  | SECTION  | TEAM  | POSITION                        | LEVEL | MONTHLY SALARY<br>(Hiring Rate-Step 1) | JOB SUMMARY  | VACANCY<br>CODE | PLACE OF<br>ASSIGNMENT |
|---|--|---|---------------------------------|-------|--|--|-----------------|------------------------|
| <b>ALTERNATIVE INVESTMENTS DIVISION</b>           |  |   |                                 |       |  |  |                 |                        |
| ALTERNATIVE INVESTMENTS DIVISION                  |  |   | SENIOR SPECIALIST               | 6NM   | 28,681.00                              | The Senior Specialist, Alternative Investments Division, prepares fundamental analysis reports and studies on collective investment schemes (e.g., Exchange-Traded Funds, Mutual Funds, Unit Investment Trust Fund) and other alternative investments (e.g., Real Investment Trust Funds, commodities, private equities, hedge funds, infrastructure funds, distressed securities), and evaluates alternative investment proposals (e.g., collective/seggregated funds).   | 21DRF0022       | QUEZON CITY            |
| ALTERNATIVE INVESTMENTS DIVISION                  |  |   | JUNIOR SPECIALIST               | 5NM   | 28,841.00                              | The Junior Specialist, Alternative Investments Division, prepares technical analysis reports and studies on collective investment schemes (e.g., Exchange-Traded Funds, Mutual Funds, Unit Investment Trust Fund) and other alternative investments (e.g., Real Investment Trust Funds, commodities, private equities, hedge funds, infrastructure funds, distressed securities).  | 21DRF0023       | QUEZON CITY            |
| <b>LENDING AND ASSET MANAGEMENT GROUP</b>         |  |   |                                 |       |  |  |                 |                        |
| LENDING AND ASSET MANAGEMENT GROUP                |  |   | SENIOR EXECUTIVE ASSISTANT      | 6NM   | 28,681.00                              | The Senior Executive Assistant, Lending and Asset Management Group, provides technical and administrative support to the group.  | 21DRF0024       | QUEZON CITY            |
| BUSINESS AND DEVELOPMENT LOANS DEPARTMENT         | BUSINESS LOANS MANAGEMENT SECTION                                  |   | SENIOR SPECIALIST               | 6NM   | 28,681.00                              | The Senior Specialist, Business Loans Management Section, develops and enhances program policies, strategies and process innovations on business development loan facility and other related loan facilities, and evaluates loan proposals (more than Php20.0 million) of member-employer borrowers on business development loan facility and other related loan facilities thru Participating Financial Institutions (PFIs), and recommends remedial measures on problem loan accounts.   | 21DRF0025       | QUEZON CITY            |
| BUSINESS AND DEVELOPMENT LOANS DEPARTMENT         | SOCIAL AND DEVELOPMENT LOANS MANAGEMENT SECTION                    |   | SENIOR SPECIALIST               | 6NM   | 28,681.00                              | The Senior Specialist, Social and Development Loans Management Section, develops and enhances program policies, strategies and process innovations on business development loan facility and other related loan facilities, and evaluates loan proposals (more than Php20.0 million) of member-employer borrowers on social development loan facility and other related loan facilities thru Participating Financial Institutions (PFIs), and recommends remedial measures on problem loan accounts.   | 21DRF0026       | QUEZON CITY            |
| MEMBER LOANS DEPARTMENT                           | HOUSING LOAN MANAGEMENT SECTION                                    | EVALUATION AND PROCESSING TEAM                  | JUNIOR SPECIALIST               | 5NM   | 28,841.00                              | The Junior Specialist, Evaluation and Processing Team, Housing Loan Management Section, develops and enhances policies and guidelines on various housing loan programs, and formulates marketing strategies or innovations.  | 21DRF0027       | QUEZON CITY            |
| <b>ASSET MANAGEMENT DIVISION</b>                  |  |   |                                 |       |  |  |                 |                        |
| INVESTMENT PROPERTY DEPARTMENT                    | ACQUISITION AND MARKETING SECTION                                  | ACQUISITION AND MARKETING TEAM I                | SOCIAL SECURITY OFFICER V       | 1M    | 40,869.00                              | The Social Security Officer V, Acquisition and Marketing Team I/II, Acquisition and Marketing Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the acquisition, development, marketing, disposal and leasing of investment properties.   | 21DRF0028       | QUEZON CITY            |
| ROPA AND ACQUIRED ASSETS DEPARTMENT               | BILLING AND COLLECTION, CONTRACT MANAGEMENT AND MONITORING SECTION |   | SENIOR SPECIALIST               | 6NM   | 28,681.00                              | The Senior Specialist, Billing and Collection, Contract Management and Monitoring Section, prepares consolidated financial reports on Real and Other Properties Acquired (ROPA) and acquired asset properties, and prepares, monitors and controls budget and accruals on payment of dues, assessment and other related expenses on billing and collection, contract management and monitoring of ROPA and acquired asset properties.  | 21DRF0029       | QUEZON CITY            |
| HOUSING AND ACQUIRED ASSETS MANAGEMENT DEPARTMENT | NCR HOUSING ACQUIRED ASSETS MANAGEMENT SECTION (HAAMS)             | NCR EAST - LOANS, FORECLOSURE AND DISPOSAL TEAM | SOCIAL SECURITY OFFICER IV      | 6NM   | 28,681.00                              | The Social Security Officer IV, NCR East – Loans, Foreclosure and Disposal Team, NCR Housing Acquired Assets Management Section (HAAMS), supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the foreclosure, registration, consolidation, marketing and disposal, and loans management of all housing acquired asset properties and housing loan accounts maintained by the unit.   | 21DRF0030       | QUEZON CITY            |
| HOUSING AND ACQUIRED ASSETS MANAGEMENT DEPARTMENT | MINDANAO HAAMS   | DAVAO TEAM I - LOANS MANAGEMENT                 | SOCIAL SECURITY OFFICER III     | 5NM   | 28,841.00                              | The Social Security Officer III, Davao Team I – Loans Management, Mindanao HAAMS, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the monitoring and maintenance of loan repayments on direct housing loan and acquired asset accounts.  | 21DRF0031       | DAVAO CITY             |
| HOUSING AND ACQUIRED ASSETS MANAGEMENT DEPARTMENT | MINDANAO HAAMS   | DAVAO TEAM II - FORECLOSURE AND DISPOSAL        | SOCIAL SECURITY OFFICER IV      | 6NM   | 28,681.00                              | The Social Security Officer IV, Davao Team II – Foreclosure and Disposal, Mindanao HAAMS, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the foreclosure, registration, consolidation, conduct of appraisal, marketing and disposal of all housing acquired asset properties and housing loan accounts maintained by the unit.  | 21DRF0032       | DAVAO CITY             |
| VALUATION SERVICES DEPARTMENT                     | IP/ROPA SECTION  |   | CORPORATE EXECUTIVE OFFICER III | 1M    | 40,869.00                              | The Corporate Executive Officer III, IP/ROPA Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the conduct of appraisal on various real estate properties including SSS properties used in operations such as vehicles, machinery and equipment, preparation of appraisal reports and construction progress appraisal reports (CPAR), and development/updating/enhancement of standards for appraisal of various real estate properties. | 21DRF0033       | QUEZON CITY            |

## LIST OF RANK &amp; FILE PLANTILLA VACANCIES FOR FILLING-UP

| OFFICE   | SECTION  | TEAM                               | POSITION                      | LEVEL | MONTHLY SALARY<br>(Hiring Rate-Step 1) | JOB SUMMARY   | VACANCY<br>CODE | PLACE OF<br>ASSIGNMENT |
|--|--|------------------------------------|-------------------------------|-------|--|---|-----------------|------------------------|
| <b>CORPORATE SERVICES SECTOR</b>                         |  |                                    |                               |       |  |   |                 |                        |
| <b>CONTROLLERSHIP GROUP</b>                              |  |                                    |                               |       |  |   |                 |                        |
| <b>FINANCIAL AND BUDGET DIVISION</b>                     |  |                                    |                               |       |  |   |                 |                        |
| GENERAL ACCOUNTING DEPARTMENT                            | OPERATIONAL FUND SECTION II                      | CENTRALIZED MOOE TEAM              | BOOKKEEPER                    | 3NM   | 18,622.00                              | The Bookkeeper, Processing Team I, Operational Fund Section I, evaluates, processes and journalizes simple financial transactions on janitorial, security, telephone, light and water, postage, hospitalization, rice grant, freight, rentals, photocopying, meals, Job Order (JO) and Service Bureau (SB) personnel under centralized Maintenance and Other Operating Expenses (MOOE).   | 21DRF0034       | QUEZON CITY            |
| GENERAL ACCOUNTING DEPARTMENT                            | GENERAL ACCOUNTS SECTION                         | DATA CONSOLIDATION AND REPORT TEAM | ACCOUNTANT                    | 4NM   | 22,052.00                              | The Accountant, Data Consolidation and Report Team, General Accounts Section, prepares, consolidates and analyzes various financial reports for Social Security System (SSS), Employees' Compensation (EC) fund, Mortgagor's Insurance Account (MIA), Flexi-fund, and Personal Equity Savings Option (PESO) fund accounts.  | 21DRF0035       | QUEZON CITY            |
| GENERAL ACCOUNTING DEPARTMENT                            | GENERAL ACCOUNTS SECTION                         | DATA CONSOLIDATION AND REPORT TEAM | ACCOUNTANT                    | 4NM   | 22,052.00                              | The Accountant, Data Consolidation and Report Team, General Accounts Section, prepares, consolidates and analyzes various financial reports for Social Security System (SSS), Employees' Compensation (EC) fund, Mortgagor's Insurance Account (MIA), Flexi-fund, and Personal Equity Savings Option (PESO) fund accounts.  | 21DRF0036       | QUEZON CITY            |
| <b>OPERATIONS ACCOUNTING DIVISION</b>                    |  |                                    |                               |       |  |   |                 |                        |
| INVESTMENTS ACCOUNTING DEPARTMENT                        | SECURITIES AND COMMERCIAL LOANS SECTION          | SECURITIES AND OTHER EQUITIES TEAM | SENIOR ANALYST                | 4NM   | 22,052.00                              | The Senior Analyst, Securities and Other Equities Team, Securities and Commercial Loans Section, analyzes, maintains and reconciles financial transactions and information on securities and other equities accounts in subsidiary ledger against general ledger from other organizational unit.  | 21DRF0037       | QUEZON CITY            |
| INVESTMENTS ACCOUNTING DEPARTMENT                        | SECURITIES AND COMMERCIAL LOANS SECTION          | SECURITIES AND OTHER EQUITIES TEAM | SENIOR ANALYST                | 4NM   | 22,052.00                              | The Senior Analyst, Securities and Other Equities Team, Securities and Commercial Loans Section, analyzes, maintains and reconciles financial transactions and information on securities and other equities accounts in subsidiary ledger against general ledger from other organizational unit.  | 21DRF0038       | QUEZON CITY            |
| COLLECTION DATA PROCESSING AND RECONCILIATION DEPARTMENT | DATA PREPARATION AND RECORDS MAINTENANCE SECTION |                                    | CORPORATE EXECUTIVE OFFICER I | 5NM   | 25,253.00                              | The Corporate Executive Officer I, Data Preparation and Records Maintenance Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the receiving, screening, batching and sorting of collection documents (e.g., Special Bank Receipts (SBR), Payment Return Form (PRF), Summary of Bank Collections (SBC), Bank Abstract of Daily Collections (BADC)), verification of collection data, assigning and updating of bank and bank branch code in the bank library, and safekeeping and maintenance of validated payment forms and other collection documents in Bagbag Warehouse. | 21DRF0039       | QUEZON CITY            |
| <b>ADMINISTRATION GROUP</b>                              |  |                                    |                               |       |  |   |                 |                        |
| <b>GENERAL SERVICES DIVISION</b>                         |  |                                    |                               |       |  |   |                 |                        |
| OFFICE SERVICES DEPARTMENT                               |  |                                    | JUNIOR EXECUTIVE ASSISTANT    | 5NM   | 28,841.00                              | The Junior Executive Assistant, Office Services Department, provides administrative support to the unit.  | 21DRF0040       | QUEZON CITY            |
| ENGINEERING AND FACILITIES MANAGEMENT DEPARTMENT         | ENGINEERING SECTION                              | ELECTRO-MECHANICAL TEAM            | SENIOR ENGINEER               | 6NM   | 28,681.00                              | The Senior Engineer, Electro-Mechanical Team, Engineering Section, prepares electrical/mechanical plans and designs for the installation, repair or improvement of electrical/mechanical facilities and equipment.  | 21DRF0041       | QUEZON CITY            |
| ENGINEERING AND FACILITIES MANAGEMENT DEPARTMENT         | ENGINEERING SECTION                              | ELECTRO-MECHANICAL TEAM            | SENIOR ENGINEER               | 6NM   | 28,681.00                              | The Senior Engineer, Electro-Mechanical Team, Engineering Section, prepares electrical/mechanical plans and designs for the installation, repair or improvement of electrical/mechanical facilities and equipment.  | 21DRF0042       | QUEZON CITY            |
| <b>HUMAN RESOURCE MANAGEMENT GROUP</b>                   |  |                                    |                               |       |  |   |                 |                        |
| ORGANIZATIONAL PLANNING AND STAFFING DEPARTMENT          | ORGANIZATIONAL PLANNING SECTION                  | TEAM II                            | SENIOR HUMAN RESOURCE ANALYST | 4NM   | 22,052.00                              | The Senior Human Resource Analyst, Team I/II, Organizational Planning Section, conducts researches and studies, keeps abreast of internal and external developments and issuances, and comes up with informed proposals/recommendations on matters relevant to the unit's work assignments to ensure conformity with organizational changes and requirements.   | 21DRF0043       | QUEZON CITY            |

## LIST OF RANK &amp; FILE PLANTILLA VACANCIES FOR FILLING-UP

| OFFICE   | SECTION                                       | TEAM  | POSITION                      | LEVEL | MONTHLY SALARY<br>(Hiring Rate-Step 1) | JOB SUMMARY  | VACANCY CODE | PLACE OF ASSIGNMENT |
|--|---|---|-------------------------------|-------|--|--|--------------|---------------------|
| ORGANIZATIONAL PLANNING AND STAFFING DEPARTMENT          | STAFFING SECTION                              | RECRUITMENT AND APPOINTMENT TEAM                        | SENIOR HUMAN RESOURCE ANALYST | 4NM   | 22,052.00                              | The Senior Human Resource Analyst, Recruitment and Appointments Team, Staffing Section, determines qualifications of applicants through interview, looks for prospective applicants from the pool of candidates, and coordinates with concerned units for the preparation and dissemination of documents relative to the unit's function.  | 21DRF0044    | QUEZON CITY         |
| ORGANIZATIONAL PLANNING AND STAFFING DEPARTMENT          | STAFFING SECTION                              | PROMOTIONS AND OTHER PERSONNEL ACTIONS PROCESSING TEAM  | HUMAN RESOURCE SPECIALIST     | 5NM   | 28,841.00                              | The Human Resource Specialist, Promotion and Other Personnel Actions Processing Team, Staffing Section; evaluates qualifications to executive managerial positions; studies and recommends enhancements to Qualification Standards (QS) and in the provisions of the SSS Merit Selection Plan; and acts as resource speaker on matters relative to the unit's functions.   | 21DRF0045    | QUEZON CITY         |
| ORGANIZATIONAL PLANNING AND STAFFING DEPARTMENT          | STAFFING SECTION                              | PROMOTIONS AND OTHER PERSONNEL ACTIONS PROCESSING TEAM  | SENIOR HUMAN RESOURCE ANALYST | 4NM   | 22,052.00                              | The Senior Human Resource Analyst, Promotion and Other Personnel Actions Processing Team, Staffing Section; evaluates rank and file applications for promotion and requests for designation, additional work assignment and reassignment; prepares master list of all applications based on transmittal list forwarded to the unit; performs secretariat functions for HRMPSB deliberation sessions; and prepares memoranda, reports and presentation materials relevant to the functions of the unit.   | 21DRF0046    | QUEZON CITY         |
| <b>HUMAN RESOURCE SERVICES DIVISION</b>                  |   |   |                               |       |  |  |              |                     |
| EMPLOYEE SERVICES DEPARTMENT                             |   |   | JUNIOR EXECUTIVE ASSISTANT    | 5NM   | 28,841.00                              | The Junior Executive Assistant, Employee Services Department, provides administrative support to the unit.   | 21DRF0047    | QUEZON CITY         |
| EMPLOYEE SERVICES DEPARTMENT                             | PROVIDENT FUND SECTION                        | FINANCIAL ACCOUNTING TEAM                               | JUNIOR SPECIALIST             | 5NM   | 28,841.00                              | The Junior Specialist, Financial Accounting Team, Provident Fund Section, prepares and analyzes comparative financial and investment reports against targets, and other statistical reports required by management and other departments/units.  | 21DRF0048    | QUEZON CITY         |
| LEARNING AND DEVELOPMENT DEPARTMENT                      |   | SCHOLARSHIP AND PROFESSIONAL/CONTINUING EDUCATION TEAM  | SOCIAL SECURITY OFFICER III   | 5NM   | 28,841.00                              | The Social Security Officer III, Scholarship and Professional/Continuing Education Team, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the participation of the System's employees to external learning and development programs such as foreign and local scholarships, training programs, conferences and professional and continuing education programs.  | 21DRF0049    | QUEZON CITY         |
| LEARNING AND DEVELOPMENT DEPARTMENT                      | PROGRAM DEVELOPMENT SECTION                   | PROGRAM DEVELOPMENT TEAM I                              | SENIOR HUMAN RESOURCE ANALYST | 4NM   | 22,052.00                              | The Senior Human Resource Analyst, Program Development Team I, Program Development Section, conceptualizes, develops or enhances learning and development program modules and designs for managers and supervisors based on researches, studies, benchmarks, developments and issuances on the System's core processes, and information gathered from internal consultations and discussions with training consultants, recommends learning and development interventions to address identified performance and competency gaps, conducts learning or knowledge transfer sessions for concerned training staff on new and enhanced learning and development modules and designs, and conducts activities relevant to training needs assessment of rank and file employees. | 21DRF0050    | QUEZON CITY         |
| LEARNING AND DEVELOPMENT DEPARTMENT                      | PROGRAM IMPLEMENTATION SECTION I (OPERATIONS) | PROGRAM IMPLEMENTATION TEAM I                           | SENIOR HUMAN RESOURCE ANALYST | 4NM   | 22,052.00                              | The Senior Human Resource Analyst, Program Implementation Team I, Program Implementation Section I (Operations), handles activities relevant to the conduct of simple and complex learning and development programs for managers and supervisors which are relevant to operations services, acts as training facilitator and resource speaker on simple and complex topics, conducts internal consulting with concerned employees, service providers and consultants on enhancement of program modules and designs, and prepares program implementation reports to management.   | 21DRF0051    | QUEZON CITY         |
| PERFORMANCE MANAGEMENT AND EMPLOYEE RELATIONS DEPARTMENT | PERFORMANCE MANAGEMENT SECTION                | PERFORMANCE MEASURES AND STANDARDS TEAM                 | HUMAN RESOURCE SPECIALIST     | 5NM   | 28,841.00                              | The Human Resource Specialist, Performance Measures and Standards Team, Performance Management Section, develops/revises procedures, guidelines, and implementing rules and regulations; monitors/studies internal and external sources for updates and takes necessary action, attends meetings with CSC and other concerned agencies to clarify issues/concerns, and provides information for queries on matters relative to performance measures and standards.   | 21DRF0052    | QUEZON CITY         |
| PERFORMANCE MANAGEMENT AND EMPLOYEE RELATIONS DEPARTMENT | INCENTIVES AND REWARDS MANAGEMENT SECTION     |   | HUMAN RESOURCE SPECIALIST     | 5NM   | 28,841.00                              | The Human Resource Specialist, Incentives and Rewards Management Section, monitors and studies internal and external issuances and developments, conceptualizes and develops policies and guidelines/implementing rules and regulations, prepares documents for the implementation of approved incentives and rewards and distributes to concerned units, facilitates programs/projects/activities under the SSS Program on Awards and Incentives for Service Excellence (PRAISE), coordinates with concerned units on matters relative to work assignments, facilitates focus group discussions and identifies and responds to queries/cases involving interpretation of policies and guidelines/implementing rules and regulations.                                      | 21DRF0053    | QUEZON CITY         |
| <b>INFORMATION TECHNOLOGY MANAGEMENT GROUP</b>           |   |   |                               |       |  |  |              |                     |
| <b>IT OPERATIONS DIVISION</b>                            |   |   |                               |       |  |  |              |                     |
| DATA CENTER OPERATIONS DEPARTMENT                        | COMPUTER PROCESSING SECTION                   | PRODUCTION SYSTEMS TEAM I (SHIFT 1 - 7:00 AM - 3:30 PM) | SENIOR COMPUTER OPERATOR      | 4NM   | 22,052.00                              | The Senior Computer Operator, Production Systems Team I (Shift 1 – 7:00 AM – 3:30 PM), Computer Processing Section, executes scheduled jobs for Loans, Benefits and Contributions Posting application systems according to runsheet, analyzes hardware/application problems such as operational discrepancies, job aborts and network issues and provides first level resolution, operates the backup files for processed jobs, and reports all unresolved problems encountered during operations.   | 21DRF0054    | QUEZON CITY         |

## LIST OF RANK &amp; FILE PLANTILLA VACANCIES FOR FILLING-UP

| OFFICE  | SECTION   | TEAM  | POSITION                        | LEVEL | MONTHLY SALARY<br>(Hiring Rate-Step 1) | JOB SUMMARY  | VACANCY CODE | PLACE OF ASSIGNMENT |
|---|---|---|---------------------------------|-------|--|--|--------------|---------------------|
| DATA CENTER OPERATIONS DEPARTMENT                     | COMPUTER PROCESSING SECTION                         | PRODUCTION SYSTEMS TEAM II (SHIFT 2 - 3:00 PM - 11:30 PM) | SENIOR COMPUTER OPERATOR        | 4NM   | 22,052.00                              | The Senior Computer Operator, Production Systems Team II (Shift 2 – 3:00 PM – 11:30 PM), Computer Processing Section, executes scheduled jobs for Loans, Benefits and Contributions Posting application systems according to runsheet, analyzes hardware/application problems such as operational discrepancies, job aborts and network issues and provides first level resolution, operates the backup files for processed jobs, and reports all unresolved problems encountered during operations.   | 21DRF0055    | QUEZON CITY         |
| DATA CENTER OPERATIONS DEPARTMENT                     | COMPUTER PROCESSING SECTION                         | PRODUCTION SYSTEMS TEAM II (SHIFT 2 - 3:00 PM - 11:30 PM) | SENIOR COMPUTER OPERATOR        | 4NM   | 22,052.00                              | The Senior Computer Operator, Production Systems Team II (Shift 2 – 3:00 PM – 11:30 PM), Computer Processing Section, executes scheduled jobs for Loans, Benefits and Contributions Posting application systems according to runsheet, analyzes hardware/application problems such as operational discrepancies, job aborts and network issues and provides first level resolution, operates the backup files for processed jobs, and reports all unresolved problems encountered during operations.   | 21DRF0056    | QUEZON CITY         |
| <b>IT SOLUTIONS DIVISION</b>                          |   |   |                                 |       |  |  |              |                     |
| INFORMATION SYSTEMS DEPARTMENT III                    |   |   | JUNIOR EXECUTIVE ASSISTANT      | 5NM   | 28,841.00                              | The Junior Executive Assistant, Information Systems Department III, provides administrative support to the unit.   | 21DRF0057    | QUEZON CITY         |
| INFORMATION SYSTEMS DEPARTMENT III                    | FINANCIAL ACCOUNTING AND BUDGET SECTION             |   | SENIOR SPECIALIST               | 6NM   | 28,681.00                              | The Senior Specialist, Financial Accounting and Budget Section, supervises the project team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the development, maintenance and monitoring of computer application systems which support the delivery of application systems for financial accounting and budget for the duration of the assigned project.  | 21DRF0058    | QUEZON CITY         |
| INFORMATION SYSTEMS DEPARTMENT III                    | PROGRAMMING STAFF                                   |   | JUNIOR SPECIALIST               | 5NM   | 28,841.00                              | The Junior Specialist, Programming Staff, develops, documents and maintains application systems assigned by the project team head.   | 21DRF0059    | QUEZON CITY         |
| INFORMATION SYSTEMS DEPARTMENT IV                     |   |   | JUNIOR EXECUTIVE ASSISTANT      | 5NM   | 28,841.00                              | The Junior Executive Assistant, Information Systems Department IV, provides administrative support to the unit.  | 21DRF0060    | QUEZON CITY         |
| INFORMATION SYSTEMS DEPARTMENT IV                     | ADMINISTRATION AND GENERAL SERVICES SYSTEMS SECTION |   | CORPORATE EXECUTIVE OFFICER III | 1M    | 40,869.00                              | The Corporate Executive Officer III, Administration and General Services Systems Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the development, maintenance and monitoring of computer application systems for administration and general services, including medical services and other user-driven applications which support the delivery of services to SSS employees and departments.   | 21DRF0061    | QUEZON CITY         |
| <b>LEGAL AND ENFORCEMENT GROUP</b>                    |   |   |                                 |       |  |  |              |                     |
| LEGAL AND ENFORCEMENT GROUP                           |   |   | JUNIOR TECHNICAL ASSISTANT      | 1M    | 40,869.00                              | The Junior Technical Assistant, Legal and Enforcement Group, supervises the activities of the administrative staff in the unit and provides technical support to the head of group.  | 21DRF0062    | QUEZON CITY         |
| <b>CORPORATE LEGAL SERVICES DIVISION</b>              |   |   |                                 |       |  |  |              |                     |
| LEGISLATIVE AFFAIRS DEPARTMENT                        |   |   | ATTORNEY II                     | 1M    | 40,869.00                              | The Attorney II, Legislative Affairs Department, drafts amendatory and/or non-amendatory bill to the Social Security (SS) Law, reviews simple bills including resolutions and executive agreements/issuances/orders referred by other government agencies and/or Houses of Congress of the Philippines which may affect the organization, and establishes and maintains Social Security System's (SSS) relations and linkages with the official legislative liaison system of the Philippines and other key stakeholders for the advancement of SSS' legislative agenda.             | 21DRF0063    | QUEZON CITY         |
| LEGISLATIVE AFFAIRS DEPARTMENT                        |   |   | JUNIOR COMMUNICATIONS ANALYST   | 4NM   | 22,052.00                              | The Junior Communications Analyst, Legislative Affairs Department, facilitates and provides assistance in the conduct of sponsorship presentations and forums relative to the advancement of Social Security System's (SSS) legislative agenda.  | 21DRF0064    | QUEZON CITY         |
| GOVERNANCE AND ADMINISTRATIVE ADJUDICATION DEPARTMENT |   |   | ATTORNEY II                     | 1M    | 40,869.00                              | The Attorney II, Governance and Administrative Adjudication Department, acts as prosecutor on hearings, handles administrative cases filed against Social Security System (SSS) employees concerning violations of good governance laws and rules (e.g., GOCC Governance Act of 2011, Civil Service Law and Rules), recommends appropriate resolutions including preparation of necessary legal documents (e.g., formal charge/notice of charge, pleadings), and represents the SSS before the courts, quasi-judicial agencies and other tribunals relative to administrative cases. | 21DRF0065    | QUEZON CITY         |
| OPINION AND RESEARCH DEPARTMENT                       |   |   | ATTORNEY III                    | 2M    | 60,673.00                              | The Attorney III, Opinion and Research Department, provides legal opinion and recommendations on complex and novel corporate matters (e.g., investment, accounting, budget, finance and taxation, human resource, information technology, procurement) referred by management and other organizational units including official issuances and/or management actions/decisions to ensure its accordance with laws, jurisprudence, rules and regulations, and to resolve any internal/external legal, corporate and regulatory issues.   | 21DRF0066    | QUEZON CITY         |

## LIST OF RANK &amp; FILE PLANTILLA VACANCIES FOR FILLING-UP

| OFFICE                                      | SECTION                                      | TEAM | POSITION                    | LEVEL | MONTHLY SALARY<br>(Hiring Rate-Step 1) | JOB SUMMARY  | VACANCY CODE | PLACE OF ASSIGNMENT |
|---|--|------|-----------------------------|-------|--|--|--------------|---------------------|
| OPINION AND RESEARCH DEPARTMENT             |  |      | ATTORNEY II                 | 1M    | 40,869.00                              | The Attorney II, Opinion and Research Department, provides legal opinion and recommendations on simple corporate matters (e.g., investment, accounting, budget, finance and taxation, human resource, information technology, procurement) referred by management and other organizational units including official issuances and/or management actions/decisions to ensure its accordance with laws, jurisprudence, rules and regulations, and to resolve any internal/external legal, corporate and regulatory issues. | 21DRF0067    | QUEZON CITY         |
| LITIGATION DEPARTMENT                       |  |      | ATTORNEY III                | 2M    | 60,673.00                              | The Attorney III, Litigation Department, plans, develops and organizes general case theory and strategies, and handles civil cases (with pecuniary statement of ₱300M and above), criminal/fraudulent cases, Philippines Deposit Insurance Corporation (PDIC) cases, Employees Compensation (EC) cases and other special cases filed by or against the Social Security System (SSS) for appropriate legal action.  | 21DRF0068    | QUEZON CITY         |
| LITIGATION DEPARTMENT                       |  |      | LEGAL RESEARCHER            | 5NM   | 28,841.00                              | The Legal Researcher, Litigation Department, conducts legal research and provides assistance in the preparation of pleadings, position statements and other legal documents pertaining to civil cases, criminal/fraudulent cases, Philippines Deposit Insurance Corporation (PDIC) cases, Employees Compensation (EC) cases and other special cases filed by or against the Social Security System (SSS).  | 21DRF0069    | QUEZON CITY         |
| SPECIAL INVESTIGATION DEPARTMENT            | FRAUD LABORATORY SECTION                     |      | FINGERPRINT SPECIALIST      | 3NM   | 18,622.00                              | The Fingerprint Specialist, Fraud Laboratory Section, examines and validates fingerprints of Social Security System (SSS) members with rejected Unified Multi-purpose Identification (UMID) enrollment records identified and referred by Identity Management Department including cases referred by other organizational units, and prepares examination reports and conclusive opinions relative to identity-related and fraudulent cases.   | 21DRF0070    | QUEZON CITY         |
| SPECIAL INVESTIGATION DEPARTMENT            | FRAUD LABORATORY SECTION                     |      | FINGERPRINT SPECIALIST      | 3NM   | 18,622.00                              | The Fingerprint Specialist, Fraud Laboratory Section, examines and validates fingerprints of Social Security System (SSS) members with rejected Unified Multi-purpose Identification (UMID) enrollment records identified and referred by Identity Management Department including cases referred by other organizational units, and prepares examination reports and conclusive opinions relative to identity-related and fraudulent cases.   | 21DRF0071    | QUEZON CITY         |
| SPECIAL INVESTIGATION DEPARTMENT            | INVESTIGATION AND RESEARCH SECTION           |      | SENIOR INVESTIGATOR         | 4NM   | 22,052.00                              | The Senior Investigator, Investigation and Research Section, develops investigation plan and strategies, conducts investigations on novel and complex cases of fraud, illegal acts/transactions and violations of the Social Security (SS) Law and other cases for investigation referred by other organizational units excluding cases referred by Identity Management Department, and provides recommendations on control measures and policy/process improvements relative to fraud prevention and control.           | 21DRF0072    | QUEZON CITY         |
| SPECIAL INVESTIGATION DEPARTMENT            | INVESTIGATION AND RESEARCH SECTION           |      | JUNIOR INVESTIGATOR         | 3NM   | 18,622.00                              | The Junior Investigator, Investigation and Research Section, conducts investigations on simple cases of fraud, illegal acts/transactions and violations of the Social Security (SS) Law and other cases for investigation referred by other organizational units excluding cases referred by Identity Management Department, and provides inputs in the preparation of recommendation on control measures and policy/process improvements relative to fraud prevention and control.                                      | 21DRF0073    | QUEZON CITY         |
| <b>OPERATIONS LEGAL SERVICES DIVISION I</b> |  |      |                             |       |  |  |              |                     |
| LUZON SOUTH 1 LEGAL DEPARTMENT              |  |      | ATTORNEY II                 | 1M    | 40,869.00                              | The Attorney II, Luzon South 1 Legal Department, conducts research and preliminary studies for the development of the general case theory and strategies, and handles coverage and collection cases (e.g., non-reporting and non-registration of employees, non-production of employees' records, non-remittance of contributions) of employers from Luzon South 1 area as referred by other organizational units for appropriate legal action.  | 21DRF0074    | SAN PABLO CITY      |
| <b>ACTUARIAL AND RISK MANAGEMENT GROUP</b>  |  |      |                             |       |  |  |              |                     |
| ACTUARIAL AND RISK MANAGEMENT GROUP         |  |      | SENIOR EXECUTIVE ASSISTANT  | 6NM   | 28,681.00                              | The Senior Executive Assistant, Actuarial and Risk Management Group, provides technical and administrative support to the head of the group.   | 21DRF0075    | QUEZON CITY         |
| STATISTICS AND DATA ANALYSIS DEPARTMENT     | DATA ANALYTICS SECTION                       |      | JUNIOR SPECIALIST           | 5NM   | 28,841.00                              | The Junior Specialist, Data Analytics Section, conducts management and analysis of data and information pertaining to members, pensioners, beneficiaries and other relevant factors affecting the overall operations of the System.  | 21DRF0076    | QUEZON CITY         |
| STATISTICS AND DATA ANALYSIS DEPARTMENT     | STATISTICS SERVICES SECTION                  |      | SENIOR SPECIALIST           | 6NM   | 28,681.00                              | The Senior Specialist, Statistics Services Section, conducts management and analysis of statistical information pertaining to members, pensioners, beneficiaries and other relevant factors affecting the overall operations of the System.  | 21DRF0077    | QUEZON CITY         |
| STATISTICS AND DATA ANALYSIS DEPARTMENT     | STATISTICS SERVICES SECTION                  |      | JUNIOR SPECIALIST           | 5NM   | 28,841.00                              | The Junior Specialist, Statistics Services Section, conducts management and analysis of statistical information pertaining to members, pensioners, beneficiaries and other relevant factors affecting the overall operations of the System.  | 21DRF0078    | QUEZON CITY         |
| <b>ACTUARIAL SERVICES DIVISION</b>          |  |      |                             |       |  |  |              |                     |
| VALUATION DEPARTMENT                        | FUND VALUATION AND SPECIAL PROPOSALS SECTION |      | JUNIOR ACTUARIAL RESEARCHER | 5NM   | 28,841.00                              | The Junior Actuarial Researcher, Fund Valuation and Special Proposals Section, conducts periodic valuation of the System's fund and special proposals on Social Security programs.   | 21DRF0079    | QUEZON CITY         |

## LIST OF RANK &amp; FILE PLANTILLA VACANCIES FOR FILLING-UP

| OFFICE   | SECTION  | TEAM   | POSITION                           | LEVEL | MONTHLY SALARY<br>(Hiring Rate-Step 1) | JOB SUMMARY  | VACANCY CODE | PLACE OF ASSIGNMENT |
|--|--|--|------------------------------------|-------|--|--|--------------|---------------------|
| <b>RISK MANAGEMENT DIVISION</b>                  |  |  |                                    |       |  |  |              |                     |
| RISK MANAGEMENT DIVISION                         |  |  | JUNIOR TECHNICAL ASSISTANT         | 1M    | 40,869.00                              | The Junior Technical Assistant, Risk Management Division, supervises the activities of the administrative staff in the unit and provides technical support to the head of the group.   | 21DRF0080    | QUEZON CITY         |
| <b>MEDICAL SERVICES DIVISION</b>                 |  |  |                                    |       |  |  |              |                     |
| MEDICAL OPERATIONS DEPARTMENT                    | NCR WEST MEDICAL OPERATIONS SECTION                  | PASAY ROXAS BRANCH MEDICAL EVALUATION TEAM (PEC) | SUPERVISING MEDICAL SPECIALIST III | 1M    | 40,869.00                              | The Supervising Medical Specialist III, Branch Medical Evaluation Team, Medical Operations Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the evaluation of medical claims and the physical examination on SSS members filing claims for disability, sickness, maternity, and medical reimbursement claims.  | 21DRF0081    | PASAY CITY          |
| MEDICAL OPERATIONS DEPARTMENT                    | NCR SOUTH MEDICAL OPERATIONS SECTION                 | MAKATI III BRANCH MEDICAL EVALUATION TEAM        | SUPERVISING MEDICAL SPECIALIST III | 1M    | 40,869.00                              | The Supervising Medical Specialist III, Branch Medical Evaluation Team, Medical Operations Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the evaluation of medical claims and the physical examination on SSS members filing claims for disability, sickness, maternity, and medical reimbursement claims.  | 21DRF0082    | MAKATI CITY         |
| MEDICAL OPERATIONS DEPARTMENT                    | BICOL MEDICAL OPERATIONS SECTION                     |  | SUPERVISING MEDICAL SPECIALIST IV  | 2M    | 60,673.00                              | The Supervising Medical Specialist IV, Medical Operations Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the evaluation of members filing for sickness, disability, maternity and medical reimbursement claims.   | 21DRF0083    | NAGA CITY           |
| MEDICAL OPERATIONS DEPARTMENT                    | VISAYAS WEST MEDICAL OPERATIONS SECTION              | ILOILO BRANCH MEDICAL EVALUATION TEAM (PEC)      | SUPERVISING MEDICAL SPECIALIST III | 1M    | 40,869.00                              | The Supervising Medical Specialist III, Branch Medical Evaluation Team, Medical Operations Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the evaluation of medical claims and the physical examination on SSS members filing claims for disability, sickness, maternity, and medical reimbursement claims.  | 21DRF0084    | ILOILO CITY         |
| HEALTH CARE DEPARTMENT                           | CLINICAL, DIAGNOSTIC AND LABORATORY SERVICES SECTION |  | JUNIOR NURSE                       | 3NM   | 18,622.00                              | The Junior Nurse, Clinical, Diagnostic and Laboratory Services Section, assists the Medical Specialist in providing medical services and treatment to SSS employees, dependents and members.   | 21DRF0085    | QUEZON CITY         |
| <b>MANAGEMENT SERVICES AND PLANNING DIVISION</b> |  |  |                                    |       |  |  |              |                     |
| MANAGEMENT SERVICES AND PLANNING DIVISION        |  |  | JUNIOR TECHNICAL ASSISTANT         | 1M    | 40,869.00                              | The Junior Technical Assistant, Management Services and Planning Division, supervises the activities of the administrative staff in the unit and provides technical support to the head of division.   | 21DRF0086    | QUEZON CITY         |
| CORPORATE POLICY AND PLANNING DEPARTMENT         | POLICY DEVELOPMENT, PLANNING AND MONITORING SECTION  | POLICY DEVELOPMENT AND PLANNING TEAM             | SENIOR SPECIALIST                  | 6NM   | 28,681.00                              | The Senior Specialist, Policy Development and Planning Team, Policy Development, Planning and Monitoring Section, formulates corporate policies, prepares office orders and other relevant issuances covering the policy, coordinates/confers with employees and national planning offices on matters relating to corporate policies and organizational plans, develops strategic and programming frameworks, and prepares presentations and materials for planning workshops and performance review activities, documents proceedings and prepares reports to management.   | 21DRF0087    | QUEZON CITY         |
| CORPORATE POLICY AND PLANNING DEPARTMENT         | ECONOMIC RESEARCH SECTION                            | MACROECONOMIC RESEARCH TEAM                      | SENIOR SPECIALIST                  | 6NM   | 28,681.00                              | The Senior Specialist, Macroeconomic Research Team, Economic Research Section, conducts researches and studies on macro-level policies and economic indicators requiring information on critical issues that affect the SSS operations brought about by internal/external and national/international developments/conditions and provides/recommends innovative solutions to critical issues affecting SSS operations, develops and designs macroeconomic frameworks and models needed for planning and forecasting and analyzes impact of data gathered on overall operation of the System, and prepares and evaluates economic reviews, critical reports, and other documents for use of management in the formulation of management plans and setting of targets and as requested by internal and external units. | 21DRF0088    | QUEZON CITY         |
| CORPORATE POLICY AND PLANNING DEPARTMENT         | DATA MANAGEMENT SECTION                              | DATA INTEGRATION TEAM                            | SENIOR SPECIALIST                  | 6NM   | 28,681.00                              | The Senior Specialist, Data Integration Team, Data Management Section, prepares regular and ad hoc reports containing critical information needed for the System's operational and planning strategies, and monitoring of deliverables and accomplishments.  | 21DRF0089    | QUEZON CITY         |
| CORPORATE POLICY AND PLANNING DEPARTMENT         | DATA MANAGEMENT SECTION                              | DATA INTEGRATION TEAM                            | SENIOR ANALYST                     | 4NM   | 22,052.00                              | The Senior Analyst, Data Integration Team, Data Management Section, gathers/extracts quantitative and qualitative information from relevant sources for consolidation/integration into databases, encodes/converts gathered information accurately and completely using the appropriate database or format, and uploads prepared reports and other relevant information on shared networks.  | 21DRF0090    | QUEZON CITY         |