Guide on the Online Application for External Applicants

1. Go to https://careers.sss.gov.ph/ and click "sign up" to create a user account.

| Login | |
|--------------------------|--|
| Email Address | |
| Password | |
| Forgot password? | |
| Submit | |
| Need an account? Sign up | |

2. Email verification will be sent to your registered email address. Click the link to verify your account.

| Republic of the Philippines SOCIAL SECURITY SYSTEM |
|--|
| Hi ALBERT JAMES, |
| Thank you for signing up with SSS eRecruitment, we just need to verify your email address. |
| Verify your email address here |
| If you're having problems, please copy the URL below and paste it into your web browser's address bar. |
| https://p-member.sss.gov.ph/sss/eRecruitment/verifyEmail? tkn=94F769F9713B112D21F7FDE73B46805B4CFE0168BE2348C15299C2F3C89BB7A084359A0977CE <u>FB6C</u> |
| Kindy update your User Profile and Personal Data Sheet (PDS) before applying to any vacant position. |
| Thank you, SSS Human Resouce Department |
| © 2023 Social Security System, SSS Building East Avenue, Diliman Quezon City, Philippines |

3. You will be redirected to the login page. Enter your email address and password to login.

| Login | |
|---------------|------------------|
| Email Address | |
| delacruzja@gn | nail.com |
| Password | |
| ••••• | |
| | Forgot password? |
| Submit | |
| \smile | |
| Need an a | account? Sign up |

4. After reading the Reminders, close the window by clicking on the "x" button.



5. Proceed filling out the "User Profile" which contains SS Number, Last Name, Given Name, Middle Name, Suffix, Birth Date, Gender, Mobile and Telephone Number.

| USER | PROFILE: |
|------|--------------|
| | -RECRUITMENT |

| | User Decoils | | | | Save Profile |
|--|------------------|------------|----------|----------------|-----------------|
| a Logout | | | | | |
| HC113 | 22 HUMBER (MID | | - Dec | | |
| And in the line of | LAST NORE | CONTRACTOR | | * MUUL: NON: | 50410 |
| Only Data Select | | | | The Applicable | |
| Personal Info = | TRADER (MARDONTS | | * 60x009 | | |
| Family Rackground & | * HOBLE | | TEL NO. | | * |
| Iduation | | | | | |
| nguny - | | | | | |
| Work Experience (| Profile Security | | | * | harine Pearword |
| Volumbry Work + | | | | | |
| Trainings & Somirlars 👘 | | | | | |
| Cenarinta - | | | | | |
| and the second se | | | | | |
| Handatory Questions | | | | | |
| Handatory Questions + | | | | | |

Then proceed filling out the "Personal Data Sheet" from "Personal Info" to "Gov't ID".

| User Profile | PERSONAL DATA SHEET | | | | | | | | | 64 |
|-------------------------------------|--|------------|-----------------|--|--------------|------------------------|-------------------------|------------------|---------------------|----|
| Legent Cars List of Vacancies | Sersonal Informat | ION | | | | | | | | Bs |
| Annalisation Ratus | One in the second | NY ACCOUNT | • Liser Profile | | | | | | | |
| MAL DATA SHEET | SURFARE | | | TIPST WHE | | | EXTENSION NAME | HCD.: KAHE | | |
| Personal Info 6 | | | | | | | | | | |
| amily Background | SD SATE DF1 | 679 | BRT4 PROVINCE | | BIRTHOTY | старияне | BUR, DISERSIP | | OUN, OT 214 COUNTRY | |
| loucation | CHI SIM D | | Choose Province | and the second sec | Choose City | Choose Oblacitship | Type of Otlasmi hip | Y | Choose Country | |
| Sightity | Chopse Civil Status | ~ | | 10000 | | | | | | |
| Vork Experience | 69510 | | Post Instants | | PHE-12121110 | 555 N.O. | THNO | MONEY FURIANCE D | | |
| eluntary Work | | | | | | | | | | |
| rainings & Seminars | | | | | | | | | | |
| ther Info | ADDRESSES | | | | | | | | | |
| and atory Questions | TYPE | | | | | ADDRESS | | | | |
| terences | RESIDENTIAL | | | | | | | | | |
| erto. | | | | | | | | | | |

6. After filling out all the details, proceed with the "List of Vacancies". There are separate tabs for the Rank and File and Executive positions. Vacancy Code, Position, Job Grade, Office/Section/Team and Place of Assignment are displayed on the screen.

| E-RECRUITMENT | | | | | | |
|---|------------------|----------------------------|--------------|--|--|----------|
| NY ACCOUNT | LIST OF PLANTILL | A VACANCIES | | | | |
| V ARCIES | RANK AND FILE | S EXECUTIVE | | | | |
| Application Status | | | | | Search: | |
| PERSONAL DATA SHEET | VACANCY CODE | POSITION | JOB GRADE | | OFFICE/ SECTION/ TEAM | - ACTION |
| 紹 Family Background 奈 Education 全 Eligibility | 22DRF0001 | JUNIOR TECHNICAL ASSISTANT | 13 | Office Section Team Place of Assignment | COMMISSION SECRETARY, COMPLIANCE OFFICER AND EXECUTIVE COMMISSION CLERK OFFICE OF THE HEAD - | Details |
| Work Experience Voluntary Work Trainings & Seminars | 22DRF0002 | SOCIAL SECURITY OFFICER IV | 12 | Office Section Team Place of Assignment | COMMISSION SECRETARIAT DEPARTMENT COMMITTEE AGENDA AND MINUTES SECTION AGENDA TEAM | Details |
| Other Info Ra Mandatory Questions | 22DRF0113 | JUNIOR SPECIALIST | 11 | Office Section Team Place of Assignment | PROJECT MANAGEMENT OFFICE PROJECT MANAGEMENT OVERSIGHT SECTION - | Details |

Job Summary, Qualification Standard, Monthly Salary of the position together with the Application Period will be displayed after clicking on the "Details".

| Vacancy Code: 22DRF0001 | × |
|---|--|
| Place of Assignment: | |
| Department: | COMMISSION SECRETARY, COMPLIANCE OFFICER AND EXECUTIVE COMMISSION CLERK |
| Section: | OFFICE OF THE HEAD |
| Team: | |
| Position | JUNIOR TECHNICAL ASSISTANT |
| Job Grade: | 13 |
| Job Summary: The Junior Technical Ass activities of the unit under Qualification Standard: | istant, Commission Secretary, Compliance Officer and Executive Commission Clerk, provides technical support and coordinates the the group. |
| Education: | Bachelor's degree |
| Experience: | 5 years of relevant experience |
| Training: | 32 hours of relevant training |
| Eligibility: | Career Service (Professional) Second Level Eligibility |
| Monthly Salary: Php 108,0 Application Period: 16 Jan | 13.00 2023 - 10 Mar 2024 |
| | Apply Close |

7. Click on the "Apply" button displayed on the bottom of the screen of the position you want to apply.

| riace of Assignment: | - |
|---------------------------|---|
| Department: | COMMISSION SECRETARY, COMPLIANCE OFFICER AND EXECUTIVE COMMISSION CLERK |
| Section: | OFFICE OF THE HEAD |
| leam: | |
| Position | JUNIOR TECHNICAL ASSISTANT |
| lob Grade: | 13 |
| Qualification Standard: | |
| Education: | Bachelor's degree |
| Experience: | 5 years of relevant experience |
| | 32 hours of relevant training |
| Training: | |
| Training: Eligibility: | Career Service (Professional) Second Level Eligibility |

8. The screen will display the position and applicant details.

| New Application | | | | | | File Date: Feb 26, 2024 |
|------------------------------|---|------------|---------------|-------------|--------------------|-------------------------|
| You may only apply for one (| l) position per vacancy posting. | | | | | |
| POSITION DETAILS | | | | | | |
| VACANCY CODE | POSITION | | | | 30B G# | NDE |
| 2204F0001 | JUNIOR TECHNICAL ADDISTANT | | | | 13 | |
| BRANCH/DEPARTMENT/OFFICE | | | | | | |
| CONVESSION SECRETARY, CON | PLANCE OFFICER AND EXECUTIVE COMMISSION CLERK | | | | | |
| SECTION | | | TEAM | | | |
| OFFICE OF THE HEAD | | | | | | |
| PPLICANT DETAILS | | | | | | |
| LAST NAME | | GIVEN NAME | | HIDDLE NAME | | SUFFIX |
| DELA CRUZ | | JUANA | | BALAGTAS | | |
| ENAIL | | | MOBILE NUMBER | | TELEPHONE/INTERCOM | |
| delars and deal and de | | | 0991 | | | |

If applicable, accomplish "Declaration of Intent/Concurrence for Consideration to Other Vacancies in this Announcement, Pending Application and Declaration of Relatives in SSS". After accomplishing, click on the "Submit Application".

| Please check if applicable: | | | | | |
|-------------------------------------|-------------------------------|---|-----------------------------|--------------|-------------------|
| Isignify my intent/concurrence to b | e considered in another vacan | y with the same qualification requirements should there | be the need or opportunity. | | |
| PENDING APPLICATION | | | | | |
| I have a pending application | | | | Prioritize | Pending Applicati |
| VACANCY CODE | POSITION | | | 208 GRADE | |
| ٩ | | | | | |
| BRANCYCLERANDRENCOTICE | | | | | |
| SECTION | | 1 | LAN | | |
| | | | | | |
| | | | | | |
| DECLARATION OF RELATIVES IN SSS | | | | | 1 |
| NAM | IE | POSITION | BRANCH/ DEPARTMENT/ OFFICE | RELATIONSHIP | |
| HERCHDO. | ARUMA. | BRINCHING | AGOS BRANCH | To Law | |
| and and a second second | MCM00 | \$15xxxx1/xxx45x20 | Tallacades | Eather | |

9. After clicking the "Submit Application" button, the Declaration of Oath and Understanding will be displayed on the screen. Read and click on the boxes and "Apply" button.

| DECLARATION OF OATH AND UNDERSTANDING |
|--|
| I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me. |
| I understand that I am still required to submit my supporting documents in PDF format to hrrecruitment@sss.gov.ph within the application deadline. |
| I understand that I am only allowed to apply in ONE (1) vacancy per announcement and that the most recent submitted application on or before the deadline will be considered and processed for assessment. |
| Close Apply |

You will receive an email notification acknowledging receipt of your application to the vacancy applied for.

| We acl at the | nowledge the receipt of y Social Security System, w | your application for the CORPORATE EXECUTIVE OFFICER III position th the following details: | | | | | |
|--------------------------------------|--|---|--|--|--|---------|----------------------|
| | | | | | | | |
| | Application Date | 4 December 2023 | | | | | |
| Vacancy Code Position Office | | 23ARF0127 CORPORATE EXECUTIVE OFFICER III IT GOVERNANCE AND STANDARDS DEPARTMENT | | | | | |
| | | | | | | Section | IT STANDARDS SECTION |
| | | | | | | Team | |
| | Place of Assignment | QUEZON CITY | | | | | |
| conclu commi assure | pplication is duty noted, sion of the application p anicate with you through d, you will receive update note that only one appli | and our mining team with commence the review process upon the reford. If your qualifications align with our requirements, we will the contact details provided in your Personal Data Sheet. Rei so ny our application status. cation per announcement is accepted, and we evaluate based or | | | | | |
| Please the mo | ost recent submission. | and affect in overview this rale | | | | | |
| Please the mo Thank Best re | ist recent submission. you for your commitment stards. | and effort in pursuing this role. | | | | | |

10. After clicking the "Apply" button, the "Status of Application" will be displayed on the screen showing the current application details. Download, print and sign the Application Form and Personal Data Sheet. Please be guided on the reminders on the accomplishment of PDS as mentioned in the Announcement.

| STATUS OF APPLICATION | | | | | | | |
|-----------------------|--|---------------------------|---------------------------|---------------|------------------------------------|--|--|
| S ACTIVE APPLICATIONS | 影 WITHDRAWN APPLICATIONS | | | | | | |
| | Status of Application: | | APPLIED as of 25 Feb 2024 | Applicant No. | ERA20240160225374 Upload Documents | | |
| | VACANCY CODE | POSITION | | | DATE APPLIED | | |
| | 22DRF0002 OFFICE/ BRANCH/ DEPARTMENT | SOCIAL SECURITY OFFICER I | IV . | | 25 Feb 2024 | | |
| | COMMISSION SECRETARIAT | DEPARTMENT | | YEAR | | | |
| | COMMITTEE AGENDA AND M | INUTES SECTION | | AGENDA TEAM | | | |
| | Download Application Form | | | | | | |
| | Download Application Form Download Personal Data Sheet | | | | | | |

After downloading the file, logout by clicking on the Logout Menu on the left side of the screen.



- 11. All forms and required documents mentioned above shall be emailed in <u>PDF format</u> and <u>merged into one (1) file</u> (30MB max). File name should follow the format: Surname_FirstName.pdf (e.g., DelaCruz_JuanMiguel.pdf). The forms and documents to be emailed shall follow the order in which they were enumerated in the checklist (under item no. 3 of Application Requirements of the Announcement).
- 12. After filing of application, submit forms and documentary requirements in PDF format through email to hrrecruitment@sss.gov.ph. Submission shall be made within the application period.