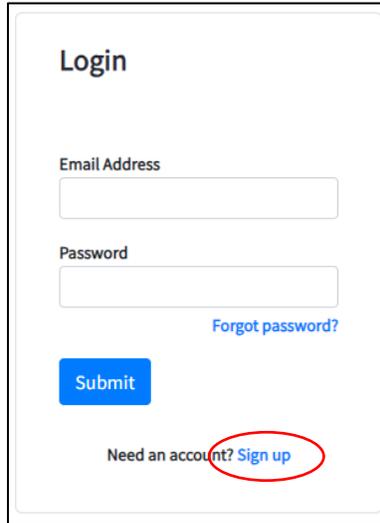


Guide on the Online Application for External Applicants

1. Go to <https://careers.sss.gov.ph/> and click “sign up” to create a user account.



Login

Email Address

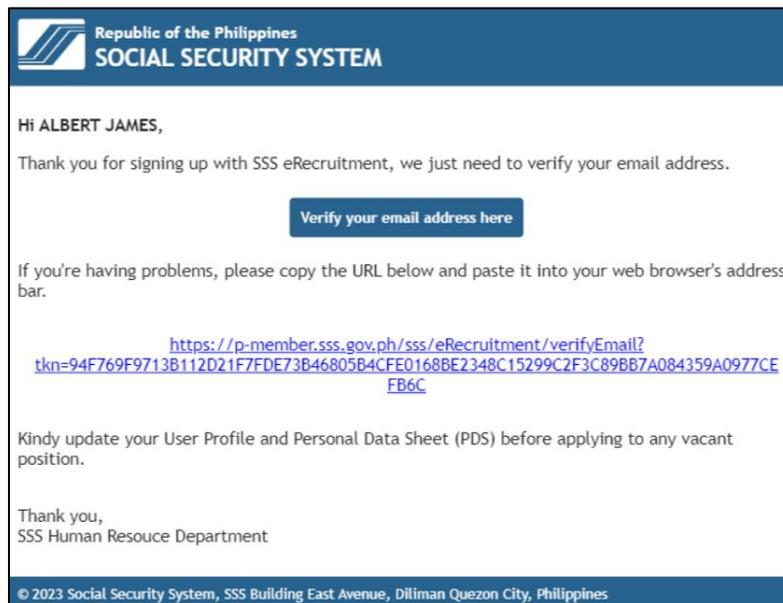
Password

[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.

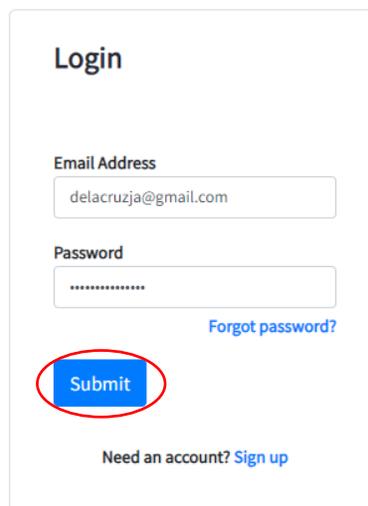
[https://p-member.sss.gov.ph/sss/eRecruitment/verifyEmail?
tkn=94F769F9713B112D21F7FDE73B46805B4CFE0168BE2348C15299C2F3C896B7A084359A0977CE
FB6C](https://p-member.sss.gov.ph/sss/eRecruitment/verifyEmail?tkn=94F769F9713B112D21F7FDE73B46805B4CFE0168BE2348C15299C2F3C896B7A084359A0977CEFB6C)

Kindly update your User Profile and Personal Data Sheet (PDS) before applying to any vacant position.

Thank you,
SSS Human Resource 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@gmail.com

Password

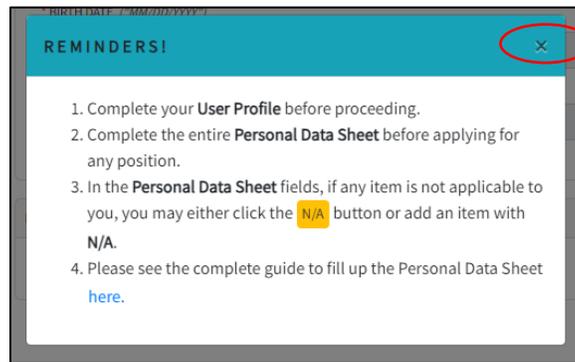
.....

[Forgot password?](#)

Submit

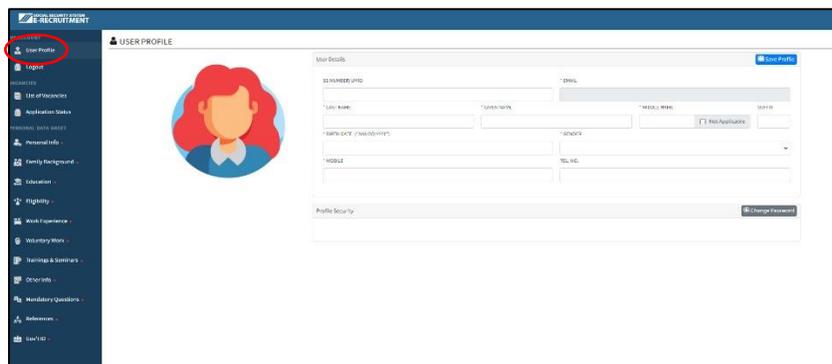
Need an account? [Sign up](#)

- After reading the Reminders, close the window by clicking on the “x” button.

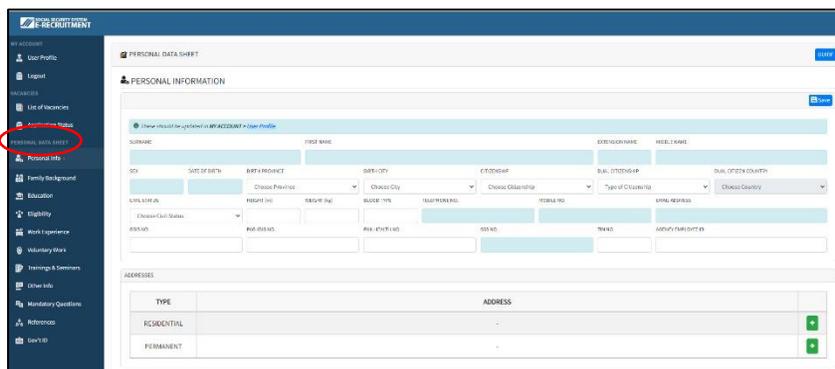


- Proceed filling out the “User Profile” which contains SS Number, Last Name, Given Name, Middle Name, Suffix, Birth Date, Gender, Mobile and Telephone Number.

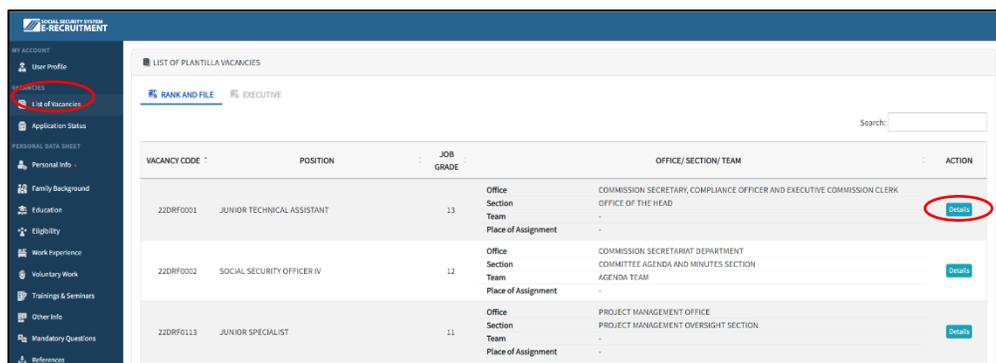
USER PROFILE:



Then proceed filling out the “Personal Data Sheet” from “Personal Info” to “Gov’t ID”.



- 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.



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 Assistant, Commission Secretary, Compliance Officer and Executive Commission Clerk, provides technical support and coordinates the activities of the unit under the group.

Qualification Standard:

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 108,013.00
 Application Period: 16 Jan 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.

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 Assistant, Commission Secretary, Compliance Officer and Executive Commission Clerk, provides technical support and coordinates the activities of the unit under the group.

Qualification Standard:

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 108,013.00
 Application Period: 16 Jan 2023 - 10 Mar 2024

Apply Close

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

New Application File Date: Feb 26, 2024

You may only apply for one (1) position per vacancy posting.

POSITION DETAILS

VACANCY CODE: 22DRF0001 POSITION: JUNIOR TECHNICAL ASSISTANT JOB GRADE: 13

BRANCH/DEPARTMENT/OFFICE: COMMISSION SECRETARY, COMPLIANCE OFFICER AND EXECUTIVE COMMISSION CLERK

SECTION: OFFICE OF THE HEAD TEAM:

APPLICANT DETAILS

LAST NAME: DELA CRUZ GIVEN NAME: JUNA MIDDLE NAME: BALAGtas SUFFIX:

EMAIL: delacruz@bca.gov.ph MOBILE NUMBER: 0911***** TELEPHONE/INTERCOM: ****

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”.

DECLARATION OF INTENT/CONCURRENCE FOR CONSIDERATION TO OTHER VACANCIES IN THIS ANNOUNCEMENT

Please check if applicable:
 I signify my intent/concurrence to be considered in another vacancy with the same qualification requirements should there be the need or opportunity.

PENDING APPLICATION:

I have a pending application I do not have a pending application

VACANCY CODE: POSITION: JOB GRADE:

BRANCH/DEPARTMENT/OFFICE: SECTION: TEAM:

DECLARATION OF RELATIVES IN SSS Add

NAME	POSITION	BRANCH/ DEPARTMENT/ OFFICE	RELATIONSHIP	
MERCADO, JULIANA	BRANCH HEAD	REGIO BRANCH	Wife	<input type="checkbox"/>
DEL MUNDO, RICARDO	BRANCH HEAD	TACELARAN	Father	<input type="checkbox"/>

Submit Application

- 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.



- 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

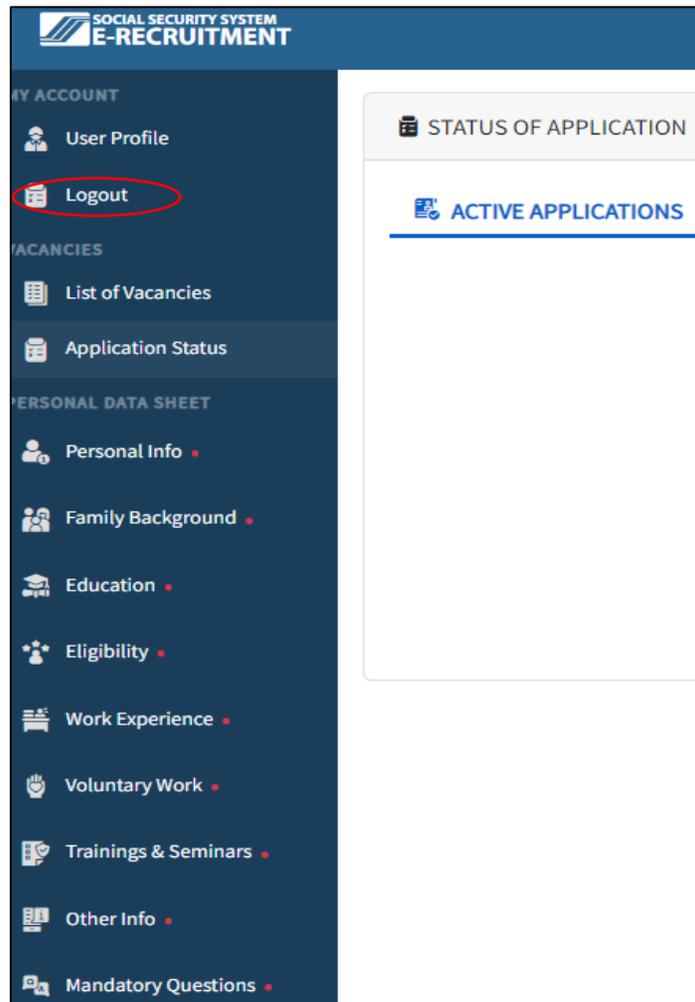
[ACTIVE APPLICATIONS](#) [WITHDRAWN APPLICATIONS](#)

Status of Application: APPLIED as of 25 Feb 2024 Applicant No. ERA20240160225374 [Upload Documents](#)

VACANCY CODE	POSITION	DATE APPLIED
22DRF0002	SOCIAL SECURITY OFFICER IV	25 Feb 2024
OFFICE/ BRANCH/ DEPARTMENT		
COMMISSION SECRETARIAT DEPARTMENT		
SECTION		TEAM
COMMITTEE AGENDA AND MINUTES SECTION		AGENDA TEAM

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 PDF format and merged into one (1) file** (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.