

Guide on Online Application for External Applicants including SSS Job Order Workers

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)

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

Thank you,
SSS Human Resouce Department

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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](#)

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

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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

BAJASTAS

SUFFIX

EMAIL

delacruz@dmu.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 have a Pending Application

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

DECLARATION OF RELATIVES IN SSS

Add

NAME	POSITION	BRANCH/ DEPARTMENT/ OFFICE	RELATIONSHIP	
MEDECALDO, JUANANA	BRANCH HEAD	ADJUD. BRANCH	Daughter	<div></div>
DELA CRUZ, JUANANA	BRANCH HEAD	ADJUD. BRANCH	Daughter	<div></div>

Submit Application

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.

Republic of the Philippines
SOCIAL SECURITY SYSTEM

Dear Sir/Ms,

We acknowledge the receipt of your application for the CORPORATE EXECUTIVE OFFICER III position at the Social Security System, with the following details:

Application Date

4 December 2023

Vacancy Code

23AP0127

Position

CORPORATE EXECUTIVE OFFICER III

Office

IT GOVERNANCE AND STANDARDS DEPARTMENT

Section

IT STANDARDS SECTION

Team

-

Place of Assignment

QUEZON CITY

Your application is duly noted, and our hiring team will commence the review process upon the conclusion of the application period. If your qualifications align with our requirements, we will communicate with you through the contact details provided in your Personal Data Sheet. Rest assured, you will receive updates on your application status.

Please note that only one application per announcement is accepted, and we evaluate based on the most recent submission.

Thank you for your commitment and effort in pursuing this role.

Best regards,

Organizational Planning and Staffing Department

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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

ACTIVE APPLICATIONS

WITHDRAWN APPLICATIONS

Status of Application:

APPLIED as of 25 Feb 2024

Applicant No.

ERA20240160225374

Upload Documents

VACANCY CODE

22DRF0002

POSITION

SOCIAL SECURITY OFFICER IV

DATE APPLIED

25 Feb 2024

OFFICE/ BRANCH/ DEPARTMENT

COMMISSION SECRETARIAT DEPARTMENT

SECTION

COMMITTEE AGENDA AND MINUTES SECTION

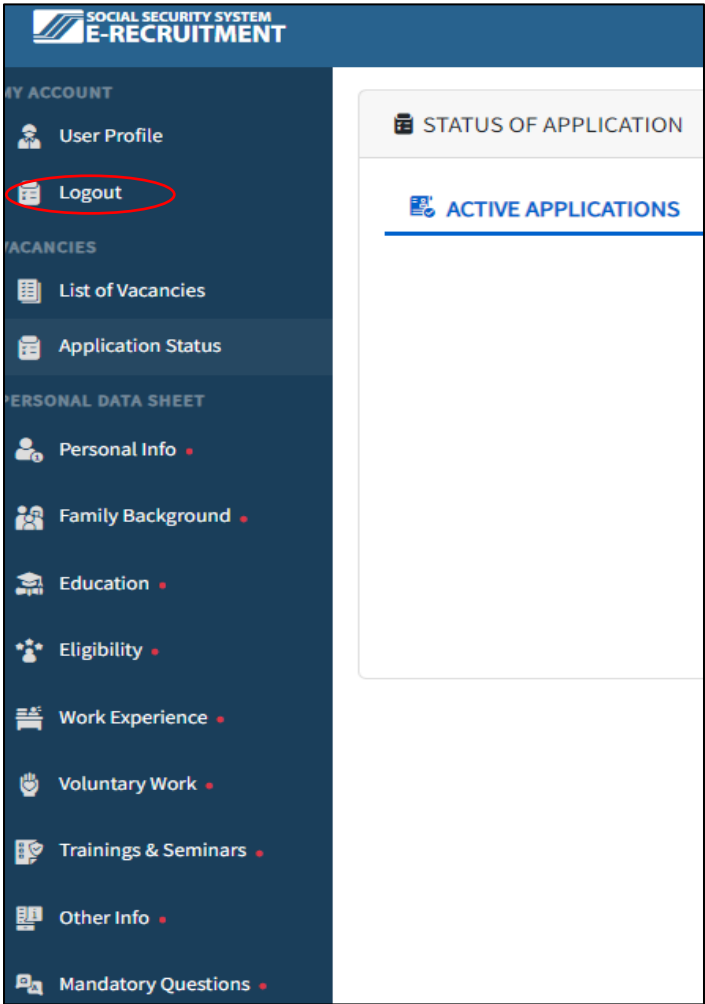
TEAM

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.