



Republic of the Philippines  
**SOCIAL SECURITY SYSTEM**

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**CIRCULAR NO. 2022-003**

**TO : ALL SSS CLAIMANTS/BENEFICIARIES/GUARDIANS**

**SUBJECT : ISSUANCE OF SOCIAL SECURITY (SS) NUMBER TO CLAIMANTS/BENEFICIARIES/GUARDIANS WHO ARE NOT SSS MEMBERS**

Pursuant to Social Security Commission Resolution No.38-s.2022 dated 26 January 2022, and in compliance with Republic Act (RA) No. 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018 and section E of Circular No. 2018-026 dated 28 December 2018 on the Revised Consolidated Guidelines on Annual Confirmation of Pensioners Program, the following guidelines on the issuance of Social Security (SS) Number to Claimants/Beneficiaries/Guardians who are not SSS Members are hereby issued:

**A. POLICY**

1. Persons who may be issued with SS number shall also include the following claimants/beneficiaries/guardians who must neither be SSS members as defined under Section 9, 9-A, and 9-B of RA No. 11199 nor have been issued with an SS number in relation to Section 24 (e) of the same law, regardless of age:
  - 1.1 Surviving spouse/parents/designated beneficiary/legal heir/funeral benefit claimant who is filing for SSS benefit;
  - 1.2 Existing survivor-pensioners/guardians including those who are living abroad and/or foreign nationals; and
  - 1.3 Guardians of retiree/disability/death pensioner regardless of age.
2. The issuance of SS number for this purpose shall be in accordance with the policy and guidelines under Circular No. 2020-038 dated 10 December 2020 on the Enhanced Online Application for SS Number with Uploading of Supporting Documents.
3. The SS number to be assigned for this purpose shall have a unique tagging for identification.

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4. The SS number issued to SSS claimant/beneficiary/guardian pursuant to these guidelines shall be further tagged in the SSS system according to whether the benefit claim was subsequently denied/canceled/paid.
5. An SSS claimant/beneficiary/guardian who was issued with an SS number pursuant to these guidelines and later becomes employed, self-employed, an Overseas Filipino Worker, or a Non-Working Spouse shall use the same SS number in reporting to the SSS.

#### B. EFFECTIVITY

This Circular shall take effect immediately following its complete publication in a newspaper of general circulation and filing of three (3) copies with the Office of the National Administrative Register (ONAR).

All policies and guidelines consistent with those cited above shall continue to be observed and implemented.

  
AURORA C. IGNACIO  
President and CEO



04 FEB 2022

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Date

*(Policy - Membership/Retirement/Death/Funeral/EC/Disability)*

Prepared by: Business Process Owner for Coverage, Contributions, and Accounts Management

