

# EMPLOYMENT OPPORTUNITIES

We are pleased to announce the executive vacancy indicated below.

OFFICE	POSITION TITLE	JG	Monthly Salary Range	VACANCY CODE
NCR West Legal Department	Department Manager III	15	(Step 1) Php 173,645.00 to (Step 8) Php 217,057.00	24EXEC0035

**Job Summary:**

Within the guidelines and limits of authority established by policies of the Social Security System (SSS) and other relevant government regulations, the Department Manager III, NCR West Legal Department, manages the department’s activities relative to the development of general case theory and strategies, and handling of 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 NCR West area as referred by other organizational units for appropriate legal action.

**Qualification Standards:**

<b>Education</b>	Bachelor of Laws
<b>Experience</b>	2 years of supervisory/ management experience and 5 years of practice of legal profession
<b>Training</b>	120 hours of supervisory/ management training/ learning and development intervention OR 40 hours of relevant legal training and 80 hours of supervisory/ managerial training
<b>Eligibility</b>	RA 1080, as amended, (Attorney)

Below are the Guidelines for the Qualification Requirements, Submission of Application and Other Reminders.

**QUALIFICATION REQUIREMENTS**

All applicants must meet the minimum Qualification Standards (QS) of the position and must be compliant to other internal rules as of the date of assessment of application. The date of assessment for all positions shall be on the tenth (10<sup>th</sup>) working day after the application deadline.

**The applicants shall be assessed based on the following factors:**

- Education, Experience, Training and Eligibility (EETE):  
CSC-approved QS for EETE for the position
- **Performance Rating:**

Applicant must have at least Very Satisfactory (VS) rating for 2023 and rated in the **present appointed position for at least six (6) months.**

**OTHER REQUIREMENTS:**

1. Applicant must not have more than one (1) relative in the SSS within the third degree of consanguinity or affinity. He/She must not apply to a unit or office where the relative is the head of the office or immediate supervisor of a unit where the vacancy exists.

2. An employee may be promoted to a position which is not more than three (3) job grades higher than the employee's present position except when the promotional appointment falls within the purview of any of the exceptions as provided in Sec. 97 of CSC Memorandum Circular No. 14, s. 2018.
3. Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.
4. CSC Revised Rules on Administrative Cases in the Civil Service (RRACCS) shall be followed.

**APPLICATION REQUIREMENTS**

1. Submission of application shall be within **30 calendar days reckoned from the date of the announcement**. Said deadline may be extended if it falls on a weekend, holiday, or there is suspension of work within the application period.
2. Applicants can apply to **only one vacancy**.
3. Below are the required forms and documents:
  - a. Required Forms:

REQUIRED FORMS	NO. OF COPIES
1. Application Form for Promotion/ Appointment	Original copy
2. <b>Personal Data Sheet (PDS) notarized by Notary Public or signed/certified by Administering Officer</b> (Department/Branch/ Office Head)	Two (2) original
3. Work Experience Sheet (Attached as <b>Annex A</b> )	

**Reminders on the accomplishment of PDS:**

- **Attach latest passport size picture (white background, business attire)**
- **Affix signature on all pages**
- **Affix thumbmark on the space provided for the purpose**
- **Date of accomplishment should be within the application period**
- **Date of notarization/certification of administering officer should be within the application period**
- **Indicate N/A if not applicable**

b. Documentary Requirements:

i. Transcript of Records

For recently completed educational degrees, a certification of completion of all course requirements by the School Registrar may be submitted pending the release of the Official Transcript of Records by the school.

- ii. Bar Rating/Bar Membership (authenticated copy), as applicable
- iii. Recent certificate of good standing from Integrated Bar of the Philippines
- iv. Certificates and modules of trainings and seminars relevant to application (with indicated training hours)
- v. Certificates of Employment (indicating period of employment)
- vi. Official and certified duties and responsibilities (per employer and position)
- vii. Certifications/Personnel Orders of current and previous designations, if any, relevant to application
- viii. Service Records, if any, in previous or current employment
- ix. NBI, Police and Barangay clearances (original copies) (for external applicants and JOW)

- x. Birth and/or Marriage certificates (PSA copy) (for external applicants and JOW)
  - xi. Medical Clearance / Certification of Medical Fitness (*Will be required in case of appointment but prior to assumption to duty*)
4. Applications submitted beyond the deadline shall not be considered in the assessment of applications to the announced vacancies.
  5. **Non-compliance to submission requirements shall be ground for outright disqualification.**
  6. A written notice is required to be submitted immediately for a withdrawn application.

## **SUBMISSION OF APPLICATIONS**

1. Go to <https://careers.sss.gov.ph/> and click “sign up” to create a user account.
2. Using the user account, file the application through the **eRecruitment Portal**.
3. After filing of application, submit forms and documentary requirements in PDF format through email to [hrrecruitment@sss.gov.ph](mailto:hrrecruitment@sss.gov.ph). Submission shall be made within the application period.
4. **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).
5. Print and keep two (2) original hard copies of the notarized PDS with Work Experience Sheet.
6. Follow the Guide on Online Application for External Applicants including SSS Job Order Workers (Annex B).

**DEADLINE FOR SUBMISSION OF APPLICATIONS: 23 May 2024**

For further queries and concerns, please communicate with the following OPSD employees through MS Teams or VOIP numbers indicated below:

Local 5472 - Ms. Rizalina Magsino-Valencerina  
Local 5574 - Mr. Jovan Alipao  
Local 6306 - Mr. Michael Arcena

Attached:

Annex A - Work Experience Sheet  
Annex B - Guide on Online Application for External Applicants including SSS Job Order Workers