
NILO S. DESPUIG

VICE PRESIDENT

Luzon South 2 Division

Social Security System (SSS)

(043) 723-3874



BRIEF DESCRIPTION OF FUNCTION

- Ensures that the division's plans and programs are aligned with the Sector's objectives and strategic plans.
- Manages the division's operations and oversees the implementation of the division's plans and programs on contributions and loans collections, coverage administration and delivering fast and quality services to the members.
- Ensures the uniform implementation of processing rules and guidelines in the branches under the division.
- Coordinates with Branch Systems & Procedures Department in documenting, analyzing, and enhancing processes to enhance efficiency.
- Defines the division's objectives, plans and strategies and develops programs and activities to attain goals.
- Determines and recommends for approval the Division's budget and informs support units of division requirements, priorities, and concerns (e.g. budget, manpower, computers) to ensure delivery of service to customers.
- Monitors to Division's performance against plans, analyzes deviations from plans, and identifies areas for improvement and directs appropriate courses of action to ensure prompt solution to problems.
- Reviews the Division's processes and procedures, identifies areas for improvement, and adopts new methods and technologies to improve work performance.
- Delegates authorities and establishes responsibilities and accountabilities to ensure proper implementation of plans and programs.
- Discusses and sets performance expectations and secures team commitment and trust.
- Evaluates work performance, and coaches and motivates the Division's personnel to meet performance standard and address performance problems.

MAJOR ACHIEVEMENTS

- Consistently attain the coverage and Collection targets and deliverables of Luzon South 2 Division.
 - Establishment of Nasugbo, Batangas; Robinson Lipa and Sablayan, Occidental Mindoro Service Offices under his term in Luzon South 2 Division (from February 2017 to December 2017).
 - **"Excellent"** ARTA ratings from the Civil Service Commission for Goa, Tabaco and Naga Branches.
 - Increased the average monthly contribution collection of SSS Sorsogon Branch from Two Million (2M) to Eight Million (8M) Pesos in a span of 10 years during his term as its Branch Head from 1998 to 2009
 - Establishment of SSS Kaloocan Branch Office (formerly known as District).
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PROFESSIONAL WORK EXPERIENCE / HIGHLIGHTS

- Social Security System Claims Processor 1981 to 1984
- Social Security System Field Representative 1984 to 1989
- Social Security System Section & Division Chief 1989 to 1998
- Social Security System Branch Head 1998 to 2009
- Social Security System Cluster Head 2009 to February 2016
- Social Security System Vice President February 2016 to present

EDUCATIONAL ATTAINMENT

- Master in Government Management
Pamantasan ng Lungsod ng Maynila, 1996
 - AB in Public Administration
Aquinas University, Legazpi City, 1978
 - Bachelor of Laws (2nd Year)
Aquinas University, Legazpi City
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