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# MIRIAM A. VILLALBA

VICE PRESIDENT

Visayas and Mindanao Regional Processing Division  
Social Security System (SSS)  
(88) 858-3793 / 858-3794



## BRIEF DESCRIPTION OF FUNCTION

Within the guidelines and limits of authority established by policies of the Social Security System (SSS) and relevant government regulations, the Vice President, Visayas and Mindanao Regional Processing Division, Central Processing Group oversees the activities of the division and the Processing Centers under its jurisdiction to achieve established objectives and targets.

## MAJOR ACHIEVEMENTS

- Designated as Chairperson, VISMIN Regional Processing Division, Central Processing Group Benefits Flag Clearing Committee (BFCC) per Administrative Order No. 2018-090.
- Designated as Chairperson, VISMIN Regional Processing Division Local Benefit Review Committee (Local BenRC) per Administrative Order No. 2017-043.
- Re-designated as Acting Vice President per Personnel Order No. 2018-060.
- Designated as Officer-In-Charge of VISMIN Regional Processing Division on 24 October 2016 per Personnel Order 2016-126; renewed under Personnel Order No. 2017-148.
- Directs and oversees the activities of the division and the Processing Centers under its jurisdiction in the implementation of the social security programs as administered by the SSS through efficient and effective evaluation, processing and payment of Social Security and Employees Compensation benefits; backroom activities relative to amendment, adjustment and updating of records of membership, contributions and loan repayments to achieved established goals and targets.

## PROFESSIONAL WORK EXPERIENCE / HIGHLIGHTS

- |                              |   |                                   |
|------------------------------|---|-----------------------------------|
| • Vice President             | - | December 19, 2018 - Present       |
| • Department Manager III     | - | April 1, 2016 - December 18, 2018 |
| • Department Manager III     | - | March 7, 2016 - March 31, 2016    |
| • Assistant Branch Head      | - | June 10, 2010 - March 6, 2016     |
| • Senior Executive Assistant | - | January 7, 2009 - June 9, 2010    |

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## EDUCATIONAL ATTAINMENT

- Master in Public Administration, 1996 (30 units - Local Scholarship Grantee)  
Xavier University - Ateneo de Cagayan
  - Bachelor of Science in Commerce - major in Accounting, 1982  
Xavier University - Ateneo de Cagayan
  - Pilgrim Institute, 1978  
Secondary Education
  - City Central School, 1974  
Primary Education
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