
JOSELITO A. VIVIT

VICE PRESIDENT

Corporate Legal Services Division

Social Security System (SSS)

(02) 920-6401 local 5385

(02) 435-9816



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, Corporate Legal Services Division, directs the activities of the division relative to the advancement of the legislative agenda of the SSS and passage of amendatory and/or non-amendatory bill to the Social Security (SS) Law, efficient implementation of legal processes such as handling and investigation of administrative cases, civil cases, identity-related cases, criminal/fraudulent cases and other special cases filed by or against the SSS for appropriate legal action, and provision of legal opinions on referred corporate matters and contracts entered into by the SSS to check their compliance with applicable laws, rules and regulations, and to ensure that the rights, interests and assets of the System and its members are protected and upheld.

MAJOR ACHIEVEMENTS

- Chairperson, Committee on Decorum and Investigation (CODI) for Sexual Harassment cases
- One of three (3) Data Protection Officers, under Office Order No. 2017-026 accountable for SSS compliance with the Data Privacy Act of 2012
- Vice Chairperson, Committee that drafted the Code of Ethical Standards for SSS Officials and Employees
- Vice Chairperson, Benefits Review Committee
- Member, Bids and Awards Committee
- Implemented the Electronic Case Management and Automated Review System (ECMARS) for the Corporate Legal Services Division
- Member, Management Negotiating Panel for the Collective Negotiation Agreement (CNA)

PROFESSIONAL WORK EXPERIENCE / HIGHLIGHTS

- Vice President, Corporate Legal Services Division - January 3, 2019 – Present
 - Acting VP, Corporate Legal Services Division - March 21, 2018 – December 28, 2018
 - Officer-In-Charge, Corporate Legal Services Division - May 27, 2016 – March 20, 2018
 - Officer-In-Charge, Legal Services Division - November 27, 2011 – July 24, 2012
 - Department Manager III, Corporate Legal Department - July 10, 2010 – May 26, 2016
 - Officer-In-Charge, Corporate Legal Department - November 3, 2003 – June 9, 2010
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EDUCATIONAL ATTAINMENT

- Middle Management Development Program, ADMU Graduate School of Business, 2014
 - Short Course on Social Security, Maastricht Graduate School of Governance, The Netherlands, 2007
 - Bachelor of Laws, University of the East, 1986
 - Bachelor of Arts in Political Science, National College of Business and Arts, 1981
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