
MARIA RITA S. AGUJA

VICE PRESIDENT

NCR South Division

Concurrent Acting Head

NCR Operations Group

Social Security System (SSS)

Tel. No. 896-7134 / VOIP No. 3001



BRIEF DESCRIPTION OF FUNCTION

Directs the activities of the NCR South Division and branches under its jurisdiction related to the delivery of effective, efficient and quality services to members, achievement of coverage and collection targets, and provision of support services to branches within the Division. Concurrently supervises and oversees the performances of the Divisions in the NCR Operations Group as to service delivery, efficiency, and customer satisfaction.

MAJOR ACHIEVEMENTS

1. Initiated conversion and procurement of fuel supply thru Fleet Card project for the whole NCR Group in 2020.
 - The project efficiently adapted the transition to electronic means of procuring fuel for SSS service vehicles, prudent budget spending and monitoring.
 2. Spearheaded the study on Enhanced Branch Queueing System (awaiting implementation)
 - Manage the queueing in the Branches and automatic generation of reports for monitoring and study purposes.
 3. Collaborated with the management for the crafting of Enhanced Vault Management on March 2021.
 - Recommended actions during hard lockdown scenario.
 4. Jurisdiction is consistently recipient of National Award of SSS or “Balikat ng Bayan Awards” for Employers.
 5. The contributions collection in NCR South Division hit the target by 105.94% in 2019, 120.44% in 2020 and under NCR Operations Group by 113.11%.
 6. The coverage in NCR South Division hit the target by 121.78% in 2019, 115.09% in 2020 and under NCR Operations Group by 119.44%.
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PROFESSIONAL WORK EXPERIENCE / HIGHLIGHTS

CONCURRENT ACTING HEAD	NCR Operations Group September 11, 2020 to Present
VICE PRESIDENT	NCR South Division January 9, 2019 to present
BRANCH HEAD III	Makati Gil Puyat Branch February 24, 2016 to January 8, 2019
BRANCH HEAD II	Makati Gil Puyat Branch November 29, 2013 to February 23, 2016
BRANCH HEAD I	Makati Ayala Branch September 2, 2004 to November 28, 2013
SECTION HEAD	Field Inspectorate Section Makati Gil Puyat Branch September 27, 1999 to September 1, 2004
DIVISION CHIEF III	Members Assistance Section Baclaran Branch September 19, 1997 to September 26, 1999
SOCIAL SECURITY OFFICER III	Members Assistance Section Makati Gil Puyat Branch January 19, 1995 to September 18, 1997
SOCIAL SECURITY OFFICER II	Members Assistance Section Makati Gil Puyat Branch June 22, 1993 to January 18, 1995
SOCIAL SECURITY OFFICER I	Members Assistance Section Makati Gil Puyat Branch February 3, 1992 to June 21, 1993
ACCOUNTS EXAMINER III	Naga Branch June 5, 1991 to February 2, 1992
CLERK II	Naga Branch July 7, 1989 to June 4, 1991
CLERK	DBP Service Corporation January 20, 1989 to July 6, 1989

LOANS PROCESSOR

Planters Development Bank
June 1, 1983 to January 1, 1984

EDUCATIONAL ATTAINMENT

Master in Business Management

ST. FRANCIS OF ASSISI COLLEGE
1997-1999

Master in Business Administration

UNIVERSITY OF NUEVA CACERES
1989-1992

BS Business Administration
Major in Accounting

ATENEO DE NAGA UNIVERSITY
1977-1981

I hereby certify that the above information is true and correct to the best of my knowledge and belief.


MARIA RITA S. AGUJA