
MIRIAM A. VILLALBA

VICE PRESIDENT
VISMIN REGIONAL PROCESSING DIVISION
Social Security System (SSS)
VOIP 8015



BRIEF DESCRIPTION OF FUNCTION

Develops and manages the implementation of the Regional Processing Division's plans and programs for the processing of benefit claims, membership, contributions and loan repayment in accordance with policies, guidelines and procedures and in compliance with good governance and quality service requirements and standards.

MAJOR ACHIEVEMENTS

Deliverables of VisMin Regional Processing Division for 2020 were achieved by all Processing Centers in VisMin RPD, namely Cebu, Iloilo, Cagayan de Oro, Davao and Zamboanga. The 3 Sections under the 5 Processing Centers namely Death, Disability and Retirement Section, Sickness/Maternity and EC Section and the Membership, Operations Accounting Section achieved its deliverables, to wit:

**Improved Processing Time
Reduce Pending Workload
Improved Accuracy of Processed Claim**

PROFESSIONAL WORK EXPERIENCE / HIGHLIGHTS

Department Manager III, Cagayan de Oro Processing Center – 03/07/2016 - 10/23/2016
Officer in Charge, VisMin Regional Processing Division – 10/24/2016 – 12/26/2018
Vice President, VisMin Regional Processing Division 12/27/2018 - present
VisMin LocalLocal Benefit Review Committee – Chairperson 05/2017
Flag Clearing Committee - Chairperson 08/10/2018 - present
Local Human Resource Merit Promotion and Selection Board – Member 07/2019

EDUCATIONAL ATTAINMENT

Bachelor of Science In Commerce - Major In Accounting - Xavier University - Ateneo De Cagayan
Master in Public Administration - Xavier University - Ateneo de Cagayan – 30 Units
