



Republic of the Philippines
SOCIAL SECURITY SYSTEM
 East Avenue, Diliman, Quezon City

The Social Security System is in need of the following:

POSITION TITLE	QUALIFICATION STANDARDS					OTHER REQUIREMENTS
	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	SPECIALIZED EXAM ¹	
ONE (1) ASSOCIATE ACTUARY (L1M) FOR ACTUARIAL DEPARTMENT, REVENUES SECTION (VC:15DRF018) [To be retitled to Corporate Executive Officer III (L1M) and to be transferred to Program Development and Pricing Department upon approval of reorganization.]	Bachelor's degree relevant to the job	4 years in position/s involving management and supervision	24 hours of training in management and supervision	Career Service (Professional) Second Level Eligibility	Supervisory Exam	Actuarial Aptitude Exam
ONE (1) ATTORNEY II (L1M) FOR COMMISSION LEGAL DEPARTMENT I, LEGAL STAFF [To be retitled to Junior Hearing Officer (1M) and to be transferred to Visayas-Mindanao Commission Legal Department upon approval of reorganization.] (VC: 15DRF001) ONE (1) ATTORNEY II (L1M) FOR COMMISSION LEGAL DEPARTMENT II, LEGAL STAFF [To be retitled to Junior Hearing Officer (L1M) and to be transferred to Visayas-Mindanao Commission Legal Department upon approval of reorganization.] (VC: 15DRF003) Successful applicants will hold office in SSS MAKATI.	Bachelor of Laws	2 years of relevant experience	8 hours of relevant training	RA 1080	-	
ONE (1) MEDICAL SPECIALIST III (L1M) FOR MEDICAL EVALUATION SECTION OF DILIMAN BRANCH [To be transferred to Medical Operations Department, Medical Opinion and Support Section] (VC: 15DRF029)	Doctor of Medicine	3 years of relevant experience	16 hours of relevant training	RA 1080	-	
ONE (1) JUNIOR PROGRAM SPECIALIST (L6NM) FOR MANAGEMENT SUPPORT SERVICES DEPARTMENT, PROGRAM MONITORING SECTION [To be retitled to Senior Specialist (6NM) upon approval of reorganization.] (VC: 15DRF026)	Bachelor's degree relevant to the job preferably Industrial Engineering or any business course	4 years of relevant experience	24 hours of relevant training	Career Service (Professional) Second Level Eligibility	Management Support Services Exam	With analytical skills.
(1) SENIOR ACTUARIAL RESEARCHER (L6NM) FOR ACTUARIAL DEPARTMENT, EXPENDITURE SECTION (VC: 15DRF017) [To be transferred to Actuarial Research Department upon approval of reorganization.]	Bachelor's degree relevant to the job	4 years of relevant experience	24 hours of relevant training	Career Service (Professional) Second Level Eligibility	Actuarial Aptitude Exam	

<p>EIGHTEEN (18) MEDICAL SPECIALIST II (L6NM) FOR MEDICAL EVALUATION SECTION OF BAGUIO BRANCH [To be transferred to Cauayan, Isabela Branch Medical Evaluation Team, Medical Operations Department upon approval of reorganization.] (VC: 15DRF030), MARIVELES-BEPZ BRANCH (VC: 15DRF031), BALIUAG BRANCH (VC: 15DRF032), BOAC BRANCH [To be transferred to Lipa Branch Medical Evaluation Team (PEC), Medical Operations Department upon approval of reorganization.] (VC: 15DRF033), SAN JOSE, OCCIDENTAL MINDORO BRANCH [To be transferred to Calamba Branch Medical Evaluation Team (PEC), Medical Operations Department upon approval of reorganization.] (VC: 15DRF034), SORSOGON BRANCH (VC: 15DRF036), VIRAC BRANCH (VC: 15DRF037), BACOLOD BRANCH (VC: 15DRF038), BACOLOD BRANCH [To be transferred to Bacolod Branch Medical Evaluation Team (PEC), Medical Operations Department upon approval of reorganization.] (VC: 15DRF039), KABANKALAN BRANCH [To be transferred to San Carlos Branch upon approval of reorganization] (VC: 15DRF040), OZAMIS BRANCH (VC: 15DRF041), GINGOOG BRANCH [To be transferred to Butuan Branch upon approval of reorganization] (VC: 15DRF042), DAVAO BRANCH [To be transferred to Koronadal Branch upon approval of reorganization.] (VC: 15DRF043), KIDAPAWAN BRANCH (VC: 15DRF044), MATI BRANCH (VC: 15DRF045), TORIL BRANCH (VC: 15DRF046), COTABATO BRANCH (VC: 15DRF047), DIPOLOG BRANCH (VC: 15DRF048)</p>	<p>Doctor of Medicine</p>	<p>2 years of relevant experience</p>	<p>8 hours of relevant training</p>	<p>RA 1080</p>	<p>-</p>	
<p>ONE (1) SENIOR AUDITOR (L6NM) FOR INTERNAL AUDIT SERVICES DEPARTMENT II , FINANCE AND INVESTMENTS SECTION (VC: 15DRF014)</p> <p>[To be transferred to Financial and Investments Audit Department upon approval of reorganization.]</p>	<p>Bachelor's degree relevant to the job</p>	<p>4 years of relevant experience</p> <p>Relevant Experience required by IASD: With five (5) years audit experience</p>	<p>24 hours of relevant training</p>	<p>Career Service (Professional)</p> <p>Second Level Eligibility</p>	<p>Internal Audit Exam</p>	
<p>ONE (1) SENIOR SPECIALIST (L6NM) FOR TECHNOLOGY RESEARCH DEPARTMENT, TECHNOLOGY SCANNING SECTION (VC:15DRF093)</p>	<p>Bachelor's degree relevant to the job (Must have passed the corresponding proficiency examination for technical positions)</p>	<p>4 years of relevant experience</p>	<p>24 hours of relevant training</p>	<p>Career Service (Professional)</p> <p>Second Level Eligibility</p>	<p>-</p>	
<p>ONE (1) SENIOR SPECIALIST (L6NM) FOR APPLICATIONS DEVELOPMENT AND MAINTENANCE DEPARTMENT III, HR SYSTEMS AND FINANCIAL SYSTEM SECTION (VC: 15DRF096)</p> <p>ONE (1) SENIOR SPECIALIST (L6NM) FOR APPLICATIONS DEVELOPMENT AND MAINTENANCE DEPARTMENT III, DECISION SUPPORT AND ACTUARIAL SECTION (VC:15DRF097)</p>	<p>Bachelor's degree relevant to the job (Must have passed the corresponding proficiency examination for technical positions)</p>	<p>4 years of relevant experience</p>	<p>24 hours of relevant training</p>	<p>Career Service (Professional)</p> <p>Second Level Eligibility</p>	<p>-</p>	<p>Systems Analysis exam for applicants coming outside of Application Systems Division to be conducted to qualified candidates during LSC assessment.</p>
<p>ONE (1) SENIOR SPECIALIST (L6NM) FOR EQUITIES DEPARTMENT, FUND MANAGEMENT SECTION II, TECHNICAL ANALYSIS (VC:15DRF086)</p>	<p>Bachelor's degree relevant to the job</p>	<p>4 years of relevant experience</p>	<p>24 hours of relevant training</p>	<p>Career Service (Professional)</p> <p>Second Level Eligibility</p>	<p>Equities Exam</p>	
<p>ONE (1) BUILDING ADMINISTRATOR (L5NM) FOR LUZON NORTH DIVISION, ADMINISTRATIVE SECTION (VC: 15DRF151)</p>	<p>Bachelor's degree in Engineering relevant to the job or Architecture</p>	<p>3 years of relevant experience</p>	<p>16 hours of relevant training</p>	<p>RA 1080</p>	<p>-</p>	

<p>ONE (1) JUNIOR AUDITOR (L5NM) FOR INTERNAL AUDIT SERVICES DEPARTMENT II (IASDII), FINANCE AND INVESTMENTS SECTION [To be transferred to Corporate Service Audit Department upon approval of reorganization]. (VC: 15DRF015)</p> <p>ONE (1) JUNIOR AUDITOR (L5NM) FOR INFORMATION SYSTEMS AUDIT DEPARTMENT (ISAD), CORPORATE SECTION (VC: 15DRF016)</p>	Bachelor's degree relevant to the job	<p>3 years of relevant experience</p> <p>Relevant Experience required by Internal Audit Services Division:</p> <p>For IASD II: With three (3) years audit experience</p> <p>For ISAD: Relevant experience must include two (2) years experience in IT audit</p>	16 hours of relevant training	<p>Career Service (Professional)</p> <p>Second Level Eligibility</p>	Internal Audit Exam	
THREE (3) JUNIOR SPECIALIST (L5NM) FOR APPLICATIONS DEVELOPMENT AND MAINTENANCE DEPARTMENT I, PROGRAMMING STAFF (VC: 15DRF094)	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	<p>Career Service (Professional)</p> <p>Second Level Eligibility</p>	-	Systems Analysis Examination for Applicants coming from outside of Application Systems Division to be conducted to qualified candidates during LSC assessment.
ONE (1) JUNIOR SPECIALIST (L5NM) FOR CORPORATE POLICY AND PLANNING DEPARTMENT, PLANNING, MONITORING AND EVALUATION SECTION (VC:15DRF023)	<p>Bachelor's degree relevant to the job</p> <p>Relevant degree: 4 or 5 year course preferably with minor subject in math and writing skills</p>	3 years of relevant experience preferably	16 hours of relevant training	<p>Career Service (Professional)</p> <p>Second Level Eligibility</p>	-	
<p>ONE (1) JUNIOR SPECIALIST (L5NM) FOR EQUITIES DEPARTMENT, FUND MANAGEMENT SECTION II, FUNDAMENTAL RESEARCH [To be transferred to Services Sector Equities Department upon approval of reorganization.] (VC:15DRF085)</p> <p>ONE (1) JUNIOR SPECIALIST (L5NM) FOR EQUITIES DEPARTMENT, PRODUCT DEVELOPMENT SECTION, [To be transferred to Alternative Investments and Fund Management Department.] (VC:15DRF089)</p>	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	<p>Career Service (Professional)</p> <p>Second Level Eligibility</p>	-	
ONE (1) JUNIOR SPECIALIST (L5NM) FOR GOVERNANCE AND STANDARDS DEPARTMENT, IS QA/QC SECTION (VC:15DRF091)	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	<p>Career Service (Professional)</p> <p>Second Level Eligibility</p>	-	
<p>ONE (1) JUNIOR SPECIALIST (L5NM) FOR MANAGEMENT SUPPORT SERVICES DEPARTMENT, ORGANIZATION PERFORMANCE SECTION, ORGANIZATION PERFORMANCE TEAM I (VC:15DRF024)</p> <p>ONE (1) JUNIOR SPECIALIST (L5NM) FOR MANAGEMENT SUPPORT SERVICES DEPARTMENT, ORGANIZATION PERFORMANCE SECTION, ORGANIZATION PERFORMANCE TEAM II [To be transferred to Quality Management Department upon approval of reorganization] (VC:15DRF025)</p>	Bachelor's degree relevant to the job preferably Industrial Engineering or any business course	3 years of relevant experience	16 hours of relevant training	<p>Career Service (Professional)</p> <p>Second Level Eligibility</p>	Management Support Services	With analytical skills.
<p>TWO (2) JUNIOR SPECIALIST (L5NM) FOR RISK MANAGEMENT DEPARTMENT, SECTION I (VC:15DRF019) AND SECTION II (VC: 15DRF020)</p> <p>[To be transferred to Financial and Investment Risk Management Department upon approval of reorganization]</p>	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	<p>Career Service (Professional)</p> <p>Second Level Eligibility</p>	Actuarial Aptitude Exam	
ONE (1) SENIOR COMMUNICATIONS ANALYST (L5NM) FOR LUZON NORTH DIVISION (VC:15DRF147)	Bachelor's degree relevant to the job preferably graduates of Mass Communications, Public Administration, Sociology and other related course	3 years of relevant experience	16 hours of relevant training	<p>Career Service (Professional) Second Level Eligibility</p>		

ONE (1) ACCOUNTANT (L4NM) FOR EMPLOYEE SERVICES DEPARTMENT, PROVIDENT FUND SECTION [To be retitled to Senior Analyst upon approval of the reorganization.](VC: 15DRF126)	Bachelor's degree in Commerce/Business Administration major in Accounting	2 years of relevant experience	8 hours of relevant training	RA 1080	-	
ONE (1) COMPUTER MAINTENANCE TECHNOLOGIST III (L4NM) FOR COMPUTER OPERATIONS ANALYSIS DEPARTMENT, ICT OPERATIONS ANALYSIS SECTION, ENTERPRISES SERVER TEAM (VC:15DRF100)	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	-	
ONE (1) HEARING STENOGRAPHER (L4NM) FOR COMMISSION SECRETARIAT DEPARTMENT, AGENDA & MINUTES SECTION, AGENDA TEAM (VC: 15DRF005) ONE (1) HEARING STENOGRAPHER (L4NM) FOR COMMISSION SECRETARIAT DEPARTMENT, CASES SECTION, STENOGRAPHERS' TEAM [To be transferred to Case Management and Sheriff Department upon approval of reorganization.] (VC: 15DRF008)	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	-	
ONE (1) JUNIOR APPRAISER (L4NM) FOR ASSET MANAGEMENT DEPARTMENT, ACQUIRED ASSETS AND DISPOSAL SECTION [To be transferred to Housing and Acquired Assets Management Department, Davao Team II - Foreclosure and Disposal Team upon approval of reorganization.] (VC: 15DRF053) ONE (1) JUNIOR APPRAISER (L4NM) FOR LENDING AND ASSET MANAGEMENT DIVISION, WESTERN VISAYAS DIVISION - HOUSING AND ASSET MANAGEMENT SECTION [To be transferred to Housing and Asset Management Department, Loans Foreclosure and Disposal Team - Bacolod.] (VC: 15DRF050) ONE (1) JUNIOR APPRAISER (L4NM) FOR LENDING AND ASSET MANAGEMENT DIVISION, NORTHERN MINDANAO DIVISION - HOUSING AND ASSET MANAGEMENT SECTION [To be transferred to Housing and Asset Management Department, Loans Foreclosure and Disposal Team - Cagayan De Oro.] (VC: 15DRF051)	Bachelor's degree in Engineering relevant to the job or Architecture	2 years of relevant experience	8 hours of relevant training	RA 1080	-	Must be Registered and Licensed Real Estate Service Practitioner (per IRR of RA 9646)
ONE (1) SENIOR ANALYST (L4NM) FOR RISK MANAGEMENT DEPARTMENT, SECTION I [To be retitled to Senior Administrative Assistant (L4NM) and to be transferred to Actuarial Services Division upon approval of reorganization.] (VC: 15DRF021) ONE (1) SENIOR ANALYST (L4NM) FOR RISK MANAGEMENT DEPARTMENT, SECTION II [To be retitled to Senior Administrative Assistant (L4NM) and to be transferred to Enterprise Risk Management Division upon approval of reorganization.] (VC: 15DRF022)	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	-	Actuarial Aptitude Exam
THREE (3) JUNIOR PROGRAMMER (L3NM) FOR APPLICATIONS DEVELOPMENT AND MAINTENANCE DEPARTMENT II, PROGRAMMING STAFF (VC:15DRF095) ONE (1) JUNIOR PROGRAMMER (L3NM) FOR APPLICATIONS DEVELOPMENT AND MAINTENANCE DEPARTMENT III, PROGRAMMING STAFF (VC:15DRF098) ONE (1) JUNIOR PROGRAMMER (L3NM) FOR APPLICATIONS DEVELOPMENT AND MAINTENANCE DEPARTMENT V, PROGRAMMING STAFF (VC:15DRF099)	Bachelor's Degree relevant to the job preferably Computer Science, Information Technology, Computer Engineering and other IT-related fields For IT-related course, the Program Logic Formulation or Programming Course is not required For non-IT course, must have completed and passed the Program Logic Formulation or Programming Course	None Required	4 hours of relevant IT training	Career Service (Professional) Second Level Eligibility	-	Computer Programming Examination

<p>ONE (1) JUNIOR ANALYST (L3NM) FOR EQUITIES DEPARTMENT, STRATEGIC DECISION AND TECHNICAL SUPPORT SECTION, PORTFOLIO MONITORING <i>(VC:15DRF087)</i></p> <p>ONE (1) JUNIOR ANALYST (L3NM) FOR EQUITIES DEPARTMENT, STRATEGIC DECISION AND TECHNICAL SUPPORT SECTION, COMPLIANCE AND SETTLEMENT <i>(VC:15DRF088)</i></p>	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	-	
--	---------------------------------------	-------------------------------	------------------------------	--	---	--

¹ Will be given after initial assessment of applications.

Interested applicants must submit in person their application letter, Personal Data Sheet (CSC Form 212 – downloadable from csc.gov.ph website) with latest passport size picture, resume with job description, original and photocopy of transcript of records, diploma, certificates of eligibility, trainings and seminars, employment/service record at the Organizational Planning and Staffing Department (OPSD), 8/F SSS Bldg., East Avenue, Diliman, Quezon City. Kindly indicate in your application your preferred vacancy with the corresponding vacancy code (VC).

For inquiries, please contact Ms. Sally Magsino-Valencerina at 924-7842 or 920-6401 local 6341.

Deadline for submission of applications will be on **Monday, June 29, 2015**.