



LENDING AND ASSET MANAGEMENT GROUP
MEMBER LOANS DEPARTMENT

5th Flr. SSS Main Bldg., East Avenue, Diliman, Quezon City



RTPL QUICK REFERENCE GUIDE

FOR : **ALL EMPLOYERS/MEMBERS**

THRU : **ALL DIVISION HEADS**
Branch Operations *11/7/19*

FROM : **PEDRO T. BAOY**
Chairperson
Project Team for the Real-Time Processing of Loans

DATE : **06 November 2019**

RE : **IMPLEMENTATION OF REAL-TIME PROCESSING OF LOANS (RTPL)**

We refer to Circular No. 2019-014 dated 01 October 2019 regarding abovementioned subject. In this regard, please be guided accordingly of the following clarifications:

1. Salary Loan Application (Loans Granting)

- a. **Effective 11 November 2019**, all Salary Loan application must be filed online through the member's My.SSS account. To avail of a Salary Loan, the member must register first at www.sss.gov.ph. Those without access to internet may proceed to nearest SSS Branch to avail of the e-Center facility for registration and/or loan application.
- b. Exemption from online application filing are Calamity, Emergency, and Educational Assistance Loans, which will still be filed at SSS Branches due to its documentary requirements. However, member's registration at My.SSS will be a mandatory requirement for application.

2. Loan Payment Deadline

Starting the applicable month of October 2019, payment deadline for all short-term loans (Salary, Calamity, Emergency, Educational, and Restructured Loan) will be on the last day of the following month (e.g. 30 November 2019) and every last day of the month thereafter. If the due date falls on a Saturday, Sunday, or a holiday, payment shall be still be accepted on the next working day without additional penalty.

3. Use of Payment Reference Number (PRN) for Loan Payments

- a. Implementation of the use of PRN for loan payments will commence on **05 December 2019** for applicable month November 2019. Loan billing with PRN will be sent to your registered mobile and email address.
- b. SSS will continue acceptance of non-PRN payments until **29 February 2020**.

- c. Amendments to the electronic collection list (such adding an employee, no payment for the month) shall be done through the My.SSS account for employers or individual members.
- d. Mandatory use of PRN for loan payments will be strictly implemented on **01 March 2020**.
- e. Educational Assistance Loan (EAL) is not yet included in billing with PRN by December 2019. However, ERs may manually add EAL accounts of their employees in their Loan Collection List (LCL) with PRN until such time that the PRN billing automatically include the EAL account.

For queries or assistance, you may contact the following:

- Official FB page SSSPh
- Official Twitter account PhISSS
- PRN hotline 1455 or
- Email to member_relations@sss.gov.ph or prnhelpline@sss.gov.ph

For your information and guidance. Thank you for your cooperation and usual support.