

SOCIAL SECURITY SYSTEM
Schedule 1
(All amounts in Philippine peso unless otherwise stated)
Schedule of Revenues and Expenditures

	Nine months ended 30 September		Increase/(decrease)
	2019	2018	
Revenues			
Members' contribution ¹	160,910,398,916	127,012,010,055	33,898,388,861
Investment and other income ²	22,946,584,017	21,952,275,408	994,308,609
	<u>183,856,982,933</u>	<u>148,964,285,463</u>	<u>34,892,697,470</u>
Expenditures			
Benefit payments			
Retirement	84,625,787,864	77,658,180,792	6,967,607,072
Death	43,308,921,481	41,030,369,488	2,278,551,993
Disability	5,473,630,664	5,043,606,352	430,024,312
Maternity	7,146,650,271	5,203,750,013	1,942,900,258
Funeral grant	3,219,129,378	2,966,457,249	252,672,129
Sickness	2,389,739,960	2,094,281,312	295,458,648
Unemployment	44,384,101	-	44,384,101
Medical services	7,142,884	9,308,042	(2,165,158)
Rehabilitation services	-	982,102	(982,102)
	<u>146,215,386,603</u>	<u>134,006,935,350</u>	<u>12,208,451,253</u>
Operating expenses			
Personnel services ³	4,834,286,512	4,561,769,157	272,517,355
Maintenance and other operating expenses ⁴	1,788,204,466	1,775,103,625	13,100,841
	<u>6,622,490,978</u>	<u>6,336,872,782</u>	<u>285,618,196</u>
	<u>152,837,877,581</u>	<u>140,343,808,132</u>	<u>12,494,069,449</u>
Net revenue/profit for the period	<u>31,019,105,352</u>	<u>8,620,477,331</u>	<u>22,398,628,021</u>
Other comprehensive income/(loss)			
Financial assets at FVTOCI			
Realized gain/(loss) on sale			
Marketable (equity) securities	721,391,512	889,639,922	(168,248,410)
Government securities	(9,783,955)	65,224,883	(75,008,838)
	<u>711,607,557</u>	<u>954,864,805</u>	<u>(243,257,248)</u>
Net gain/(loss) on fair value adjustment			
Marketable (equity) securities	279,876,864	(17,250,943,796)	17,530,820,660
Ordinary and Preferred Shares	-	(805,912,617)	805,912,617
Government securities	4,930,127,770	(2,378,077,547)	7,308,205,317
Corporate notes and bonds	22,145,442	396,802,035	(374,656,593)
	<u>5,232,150,076</u>	<u>(20,038,131,925)</u>	<u>25,270,282,001</u>
	<u>5,943,757,633</u>	<u>(19,083,267,120)</u>	<u>25,027,024,753</u>
Total comprehensive income for the period	<u>36,962,862,985</u>	<u>(10,462,789,789)</u>	<u>47,425,652,774</u>

¹ includes interest and penalty on contribution in arrears

² includes gains/losses, interest and dividend income, subsidy and investment expenses

³ excludes FSA-local hires and incentive awards-PRAISE

⁴ includes FSA-local hires and incentive awards-PRAISE, bank charges, depreciation & amortization

$$\% \text{ of OpEx to Charter Limit} = \frac{6.62 \text{ B}}{(12\% \times 160.91 \text{ B}) + (3\% \times 22.95 \text{ B})}$$

$$\% \text{ of OpEx to Charter Limit} = \underline{\underline{33.1\%}}$$

SOCIAL SECURITY SYSTEM
(All amounts in Philippine peso unless otherwise stated)
**Schedule of investment and related income
(At Fair Value)**

	At 30 September 2019	% to IRF	At 31 December 2018 Restated	% to IRF	Investment income	
					Nine months ended 30 September 2019	2018
FIXED INCOME	401,024,131,000.91	75.35	355,894,058,169.17	71.87	18,824,173,257.61	18,154,721,968.50
1. GOVERNMENT SECURITIES	234,041,134,619.28	43.98	212,021,671,210.06	42.82	10,582,330,942.85	8,998,617,456.68
Government notes and bonds - HTM (at AC)	155,786,448,389.79	29.27	149,958,754,661.48	30.28	6,673,426,087.03	6,492,130,754.37
Government bonds - FVTPL	25,302,556,960.60	4.75	19,500,923,120.31	3.94	1,616,449,158.07	6,643,865.77
Government bonds - FVTOCI	50,191,229,096.32	9.43	42,561,993,428.27	8.59	2,057,805,091.46	2,499,842,836.54
Government securities - EMF (at fair value)	2,760,900,172.57	0.52	-	-	170,560,163.40	-
Treasury bills	-	0.00	-	0.00	64,090,442.89	-
2. CORPORATE NOTES AND BONDS	37,313,882,545.59	7.01	37,457,063,664.17	7.56	1,380,174,169.76	1,201,943,669.84
Corporate notes - HTM (at AC)	8,906,971,786.26	1.67	10,921,204,136.73	2.21	359,897,586.62	345,496,846.93
Corporate bonds - HTM (at AC)	25,286,968,089.15	4.75	23,727,377,483.32	4.79	980,919,138.58	852,415,572.91
Corporate notes - FVTOCI	2,338,750,685.93	0.44	2,338,750,685.93	0.47	-	-
Corporate bonds - FVTOCI	491,876,800.08	0.09	469,731,358.19	0.09	25,312,500.00	4,031,250.00
Corporate notes and bonds - EMF (at fair value)	289,315,184.17	0.05	-	-	14,044,944.56	-
Reversal of impairment loss	-	-	-	-	-	-
3. LOANS TO MEMBERS/PENSIONERS	93,116,673,942.38	17.50	90,756,820,074.55	18.33	6,161,925,857.62	7,406,346,301.87
a. SALARY LOANS	86,925,286,257.76	16.33	84,591,506,853.75	17.08	5,887,277,719.03	7,178,872,087.46
Salary/educational/calamity loan	72,076,179,555.53	13.54	69,087,518,974.41	13.95	3,733,189,987.47	4,115,646,930.53
Separated member loan	12,369,070.76	0.00	23,540,635.25	0.00	20,129,287.24	61,512,224.08
Emergency loan	198,972,606.39	0.04	223,855,059.27	0.05	25,385,725.23	58,032,289.93
Student assistance loan	64,284.06	0.00	129,045.86	0.00	226.88	878.96
Stock investment loan	59,782,483.78	0.01	64,381,308.58	0.01	9,770,567.91	3,558,854.11
Privatization loan	60,395,944.86	0.01	63,347,409.90	0.01	4,092,035.12	2,209,453.31
Loan to vocational/technical students	88,564.28	0.00	88,564.28	0.00	-	-
Special educational loan fund - Y2K	103,660.95	0.00	117,517.24	0.00	84,082.27	-
Educational assistance loan program	5,072,961,244.14	0.95	4,959,127,516.86	1.00	35,272,600.75	19,794,770.58
Restructured member loan - 2016	9,444,368,843.01	1.77	10,169,400,822.10	2.05	2,059,353,206.16	2,918,116,685.96
Reversal of impairment loss	-	-	-	-	-	-
b. HOUSING LOANS	5,384,999,347.09	1.01	5,760,525,878.89	1.16	215,179,583.34	227,435,442.48
Loan to National Home Mortgage Finance Corporation	4,869,381,943.16	0.91	5,037,978,146.17	1.02	42,407,639.51	27,073,167.09
Loan to Home Development Mutual Fund	-	0.00	-	0.00	-	-
Real estate loans	166,288,181.41	0.03	337,068,277.90	0.07	161,488,054.30	187,946,698.91
Dormitory/apartment loans	10,382,586.35	0.00	10,382,586.35	0.00	225,390.01	205,782.48
SSS employees housing loans	338,946,636.17	0.06	375,096,868.47	0.08	11,058,499.52	12,209,794.00
Reversal of impairment loss	-	-	-	-	-	-
c. DEVELOPMENT LOANS	443,151.84	0.00	831,365.13	0.00	20,866.41	38,771.93
Investment incentive loans	41,634.08	0.00	41,634.08	0.00	-	854.40
Small scale industry	1.00	0.00	1.00	0.00	-	-
Educational institution financing program	1.00	0.00	1.00	0.00	-	-
Industry modernization and expansion loan program	1.00	0.00	1.00	0.00	-	-
Business development facility	401,513.76	0.00	789,727.05	0.00	20,866.41	37,917.53
Program MADE	1.00	0.00	1.00	0.00	-	-
Reversal of impairment loss	-	-	-	-	-	-
d. PENSION LOAN PROGRAM	805,945,185.69	0.15	403,955,976.78	0.15	59,447,688.84	-
Pension loan	805,945,185.69	0.15	403,955,976.78	0.15	59,447,688.84	-
4. BANK DEPOSITS	36,552,439,893.66	6.87	15,658,503,220.39	3.16	699,742,287.38	547,814,540.11
Short-term money placements	381,820,000.00	0.07	-	0.00	5,180,811.53	17,385,000.00
Savings/time/special savings deposits/current accounts ¹	35,668,497,131.18	6.70	15,658,503,220.39	3.16	684,280,589.95	530,452,162.40
Bank deposits - EMF (at fair value)	502,122,762.48	0.09	-	-	10,280,146.62	(1,152.66)
Gain/(loss) on foreign exchange ²	-	-	-	-	739.28	(21,469.63)
VARIABLE INCOME	141,425,007,452.24	26.57	140,308,048,219.92	28.33	3,760,271,773.16	3,136,579,770.09
1. EQUITIES	95,701,533,035.56	17.98	94,761,311,205.05	19.14	3,053,228,721.03	2,607,752,817.18
Financial assets at FVTPL - Equities	7,782,532,169.66	1.46	8,273,430,505.68	1.67	448,085,086.44	66,328,740.47
Financial assets at FVTOCI	-	-	-	-	-	-
Equities securities	83,831,966,567.02	15.75	86,082,210,809.98	17.38	2,484,905,258.84	2,462,637,235.97
Ordinary and preference shares	405,669,889.39	0.08	405,669,889.39	0.08	11,336,145.54	13,185,149.54
Equities securities - FVTPL - EMF	3,681,364,409.49	0.69	-	-	38,817,274.13	-
Director's fee	-	-	-	-	70,084,956.08	65,601,691.20

	At 30 September 2019	% to IRF	At 31 December 2018 Restated	% to IRF	Investment income	
					Nine months ended 30 September	
					2019	2018
2. REAL ESTATE PROPERTY	42,442,421,276.82	7.97	42,435,764,866.45	8.57	540,265,556.88	487,244,288.91
Investment property (at fair value)	41,308,462,841.88	7.76	41,354,431,841.88	8.35	464,924,603.35	438,798,027.20
Sales contract receivable - investment property	10,405,773.92	0.00	27,301,147.44	0.01	1,554,709.04	3,493,452.77
Sales contract receivable - non-current assets held for sale	1,123,552,661.02	0.21	1,054,031,877.13	0.21	73,786,244.49	44,952,808.94
Reversal of impairment loss	-	-	-	-	-	-
3. INVESTMENT IN MUTUAL FUND	3,281,053,139.86	0.62	3,110,972,148.42	0.63	166,777,495.25	41,582,664.00
Mutual fund at FVTPL (at fair value)	3,281,053,139.86	0.62	3,110,972,148.42	0.63	166,777,495.25	41,582,664.00
TOTAL INVESTMENTS	542,449,138,453.15	101.93	496,202,106,389.09	100.20	22,584,445,030.77	21,291,301,738.59
Investment reserve fund (IRF)						
Reserve fund ³	556,781,188,061		525,146,353,711			
Investments revaluation reserve	(25,590,295,450)		(30,822,445,526)			
Flexi-fund members' equity	923,483,731		804,734,458			
PESO fund equity	89,012,345		68,672,356			
Investment reserve fund	532,203,388,687		495,197,315,000			
Cash and cash equivalents	38,272,238,142		15,440,541,241			
Donated Property reclassified to reserve fund	11,391,980		11,391,980			
Realized gain/(loss) on sale/disposal of FVTOCI						
Equities securities					721,391,512	889,639,922
Government securities					(9,783,955)	65,224,883

¹ Presented as part of cash and cash equivalents under current assets; excludes savings current accounts used in operations

² Includes gain/(loss) on foreign exchange of foreign currency denominated (FCD) short-term money placements, savings/time/special savings deposits/current accounts

³ Excludes donated property reclassified to reserve fund

$$3Q2019 \text{ Annualized ROI} = \left[1 + \frac{(3,477.38 + 2,760.95 + 2,935.11 + 1,991.10 + 3,089.60 + 2,031.73 + 2,224.92 + 2,353.77 + 1,719.89)}{2} + \frac{(495,305.66 + 499,288.18)}{2} + \frac{(499,288.18 + 496,530.82)}{2} + \frac{(496,530.82 + 504,421.72)}{2} + \frac{(504,421.72 + 508,076.30)}{2} + \frac{(508,076.30 + 516,640.47)}{2} + \frac{(516,640.47 + 528,085.01)}{2} + \frac{(528,085.01 + 534,265.40)}{2} + \frac{(534,265.40 + 540,305.70)}{2} + \frac{(540,305.70 + 542,449.14)}{2} \right]^{12} - 1$$

$$3Q2019 \text{ Annualized ROI} = \left[1 + \frac{22,584.45}{4,646,491.00} \right]^{12} - 1$$

$$3Q2019 \text{ Annualized ROI} = \underline{\underline{5.99\%}}$$

**PERCENTAGE OF REFERRALS FOR FILING OF CASE
WITH CASE FILED, ACCOUNTS SETTLED AND ACCOUNTS COLLECTED
JANUARY TO SEPTEMBER 2019**

Division/OLD	Total No. of Referred Delinquent ERs for Filing of Case ^{a/} (A)	No. of Referrals with Filed Case, with Collection or with Settlement (Approved Installment Proposal) ^{b/}				% of B to A
		Filed	Collected	Settled	Total (B)	
OLSD I	1,112	503	588	-	1,091	98.1
NCR North	253	89	164		253	100.0
NCR East	185	99	86		185	100.0
NCR West	114	88	26		114	100.0
NCR South	76	22	54		76	100.0
Luzon North 1	4		4		4	100.0
Luzon North 2	29	5	24		29	100.0
Luzon Central	237	89	127		216	91.1
Luzon South 1	166	85	81		166	100.0
Luzon South 2	35	24	11		35	100.0
Luzon Bicol	13	2	11		13	100.0
OLSD II	588	292	287	-	579	98.5
Visayas Central	100	66	27		93	93.0
Visayas West 1	14	7	7		14	100.0
Visayas West 2	36	31	5		36	100.0
Mindanao North	105	44	61		105	100.0
Mindanao South	326	138	186		324	99.4
Mindanao West	7	6	1		7	100.0
Total	1,700	795	875	-	1,670	98.2

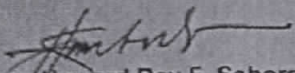
^{a/} Referrals from November 2018 to July 2019; Excludes those which were returned to the SSS Branch/LAD due to incomplete documents, recalled by the concerned AO for re-assessment or reconciliation, with R-8 due to closure/temporary suspension, etc.

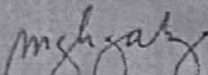
^{b/} Filed, Collected and Settled as of 30 September 2019

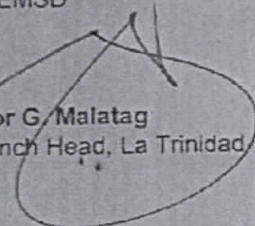
BRANCH OFFICE CREATED IN CY 2019
August 2019

Branch Office	Location	PCEO Approval	Start of Operation
1. La Trinidad	G/F, Jewel Igorot Building, Km. 4, La Trinidad, Benguet	8-Mar-19	16-Aug-19

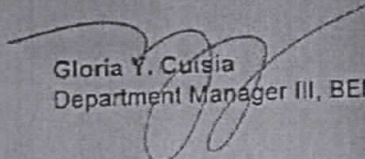
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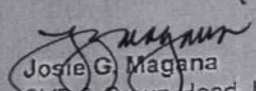

Hanz Howard Roy F. Sabordo, Jr.
Sr. Specialist & OIC Technical
Section, BEMSD


Mary Gay H. Galang
CEO III, BEMSD


Dominador G. Malatag
Acting Branch Head, La Trinidad

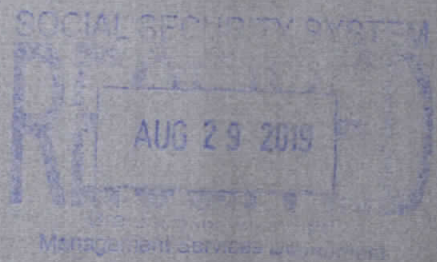
Approved By:


Gloria Y. Cuisia
Department Manager III, BEMSD


Josie G. Magana
SVP & Group Head, Luzon Operations

Signed Copies forwarded to:

EVP See	:	_____
SVP Magana	:	_____
VP Saludo	:	_____
VP Lagrada	:	_____
HRMD	:	_____
ITMG	:	_____
BSPD	:	_____
MAD	:	_____
CCD	:	_____
MSPD	:	_____
CPPD	:	_____
PMD	:	_____
GAD	:	_____





Republic of the Philippines
SOCIAL SECURITY SYSTEM

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BRANCH EXPANSION AND MANAGEMENT SERVICES DEPARTMENT OFFICE OF THE PRES. & CEO

Memorandum

FOR : **EMMANUEL F. DOOC**
President and CEO

THRU : **JUDY FRANCES A. SEE**
Executive Vice President
Branch Operations Sector

FROM : **GLORIA Y. CUISIA**
Department Manager III

DATE : 07 February 2019

SUBJECT : **SSS La Trinidad Branch Creation and Corresponding Lease Contract**

Respectfully submitted, for the President and CEO's consideration and approval, is the proposal of Luzon North 1 Division Head, favorably endorsed by Luzon Operations Group Head, to create SSS La Trinidad Branch at the Jewel Igorot Building, Km. 4, La Trinidad, Benguet.

The Bids and Awards Committee II, under Resolution No. 2018-105-8 dated 19 July 2018 recommended for award, which was subsequently approved on 31 July 2018 by the Approving Authority to act on award, the procurement of lease of office space for SSS La Trinidad Branch (**Annex A**).

I. Profile of the Proposed La Trinidad Branch

Table 1 below shows the profile of the proposed SSS La Trinidad Branch.

Table 1. Profile of the Proposed SSS Trinidad Branch

Particulars		Profile
1.	Areas of jurisdiction <ul style="list-style-type: none">- City- Municipality- Barangay	None 10 108
2.	Legislative Districts in the Province With SSS Office <ul style="list-style-type: none">- Lone District	Proposed La Trinidad Branch
3.	Population (areas of jurisdiction)	370,186
4.	Labor force	148,074
5.	No. of commercial establishments	10,169
6.	LGU classification	First class municipality
7.	Potential membership <ul style="list-style-type: none">- Employer- EE/SE/VM	3,000 14,000

Particulars		Profile
8.	Estimated average monthly collection	₱ 10.75-M
9.	Estimated average daily transactions	800
10.	Major industries	Trading, manufacturing, mining, agriculture, accommodation, construction, food service, real estate, transportation, banking, information technology, education
11.	Approximate distance from SSS Branch Offices	SSS Baguio Branch - 5.0 kms.

II. Terms and Conditions of the Proposed Lease Contract

The table below shows the salient terms and conditions of the proposed lease contract between the SSS and Daisy L. Budca-eng.

Table 2. Terms and Conditions of the Proposed Lease Contract

Particulars	Terms and Conditions
Owner/Lessor	Daisy L. Budca-eng
Location	Jewel Igorot Building Km. 4, La Trinidad, Benguet
Floor Area	Ground Floor - 425.59 square meters
Monthly Rental	P495.67/sq.m. or P210,954 per month (<i>inclusive of all applicable taxes</i>)
Escalation Rate	5% annually
Advance Payment	Six months or P1,265,724 to be applied to the first six (6) months of occupancy of the leased premises
Security Deposit	Three months or P632,862
Term/Effectivity	Five (5) years, effective upon occupancy

Prior to the effectivity of the contract, the lessor shall shoulder the following, **free of charge to the SSS**:

1. Civil/architectural and electrical works;
2. Mechanical works (brand new air-conditioning units and fire detection and alarm system); and
3. Structured cabling works including voice and data, data cabinet and patch panels with termination.

III. Rationale for Recommendation

1. **Satisfies SSS' Standard Requirements.** The Jewel Igorot Building meets the SSS standards in branch building and design. It has a very satisfactory rating compared with the other property, the Dangwa Commercial Square, which did not meet the passing score in the Table Rating Factor.

The recommended property has a floor area of 425.59 sq.m. located at the ground floor of a four-storey commercial building with roof decks, while the other property offered consists of only 80 sq.m. floor area at the one-storey building with high ceiling and will turn-over the space in an "as-is-where-is" condition.

The Jewel Igorot Building is also equipped with a three-phase power supply system, ramps and parking slots.

2. **Lower Rental Rate.** The submitted quotation of Ms. Daisy Budca-eng is lower than the other sealed canvass opened by BAC. Likewise, the proposed rental rate of ₱495.67/sq.m. is lower than the canvassed average prevailing rental rate of ₱631.70 per sq.m. within the vicinity of La Trinidad.
3. **Savings for the Duration of the Contract.** The result of the evaluation shows that the SSS will realize an **estimated savings of ₱694,674** in office rental for the first year or **₱3.84-M** for the duration of the five-year contract (*proposed rate vis-a-vis prevailing rate*).
4. **Renovation Works Borne by the Lessor.** The lessor agreed to shoulder all renovation works (civil, architectural, mechanical, electrical, structured cabling and FDAS) based on SSS' standard and specifications. Expenses to be incurred by the SSS is limited to the procurement of specialty works and modular furniture. **Estimated savings by SSS from renovation works is ₱5.85-M** ($₱13,750 \times 425.59 \text{ sq.m.}$)
5. **Ideal Office and Location.** The site is located at the main thoroughfare making it accessible to commuting members. Commercial establishments like Puregold, Savemore, McDonalds, Jollibee, Mercury Drugstore and government offices like BIR, NCIP, BECO are visible in the area.
6. **Potential of the Proposed Branch.** La Trinidad is a first class municipality and the capital town of the province of Benguet. It is known for its strawberry and vegetable plantations, earning the title "Strawberry Fields of the Philippines". It supplies most of the Philippines' strawberries and cut flowers which include roses. The La Trinidad vegetable trading post is visited by wholesalers and traders of vegetables from other provinces. Likewise, the presence of Benguet State University in the municipality serves as a boost to agricultural research and development in the region.

Its proximity to Baguio City attracts tourists, primarily to the strawberry fields in the valley and rose gardens in Barangay Bahong. Moreover, La Trinidad is the center of higher education in Benguet province. It is the most developed settlement and likewise considered as one of the central business districts of Benguet.

Taking into account the stable economic condition of the area, the projected average monthly collection of ₱10.75-M is greatly attainable. Potential employers, employed, self-employed and voluntary members to be covered by the proposed La Trinidad Branch will be coming from the micro, small and medium entrepreneurs (MSMEs) and farmers.

IV. Recommendation

Based on the foregoing, we respectfully recommend approval for the creation of

SSS La Trinidad Branch and corresponding lease contract between the SSS and Daisy L. Budca-eng (**Annex B**). The said lease contract was reviewed and certified by the SSS Documentation and Conveyancing Department to be in order as to form and substance as the terms and conditions thereof conform to the applicable laws, rules and regulations.

The estimated expenses to be shouldered by the SSS for the procurement of specialty works and modular furniture can be taken from BEMSD's 2019 pool budget for M/R Building-Repairs and Renovation-Others and Capex-Furniture, respectively.

Table 3: Amount to be Shouldered by SSS

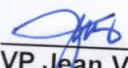
Scope of Works	Cost
Renovation Works (Specialty works)	P 384,826.80
Modular Furniture	P 2,161,806.08
Total	<u>P 2,546,632.88</u>

Likewise, the expenses for the following items can be taken from the concerned departments' 2019 pool budget:

1. Office Space Rental, Personnel Services and Other Opex Expenses – Budget Department
2. UPS, CCTV and Genset – Branch Support and Services Department
3. Personal computers, printers and other IT-related items - IT Resource Management Department
4. Display TV monitor - Branch Systems and Procures Department
5. Electronic Time Recorder – Employees Services Department.

For the PCEO's approval.

Certified Budget Available:

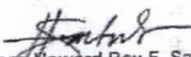

VP Jean V. Lagrada
 Financial & Budget Division

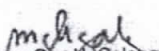

Gloria Y. Cuisia

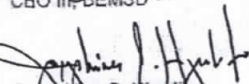
SERVICE OFFICE CREATED IN CY 2019
July 2019

Service Office	Location	PCEO Approval	Start of Operation
1. SM Bacoor SO	3F, GSE, SM City Bacoor, Bacoor, Cavite	7-Feb-19	04-Jul-19

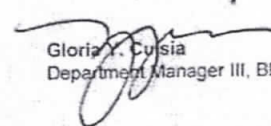
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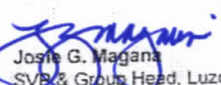

Hanz Howard Roy F. Sabordo, Jr.
Sr. Specialist & OIC Technical
Section, BEMSD


Mary Gay H. Galang
CEO III, BEMSD


Josephine S. Hipolito
Acting Branch Head, Bacoor
(Mother Branch)

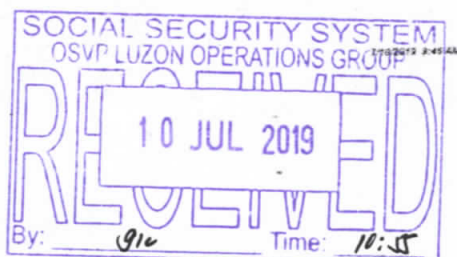
Approved By:


Gloria Y. Cusia
Department Manager III, BEMSD


Josie G. Magana
SVP & Group Head, Luzon Operations

Signed Copies forwarded to:

EVP See	_____
SVP Magana	_____
Concurrent Acting Head	_____
Samblerio	_____
VP Lagrada	_____
HRMD	_____
ITMG	_____
BSPD	_____
MAD	_____
CCD	_____
MSPD	_____
CPPD	_____
PMD	_____
GAD	_____
Bacoor	_____





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OFFICE OF THE PRES. & CEO
Rounded for *mdv*

BRANCH EXPANSION AND MANAGEMENT SERVICES DEPARTMENT

Memorandum

FOR : EMMANUEL F. DOOC
President and CEO

THRU : JUDY FRANCES A. SEE
Executive Vice President
Branch Operations Sector

FROM : GLORIA Y. CUISIA
Department Manager III

DATE : 14 January 2019

SUBJECT : Proposed SM Bacoor Service Office (SO)

Respectfully submitted, for the President and CEO's consideration and approval, is the proposal to establish SSS SM Bacoor Service Office at the SM Government Service Express Center (GSE) located at the 3rd floor level of SM City, Bacoor, Cavite.

The proposed SO will be under the supervision of SSS Bacoor Branch.

I. Background

On 17 October 2018, BEMSD received an email from Luzon South 2 Division Head regarding the soft opening on 18 October 2018 of the One-Stop Service Center for Overseas Filipino Workers (OSSCO) at the SM GSE located at the third floor level of SM City, Bacoor, Cavite. Accordingly, the Representative of the Second District of Cavite, Congressman Strike B. Revilla, reiterated that the OSSCO services are not limited to Overseas Filipino Workers (OFWs), but also available to the general public.

II. Profile of the Proposed SM Bacoor Service Office

The table below shows the profile of the proposed SM Bacoor SO.

Table 1. Profile of the Proposed SM Bacoor SO

	Particulars	Profile
1.	Mother Branch	SSS Bacoor Branch
2.	Areas of Jurisdiction <ul style="list-style-type: none">- City- Municipalities- Barangay	Bacoor City None 73
3.	Legislative Districts in the Province of Cavite with SSS Office <ul style="list-style-type: none">- 1st District- 2nd District- 3rd District	Rosario, EPZA Branch Bacoor Branch Proposed SM Bacoor SO Robinsons Place Imus SO

	Particulars	Profile
	<ul style="list-style-type: none"> - 4th District - 5th District - 6th District - 7th District 	Dasmariñas Branch Robinsons Place Dasmariñas SO Carmona Branch GMA Representative Office None Tagaytay Branch
4.	LGU classification	1 st Class City
5.	Population (areas of jurisdiction)	663,401
6.	Labor Force	417,943
7.	No. of Commercial Establishments in the Area	6,027
8.	Estimated average monthly collection	₱ 39.74-M
9.	Major industries	Trading, manufacturing, banking and service sectors
10.	Nearest SSS Office in the Province to the Proposed SO	Bacoor Branch – 2 kms. (Approx.)

III. Terms and Conditions of the Existing MOA between the SSS and SMPHI

The salient terms and conditions of the MOA between the SSS and SM Prime Holdings, Inc. (SMPHI) are as follows:

Table 2. Salient Terms and Conditions of the Existing MOA between the SSS and SMPHI

Particulars	Terms and Conditions
Owner	SM Prime Holdings, Inc. (SMPHI)
Location	SM Government Service Express Center (GSE) 3 rd floor level of SM City, Bacoor, Cavite
Floor Area	15 sq.m. (approximately)
Monthly Rental	Rent-free
Term	One (1) Year

Other facilities to be provided by SM Supermall, free of charge:

1. Provision for telephone and internet lines and connections
2. Centralized airconditioning
3. External signs announcing the presence of SSS Desk
4. Electrical connections, wirings and outlets
5. Same security that it provides to the SM Supermall tenants

For the account of SSS:

1. Meter deposit
2. Payment of utilities based on actual consumption
3. Application for telephone and internet lines
4. Pest control charges based on the actual floor area occupied
5. Provision of furniture and equipment like chairs, lap/desktops, telephone

IV. Profile of SSS Bacoor Branch (Mother Branch)

SSS Bacoor Branch, categorized as a large branch, is one of the five SSS branches in the province of Cavite, the others are Rosario (EPZA), Dasmariñas, Carmona and Tagaytay Branches. It covers the city of Bacoor and Imus, and municipality of Kawit with 194 barangays, with a total population and labor force of 1,132,217 and 688,503, respectively. It supervises SSS Robinsons Place Imus Service Office. The branch has so far covered 12,362 employers and 116,378 employed, self-employed and voluntary members. Its existing 51 personnel (regular-44, SB-7) is handling an average daily transactions of 3,227. Computation shows that the branch's average monthly operating expense of ₱4.45-M represents 4.26% of its average monthly collection of ₱104.54-M.

V. Personnel Complement

The personnel below from SSS Bacoor Branch will be reassigned to the proposed SM Bacoor SO as recommended by the Branch Head:

1. Irene R. Ramirez - Senior Member Service Representative (SMSR)

VI. Rationale for Recommendation

1. **Rent-Free Space.** SM Prime Holdings, Inc. (SMPHI) offered an approximate 15 sq.m. office space, **rent-free**. Thus, the **SSS can generate an estimated annual savings of ₱102,751.20 in office space rental** based on the canvassed average prevailing rental rate of ₱570.84 per sq.m. within the vicinity of Bacoor City.
2. **Presence of Other Government Agencies.** The proposed SM Bacoor SO will be located at the SM Government Service Express Center (GSE), 3rd floor of SM Bacoor. Existing and potential SSS members and OFWs, will find it convenient because aside from its location, they can also transact business with other government agencies, such as DFA, Philhealth, Philippine Statistics Authority, NBI, and Philippine Postal Office, among others, while they are inside the premises.
3. **Potential of the Proposed SO.** Bacoor City is a first class city in the province of Cavite. It is strategically located at the gateway to Metro Manila. It is bordered to the east by Las Piñas and Muntinlupa, to the south by Dasmariñas, to the west by Kawit and Imus, and to the north by Bacoor Bay an inlet of Manila Bay.

The city is currently experiencing a rapid shift from an agriculture-based economy to a residential/commercial urban center. At present, retail, manufacturing, banking and service sectors are Bacoor's primary income earners. Commercial activities are sporadic throughout the city ranging from wholesale to retail establishments, restaurants and eateries, hardware and construction supplies and other service-related industries, especially those located in SM City Bacoor where it serve as the city's main income earner. Also, Bacoor has branches of 11 different commercial banks all over the city.

Moreover, Bacoor has an agricultural area of 100 hectares and fishpond of about 380 hectares. Salt production, fishing, oyster and mussel culture are the other income of the residents.

Considering the fast growing economic condition of the city, the proposed SM Bacoor SO will greatly help the mother branch attain its target coverage and collection. Potential employers and employed, self-employed and voluntary members to be covered by the proposed SO will be coming from the large, and micro, small and medium enterprises (MSMEs).

VII. Recommendation

Based on the foregoing, we respectfully recommend the approval for the creation of the SSS SM Bacoor Service Office at the SM Government Service Express Center (GSE) located at the 3rd floor level of SM City, Bacoor, Cavite in accordance with the Memorandum of Agreement between the SSS and SM Prime Holdings, Inc. (SMPHI).


The following expenses to be incurred for the proposed SO can be taken from the 2019 pool budget for appropriate accounts of the concerned offices:

- | | |
|--|--|
| 1. Operating expenses (Opex)
(for additional personnel and Maintenance &
Other Operating Exp., MOOE) | - Budget Department |
| 2. PCs and printer | - IT Resource Management
Department |
| 3. Network requirement | - NCD |

For the PCEO's consideration and approval.


Gloria Y. Cuisia

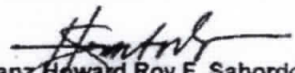
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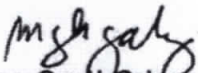

JEAN V. LAGRADA
Vice President
Financial and Budget Division

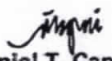
SERVICE OFFICE CREATED IN CY 2019
August 2019

Service Office	Location	PCEO Approval	Start of Operation
1. SM MOA SO	Government Service Express Center, SM Mall of Asia, Pasay City	4-Sep-18	14-Aug-19

Certified Correct:

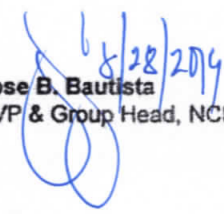

Hanz Howard Roy F. Sabordo, Jr.
Sr. Specialist & OIC Technical
Section, BEMSD


Mary Gay H. Galang
CEO III, BEMSD


Daniel T. Caput
Branch Head, Pasay-Roxas
(Mother Branch)

Approved By:


Gloria Y. Cuisia
Department Manager III, BEMSD


Jose B. Bautista
SVP & Group Head, NCR Operations

Signed Copies forwarded to:

EVP See	:	_____
SVP Bautista	:	_____
VP Limcauco	:	_____
VP Lagrada	:	_____
HRMD	:	_____
ITMG	:	_____
BSPD	:	_____
MAD	:	_____
CCD	:	_____
MSPD	:	_____
CPPD	:	_____
PMD	:	_____
GAD	:	_____
Pasay-Roxas	:	_____

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Branch Expansion and
Management Services Department



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BRANCH EXPANSION AND MANAGEMENT SERVICES DEPARTMENT

Memorandum

FOR : **EMMANUEL F. DOOC**
President and CEO

FROM : **GLORIA Y. CUISIA**
Department Manager III

DATE : 13 August 2018

SUBJECT : **Proposed Creation of Service Offices in Selected SM Malls**

Respectfully submitted, for the President and CEO's consideration and approval, is the request to open four (4) new Service Offices (SO) at selected SM Malls:

Table 1 – Proposed Service Offices

Proposed SO	Location
NCR	
SM Mall of Asia SO	SM Mall of Asia, Pasay City
SM Southmall SO	SM South Mall, Las Piñas City
LUZON	
SM Cabanatuan SO	SM City, Cabanatuan, Nueva Ecija
VISAYAS	
SM Consolacion SO	SM City, Consolacion, Cebu

I. Background

The Social Security Commission (SSC), under Resolution No. 575-s.2018, confirmed the Lease Contract between the SM Prime Holdings, Inc. (SMPHI) and Social Security System (SSS) for the use by SSS of rent-free spaces within the premises of selected SM Super Malls as part of its Government Service Express Center project (**Annex A**).

The Lease Contract is just an implementation of the existing Memorandum of Agreement between the SSS and SMPHI which started on 14 June 2016.

II. Personnel to be Assigned

The list of personnel coming from the respective mother branches will be reassigned to the proposed SOs, as recommended by the concerned Branch Heads, is shown in the subsequent table.

Table 2 – List of Personnel to be Reassigned to the Proposed SOs

Name of Employees	Position Title
Proposed SSS SM Mall of Asia SO	
1. Ma. Cristina R. Hernandez	Senior Member Service Representative
2. Ma. Margarita B. Cando	Social Security Officer III
3. Jasmin D. Cariaga	Junior Member Service Representative



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BRANCH EXPANSION AND MANAGEMENT SERVICES DEPARTMENT

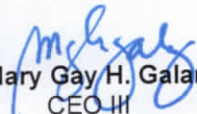
CERTIFICATION


This is to certify that the *Memorandum on the Proposed Creation of Service Offices in Selected SM Malls* as endorsed to the PCEO for its consideration/approval has undergone a complete staff work with all the requirements of the SSS guidelines having been complied, and in accordance with pertinent government rules and regulations.


13 August 2018


Hanz Howard Roy F. Sabordo, Jr.
Sr. Specialist/OIC Technical
Section- NCR Group


Jose Eduardo S. Ramos
Sr. Architect/OIC Technical
Section-Luzon Group


Mary Gay H. Galang
CEO III


Billy V. Dibdib
Sr. Specialist/OIC, Branch
Leasing & Monitoring Section


Gloria Y. Cuisia
Department Manager III

SUBSCRIBED AND SWORN to before me this 28 day of AUG 28 2018, 2018 at Quezon City, the above affiant exhibiting tome, as competent evidence of identity, known to me and to me known to be the same person who executed the foregoing Certification, his/her:

<u>Name</u>	<u>Identification Document</u>
1. Hanz Howard Roy F. Sabordo, Jr.	UMID CRN No. 003-3750-3573-6
2. Jose Eduardo S. Ramos	UMID CRN No. 0033-5002244-7
3. Billy V. Dibdib	UMID CRN No. 006-0086-6599-1
4. Mary Gay H. Galang	SS No. 33-3985615-5
5. Gloria Y. Cuisia	SS No. 03-8195837-6

& who represented to me that the same is his/her voluntary act and deed.

Doc. No.: _____
Page No.: _____
Book No.: _____
Series of 2018.


ATTY. RACHEL P. JABOLI
Administering Officer
SSS Corporate Legal Services Division
East Avenue, Diliman, Quezon City

Name of Employees	Position Title
Proposed SSS SM South Mall SO 1. Marcelino S. Mendoza 2. Rosemarie J. Nicolas	Junior Member Service Representative Senior Clerk
Proposed SSS SM Cabanatuan SO 1. Roderick C. Lapuz 2. Marites T. dela Cruz 3. Rose Ann M. Santos	Senior Member Service Representative Junior Member Service Representative SB Clerk
Proposed SSS SM Consolacion SO 1. Irish L. Magdadaro 2. Ceilo C. Amancio	Senior Member Service Representative SB Clerk

III. Branch Profiles

The succeeding tables and paragraphs are the profiles of the proposed Service Offices and its respective mother branches.

Table 3 – Proposed Service Offices in NCR

Particulars		Proposed Service Offices	
		SM Mall of Asia SO	SM South Mall SO
1.	Mother Branch	Pasay-Roxas Branch	Las Piñas Branch
2.	Areas of jurisdiction - City - Barangay	Pasay City Part of Barangay 76	Las Piñas City 3
3.	Legislative Districts in the City with SSS Office: - Lone District	Pasay-Roxas Branch Pasay-Taft Branch Proposed SM Mall of Asia SO	Las Piñas Branch Robinsons Place Las Piñas SO Proposed South Mall SO
4.	Potential membership - Employer - EE/SE/VM	90 3,400	548 3,000
5.	Estimated average daily transactions	2,330	300
6.	Estimated average monthly collection	₱10.0-M	₱11.5 -M
7.	Nearest SSS Offices in the City to the Proposed SO: - Pasay-Roxas Branch - Pasay-Taft Branch - Las Pinas Branch - Robinsons Place Las Piñas SO	2.8 kms. 2.7 kms.	4.4 kms. 1.8 kms.
8.	Average Prevailing Rental Rate (APRR) within the Vicinity	₱539.67 per sq. m.	₱478.44 per sq. m.
9.	Offered Floor Area (SSS employees' office only)	12.47 square meters	20 square meters
10.	Annual Estimated Savings in Office Space Rental	₱80,756	₱114,826

SSS Pasay-Roxas Branch (Mother Branch of the Proposed SM Mall of Asia SO)

SSS Pasay-Roxas Branch, categorized as medium branch, is one of the two branches in Pasay City, the other is SSS Pasay-Taft Branch. It covers Pasay City with 43 barangays under its area of jurisdiction which has a total population and labor force of 101,449 and 155,900, respectively. The branch has so far covered 1,511 employers and 27,430 employed, self employed and voluntary members. The branch's existing 34 personnel (regular-26 and Service Bureau-8), is handling an average daily transactions of 1,143. Computation shows that the branch's average monthly operating expenses of ₱2.53-M represents 0.81% of its average monthly collection of ₱310.55-M.

SSS Las Piñas Branch (Mother Branch of the Proposed SM South Mall SO)

SSS Las Piñas Branch, categorized as medium branch, covers Las Piñas City with 20 barangays under its area of jurisdiction, which has a total population and labor force of 611,130 and 378,900, respectively. It supervises Robinsons Place Las Piñas Service Office. The branch has so far covered 7,805 employers and 49,055 employed, self employed and voluntary members. The branch's existing 38 personnel (regular-29 and Service Bureau-9), is handling an average daily transactions of 1,970. Computation shows that the branch's average monthly operating expenses of ₱2.74-M represents 2.74% of its average monthly collection of ₱86.88-M.

Table 4 – Proposed Service Office in Luzon

Particulars		Proposed SM Cabanatuan SO
1.	Mother Branch	Cabanatuan Branch
2.	Areas of jurisdiction <ul style="list-style-type: none">- Municipality- Barangay	24 643
3.	Legislative Districts in the Province of Nueva Ecija with SSS Office: <ul style="list-style-type: none">- 1st District- 2nd District- 3rd District	Guimba Representative Office San Jose, Nueva Ecija Branch San Jose SO Cabanatuan Branch Proposed SM Cabanatuan SO
4.	Potential membership <ul style="list-style-type: none">- Employer- EE/SE/VM	3,124 86,644
5.	Estimated average monthly collection	₱ 10.0-M
6.	Estimated average daily transactions	3,597
7.	Nearest SSS Office to the Proposed SO <ul style="list-style-type: none">- Cabanatuan Branch	1.4 kms.
8.	Average Prevailing Rental Rate (APRR) within the Vicinity	₱298.43 per square meter
9.	Offered Floor Area (SSS employees' office only)	±7.5 square meters
10.	Annual Estimated Savings in Office Space Rental	₱26,859

SSS Cabanatuan Branch (Mother Branch)

SSS Cabanatuan Branch is one of the two branches in Nueva Ecija Province, the other is San Jose Branch. It is categorized as medium branch which covers Cabanatuan, Gapan and Palayan cities and 18 municipalities with 643 barangays under its area of

jurisdiction. It has a total population and labor force of 1,669,768 and 1,299,806, respectively. Under the branch's supervision is Guimba Representative Office. The branch has so far covered 9,790 employers and 196,579 employed, self employed and voluntary members. Its existing 41 personnel (31 - regular and 10 - Service Bureau), is handling an average daily transactions of 1,812. Computation shows that the branch's average monthly operating expenses of ₱2.76-M represents 5.06% of its average monthly collection of ₱54.58-M.

Table 5 – Proposed Service Office in Visayas

Particulars		Proposed SM Consolacion SO
1.	Mother Branch	Lapu-lapu Branch
2.	Areas of jurisdiction - District - Barangay	6 th District of Cebu- Consolacion 5 th District of Cebu - Liloan 35
3.	Legislative Districts in the City of Lapu-lapu with SSS Office: - Lone District	Lapu-lapu Branch Proposed SM Consolacion SO
4.	Potential membership - Employer - EE/SE/VM	600 6,720
5.	Estimated average daily transactions	400
6.	Estimated average monthly collection	₱10.55-M
7.	Nearest SSS Office to the Proposed SO - Lapu-lapu Branch	9.5 kms.
8.	Average Prevailing Rental Rate (APRR) within the Vicinity	₱429.60 per sq. m.
9.	Offered Floor Area (SSS employees' office only)	±7.5 square meters
10.	Annual Estimated Savings in Office Space Rental	₱38,664

SSS Lapu-lapu Branch (Mother Branch of the Proposed SM Consolacion SO)

SSS Lapu-lapu Branch is one of the seven (7) branches in the province of Cebu, the others are SSS Cebu, Cebu NRA, Bogo, Mandaue, Talisay and Toledo Branches. It is categorized as large branch and covers 2 cities (Lapu-lapu and Danao) and 4 municipalities with 137 barangays under its area of jurisdiction which has a total population and labor force of 994,640 and 562,096, respectively. Under the branch's supervision is the recently established Poro, Camotes Island Service Office. The branch has so far covered 8,034 employers and 207,784 employed, self employed and voluntary members. Its existing 54 personnel (regular-40 and Service Bureau-14), is handling an average daily transactions of 2,193. Computation shows that the branch's estimated average monthly operating expenses of ₱3.42-M represents 2.05% of its average monthly collection of ₱167.04-M.

IV. Recommendation

Based on the foregoing, we respectfully recommend approval to open four new service offices at the Government Service Express Centers of SM Mall of Asia, SM South Mall, SM Cabanatuan and SM Consolacion.

As mentioned in BEMSD's memorandum to PCEO (**Annex B**) which was subsequently approved by the SSC, the lease contract will be implemented for the three existing SOs indicated in Table 6 and above-stated proposed four new SOs; and future

service offices to be opened as well.

Table 6 - Existing Service Offices

Existing SO	Location
SM North EDSA SO	SM City, North EDSA
SM Pampanga SO	SM Pampanga
SM Cebu SO	SM Cebu


The budget for the procurement of personal computers and printers for the proposed service offices can be taken from the IT Resource Management Department's 2018 pool budget for Capex-Computer System. While the salaries and other personnel-related expenses of the personnel to be reassigned to the proposed service offices and maintenance and other operating expenses of the proposed service offices are chargeable to the concerned mother branches' 2018 OPEX budget.

For the PCEO's consideration and approval.



Gloria Y. Cuisia

Certified Budget Available:




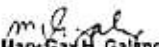
Jean V. Lagrada
Vice President
Financial and Budget Division

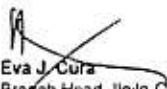
SERVICE OFFICE CREATED IN CY 2019
August 2019

Service Office	Location	PCEO Approval	Start of Operation
1. GT Town Center	2F, Service Hub, GT Town Center Pava, Fernando Lopez Avenue, Ungka 11, Pava, Iloilo	4-Mar-19	28-Aug-19

Certified Correct:


Hanz Howard Roy F. Sabordo, Jr.
 Sr. Specialist & OIC Technical
 Section, BEMSD


Mary Gay H. Galang
 CEO/TL, BEMSD


Eva J. Cura
 Branch Head, Iloilo-Central
 (Mother Branch)

Approved By:


Gloria Y. Casisa
 Department Manager III, BEMSD


Helen C. Solito
 SVP & Group Head, Visayas Operations

Signed Copies forwarded to:

EVP See	_____
SVP Solito	_____
VP Corro	_____
VP Lagrada	_____
HRMD	_____
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BSPD	_____
MAD	_____
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CPPD	_____
PMO	_____
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Iloilo Central	_____



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OFFICE OF THE PRES. & CEO

BRANCH EXPANSION AND MANAGEMENT SERVICES DEPARTMENT

Memorandum

FOR : EMMANUEL F. DOOC
President and CEO

THRU : JUDY FRANCES A. SEE
Executive Vice President
Branch Operations Sector

FROM : GLORIA Y. CUISIA
Department Manager III

DATE : 31 January 2019

SUBJECT : Proposed Creation of SSS GT Town Center Pavia Service Office and Corresponding Memorandum of Agreement

Respectfully submitted, for the President and CEO's consideration and approval, is the proposal to establish SSS GT Town Center Pavia Service Office (SO) at the second floor area of the GT Town Center, Pavia, Fernando Lopez Avenue, Barangay Ungka 11, Pavia, Iloilo.

The proposed SO will be under the supervision of SSS Iloilo-Central Branch.

I. Profile

a). Proposed GT Town Center Pavia Service Office. Table 1 below shows the profile of the proposed SO.

Table 1. Profile of the Proposed GT Town Center Pavia SO

	Particulars	Profile
1.	Mother Branch	SSS Iloilo-Central Branch
2.	Areas of Jurisdiction <ul style="list-style-type: none">- City- Municipalities- Barangay	0 Pavia 18
3.	Legislative Districts in the Province of Iloilo with SSS Office: <ul style="list-style-type: none">- 1st District- <u>2nd District</u>- 3rd District- 4th District- 5th District Iloilo City: <ul style="list-style-type: none">- Lone District	None Proposed GT Town Center Pavia SO None Passi SO None Iloilo-Central Branch Robinsons Place Iloilo SO

	Particulars	Profile
		Robinsons Place Jaro SO Iloilo-Molo Branch
4.	LGU Classification	2 nd class municipality
5.	Population (areas of jurisdiction)	55,603
6.	Labor Force	16,800
7.	No. of Commercial Establishments in the Area	1,397
8.	Potential Membership - Employer - EE/SE/VM	193 3,500
9.	Estimated Average Monthly Collection	₱2.24-M
10.	Major Industries	Tourism, trading, pottery industry, transportation and banking
11.	Nearest SSS Office in the Province to the Proposed SO	SSS Iloilo-Central Branch - ±10 km.- away

b). Iloilo-Central Branch (Mother Branch). SSS Iloilo-Central Branch, categorized as a large branch, is one of the two SSS branches in the province of Iloilo, the other is Iloilo-Molo Branch. It covers two (2) cities (Iloilo and Passi City) and thirty three (33) municipalities with 1,052 barangays with a total population and labor force of 1,376,557 and 936,059, respectively. The branch has so far covered 3,727 employers and 113,210 employed, self-employed and voluntary members. Its existing 57 personnel (regular-39, JO-18) is handling an average daily transactions of 3,605. Computation shows that the branch's average monthly operating expense of ₱4.15-M represents 3.43% of its average monthly collection of ₱120.94-M.

II. Terms and Conditions of the MOA

The salient terms and conditions of the proposed MOA between the SSS and IBC International Builders Corporation are as follows:

Table 2. Salient Terms and Conditions of the proposed MOA

Particulars	Terms and Conditions
Lessor	IBC International Builders Corporation, represented by its Vice President for Real Estate and Land Development, Allan Ryan L. Tan
Location	Service Hub, GT Town Center Pavia, Fernando Lopez Avenue, Ungka 11, Pavia, Iloilo
Floor Area	Second Floor – 35.39 sq.m.
Monthly Rental	Waived
CUSA and Aircon Charges	Waived
Term	Three (3) Years

Other terms and conditions of the MOA:

The IBC International Builders Corporation shall –

1. Turn over the mall space, renovated and fitted (civil, architectural and electrical works including supply and installation of structured cabling) based on SSS standards on branch building and design, at no cost to SSS.
2. Provide assistance to SSS in applying for or securing telephone and internet lines and allow its installation in the office space.
3. Allow the use of common restroom and water by SSS employees and members, free of charge.

The SSS shall -

1. Pay the lessor the bills for its electricity consumptions based on joint sub-meter readings.
2. Obtain telephone and internet service connections and pay the charges directly to the respective providers.

III. Personnel Complement

The following personnel from SSS Iloilo-Central Branch will be reassigned to the proposed GT Town Center Pavia SO as recommended by the Branch Head:

- | | |
|--------------------|--|
| 1. Rhea S. Salumro | - Junior Member Service Representative |
| 2. Juvy J. Gamosa | - JO-Clerk |

IV. Rationale for Recommendation

1. **Rent-Free Space.** The IBC International Builders Corporation offered the 35.39 sq.m.-office space, **rent-free**. Thus, the **SSS can generate an estimated savings of ₱233,646 in office space rental** for the first year **or ₱736,570** for the duration of the three-year contract (**Annex A**) based on the canvassed average prevailing rental rate of ₱550.17/sq.m. within the vicinity of Pavia, Iloilo.
2. **Renovation Borne by the Lessor.** The lessor agreed to shoulder the renovation and fit-out works. The expense to be shouldered by SSS is limited to the procurement of modular furniture. Hence, the **SSS can also generate an estimated savings of ₱486,613 in renovation expenses** (35.39 sq.m. x ₱13,750)
3. **Convenience of SSS Members.** The proposed site will be located at the Service Hub of the GT Town Center where other government offices such as LTO, Pag-IBIG, PhilHealth, PRC, PSA, Philpost and NBI are available. Hence, it would be convenient for the existing and future members to transact business with SSS because aside from its location, they can also perform other government transactions while they are inside the premises.

Moreover, SSS members and prospective members residing from the second district of Iloilo and other neighboring towns such as Cabatuan, Maasin, Lambunao and Calinog can already transact with the proposed SO instead of going to SSS Iloilo-Central Branch which is about 10 kilometers away from Pavia.

Also, the mall is situated along Fernando Lopez Avenue which is accessible to public transportation.

4. **Potential of the Proposed SO.** Pavia is a second class municipality in the province of Iloilo. It is the Regional Agro-Industrial Center for Western Visayas. It has thirty nine (39) manufacturing establishments producing various products intended for domestic and export markets such as Coca-cola Bottlers, Vitarich Corp., Pryce Gasses, Inc., Mandaue Foam Industries, Panay Tropical Grains Milling Corp., Jaspe Light Steel Industries, Visayas Coco Development Corp., New Panay Agro Ventures Development, Inc. and Pavia Feed Mills, among others.

Potential employers and employed, self-employed and voluntary members to be covered by the proposed SO will be coming from the large, and micro, small and medium enterprises (MSMEs). With the municipality's booming economic condition, the projected average monthly collection of ₱2.24-M is greatly attainable.

V. Recommendation

Based on the foregoing, we respectfully recommend the approval for the creation of SSS GT Town Center Pavia Service Office and corresponding Memorandum of Agreement between the SSS and IBC International Builders Corporation, represented by its Vice President for Real Estate and Land Development, Allan Ryan L. Tan (**Annex B**).

The proposed MOA was prepared and certified by the SSS Documentation and Conveyancing Department to be in order as to form and substance as the terms and conditions thereof are in accordance with applicable laws, rules and regulations.

The estimated expenses of ₱119,467.68 for the procurement of modular furniture can be taken from BEMSD's 2019 pool budget for Capex-Furniture.

Also, the estimated average monthly expenses of the two (2) personnel who will be reassigned from Iloilo-Central Branch to the proposed GT Town Center Pavia SO, and other operating expenses (OpEx) to be incurred by the proposed SO will be charged to SSS Iloilo-Central Branch's OpEx budget, while the estimated cost for the two (2) units personal computer and a printer can be taken from IT Resource Management Department's pool budget.

For the PCEO's consideration and approval.


Gloria Y. Cuisia

Certified Budget Available:



JEAN V. LAGRADA
Vice President, Financial and Budget Division

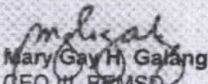
CERTIFICATION

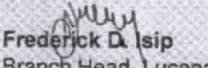
SERVICE OFFICE CREATED IN CY 2019 August 2019

Service Office	Location	PCEO Approval	Start of Operation
1. Candelaria	Candelaria Municipal Building, Candelaria, Quezon	6-Aug-18	19-Aug-19

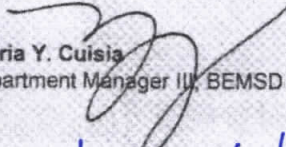
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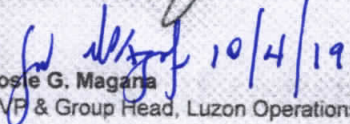

Hanz Howard Roy F. Sabordo, Jr.
 Sr. Specialist & OIC
 Technical Section, BEMSD


Mary Gay H. Galang
 QEO III, BEMSD


Frederick D. Isip
 Branch Head, Lucena
 (Mother Branch)

Approved By:


Gloria Y. Cuisia
 Department Manager III, BEMSD


Jose G. Magana
 SVP & Group Head, Luzon Operations

Signed Copies forwarded to:

EVP See	_____
SVP Magana	_____
Acting DH Samblero	_____
VP Lagrada	_____
HRMD	_____
ITMG	_____
BSPD	_____
MAD	_____
CCD	_____
MSPD	_____
CPPD	_____
PMD	_____
GAD	_____
Lucena	_____





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OFFICE OF THE PRES. & CEO
Diliman, Quezon City

BRANCH EXPANSION AND MANAGEMENT SERVICES DEPARTMENT

Memorandum

FOR : **EMMANUEL F. DOOC**
President and CEO

THRU : **JOSIE G. MAGANA**
Senior Vice President
Luzon Operations Group

FROM : **GLORIA Y. CUISIA**
Department Manager III

DATE : 23 July 2018

SUBJECT : **Proposed Candelaria Service Office (SO) and Corresponding Memorandum of Agreement**

Respectfully submitted, for the President and CEO's consideration and approval, is the proposal to create SSS Candelaria Service Office at the Municipal Hall Building of Candelaria, Quezon (**Annex A**) and corresponding Memorandum of Agreement between the SSS and Municipal Government of Candelaria represented by its Municipal Mayor, Hon. Macario D. Boongaling (**Annex B**).

The proposed Candelaria SO will be under the supervision of SSS Lucena Branch.

I. Profile of the Proposed Candelaria SO

The table below shows the profile of the proposed SO.

Table. 1. Profile of the Proposed Candelaria SO

Particulars		Profile
1.	Mother Branch	SSS Lucena Branch (medium branch)
2.	Areas of jurisdiction <ul style="list-style-type: none">- Cities- Municipality- Barangay	0 5 135
3.	Legislative Districts in the Province With SSS Office: 1 st District 2 nd District 3 rd District 4 th District	Infanta Branch Polilio Representative Office Lucena Branch Proposed Candelaria Service Office (SO) None Gumaca SO Alabat Representative Office
4.	Population (areas of jurisdiction)	378,287
5.	Labor force	130,609
6.	No. of commercial establishments	2,415
7.	LGU classification	1 st Class Municipality
8.	Potential membership <ul style="list-style-type: none">- Employer- EE/SE/VM	2,416 2,611

Particulars		Profile
9.	Estimated average monthly collection	P 9.5- M
10.	Major industries	Agriculture, Manufacturing, Services
12.	Approximate distance from SSS Offices in the Province to the proposed SO	Infanta Branch – 148.7 kms. Lucena Branch – 23 kms. Gumaca (SO) – 95 kms.

II. Terms and Conditions of the Proposed MOA

The Tenth Municipal Council of the Municipality of Candelaria, Province of Quezon in its regular session held on 21 September 2017 issued Resolution No. 100 series of 2017, authorizing Hon. Mayor Macario D. Boongaling to enter into a Memorandum of Agreement with the SSS for the establishment of SSS Service Office at the Candelaria Municipal Hall.

A. Salient Terms and Conditions

Particulars	Terms and Conditions
Owner	Municipal Government of Candelaria, represented by its Municipal Mayor, Hon. Macario D. Boongaling
Location	Candelaria Municipal Hall, Maharlika Highway, Candelaria, Quezon
Floor Area	Second Floor - 31.45 sq.m.
Monthly Rental	Rent-free
Term/Effectivity	Five (5) years effective upon occupancy
Pre-termination	Both parties may pre-terminate the MOA at least sixty (60) calendar-day notice

B. Other features of the MOA

1. Renovation and structured cabling for the account of SSS
2. Electricity and water consumptions based on joint readings of the respective sub-meters to be provided by SSS
3. SSS shall provide directional signages
4. The SSS shall also provide and maintain the airconditioning units for the SO.

III. Profile of SSS Lucena Branch

SSS Lucena Branch is one of the two SSS branches in the province of Quezon, the other is Infanta Branch. It is categorized as a medium branch which covers Lucena and Tayabas cities and 31 municipalities with 1,113 barangays under its area of jurisdiction, which has a total population and a labor force of 1,954,288 and 581,332, respectively. It supervises Gumaca Service Office and Alabat Representative Office. The branch has so far covered 14,605 employers and 166,340 employed, self-employed and voluntary members. Its existing 37 personnel (28-regular, 9-SB) is handling an average daily transaction of 2,539. Computation shows that the branch's average monthly operating expenses of P2.83-M represents 4.31% of its average monthly collection of P65.66-M.

IV. Personnel to be Assigned

The personnel listed below coming from the mother branch will be assigned to

the proposed Service Office as recommended by SSS Lucena Branch Head:

❖ Erwin M. Mauban - Senior Analyst

V. Rationale of the Recommendation

1. **Rent-Free Space.** The Municipality of Candelaria offered the office space to SSS, **free of charge**. Thus, the SSS can realize an **estimated savings in office rental of ₱117,632 for the first year, or ₱588,159 for five years**, of the SO's occupancy based on the canvassed average prevailing rental rate (APRR) of ₱311.69/sq.m. (**Annex C**).

2. **Strategic and Accessible Location.** Candelaria Municipal Hall is located along the National Highway where private and public transport ply the asphalted road, making it accessible to the existing and potential SSS members.

Other occupants of the Candelaria Municipal Hall are other government offices, like BIR, NSO, Philpost, Comelec, Police and Fire Stations. It would be convenient for the transacting SSS members because they can also transact business with other government agencies while they are within the premises.

Further, commercial and rural banks and commercial establishments such as BDO, Metrobank, Eastwest Bank, PNB, RCBC, Luzon Development Bank, BPI, Ongville Complex Candelaria, South Emerald Supermarket, Tayabas Community Multi-Purpose Cooperative and fast foods are also available within the vicinity.

3. **Standard Office Area.** The proposed floor area of 31.45 sq.m. is compliant to Office Order No. 2012-040 which provides that the floor area of a Service Office must not be less than 15 sq.m. and can accommodate a minimum of three (3) employees.
4. **Potential of the Proposed SO.** Candelaria is a first class municipality in the province of Quezon. It is the third most populous and second largest industrial center of the province, after Lucena City. One of the premier towns in Quezon Province, Candelaria is also known as the "Desiccated Coconut Capital in the World". It has the most desiccated coconut factories and oil refineries, such as Peter Paul, Primex, Coco Products Inc., Pacific Royal Basic Foods, Superstar Corporation, Licup Oil Mills, among others, which provide employment to numerous people from Candelaria and even from other municipalities.

Moreover, the municipality of Candelaria is in the cusp of progress and development, and it is one of the most progressive municipalities in the province of Quezon. Hence, the projected coverage and collection of the proposed Candelaria SO set by its mother branch is highly attainable.

Potential employed, self-employed and voluntary members will be coming from small and medium scale entrepreneurs, manufacturing companies and corporations, and other formal and informal sectors.

5. **Decongest Mother Branch.** Considering SSS Lucena Branch's (mother branch) average daily transaction of 2,539, the proposed Candelaria SO will considerably help decongest its mother branch's transaction volume.

V. Recommendation

Based on the foregoing, we respectfully recommend the creation of SSS Candelaria Service Office and corresponding Memorandum of Agreement (MOA) between the SSS and Municipality of Candelaria, represented by its Municipal Mayor, Macario D. Boongaling.

The proposed MOA has been reviewed and certified by the SSS Documentation and Conveyancing Department that the said MOA is in order as to form and substance as the terms and conditions thereof conform to the applicable laws, rules and regulations.

Expenses to be shouldered by SSS are shown in table 2 below.

Table 2: Amount to be Shouldered by SSS

Scope of Works	Cost
Civil/Architectural/Electrical Works	P 71,125.17
Specialty Works	P 39,361.28
Mechanical Works	P 89,594.27
Modular Furniture	P 251,334.23
Total	P 451,414.95

The estimated cost for the civil/architectural/electrical and specialty works, modular furniture and mechanical works can be taken from BEMSD's 2018 pool budget for M/R Building-Repairs and Others, Capex-Modular Furniture and Capex-Aircon System, respectively.

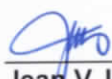
Likewise, the estimated average monthly personnel expenses of ₱61,896 of the employee from SSS Lucena Branch to be assigned to the proposed Candelaria SO (**Annex D**) is included in Lucena Branch's 2018 budget for Personnel Services, while the personal computer and a printer of ₱54,000 is chargeable to IT Resources Management Department's 2018 pool budget. Other operating expenses of the proposed SO will be charged to SSS Lucena Branch's 2018 approved OPEX Budget.

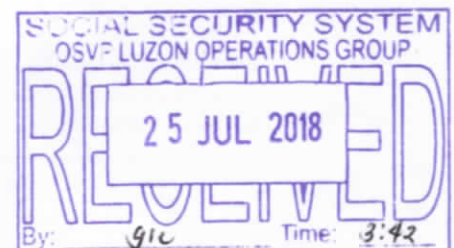
For the President's consideration and approval.

Gloria Y. Cuisia

Att.: a/s

Certified Budget Available:


Jean V. Lagrada
Vice President
Financial and Budget Division





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OFFICE ORDER NO. 2019-030

**SUBJECT : ESTABLISHMENT OF ADDITIONAL MEDICAL EVALUATION
CENTERS (MECs)**

In line with the Social Security Commission Resolution No. 1069-s. 2018 dated 19 December 2018 approving the five-year roadmap on the creation of additional Medical Evaluation Centers (MECs), six (6) additional MECs (formerly known as PECs) are hereby established in the following Branches to complement with the existing one hundred four (104) MECs.

Branch	Total Number of Medical Specialists	Required Medical Specialists per ME Center
1. Congressional	1	1
2. Eastwood	-	1*
3. Paso de Blas	-	1**
4. Paranaque-Tambo	-	1**
5. Makati-Guadalupe	-	1**
6. Deparo	-	1**

* Medical Specialists (MS) will be assigned to do Physical Examination and Interview (PEI) at least three (3) days a week.

** MS will be assigned to do PEI at least two (2) days a week

Congressional Branch MEC shall perform PEI on members/claimants daily.

All other existing guidelines under Office Order No. 2012-078 dated 03 December 2012 shall continue to be observed and implemented.

Please be guided accordingly.


AURORA C. IGNACIO
President and CEO

18 JUL 2019

Date