

**SOCIAL SECURITY SYSTEM**
*(All amounts in Philippine peso unless otherwise stated)*

Schedule 1

**Schedule of Revenues and Expenditures and other comprehensive income**

	Six months ended 30 June		Increase/(decrease)
	2019	2018	
<b>Revenues</b>			
Members' contribution <sup>1</sup>	99,079,930,757	82,000,706,835	17,079,223,922
Investment and other income <sup>2</sup>	16,452,993,357	13,549,307,471	2,903,685,886
	<u>115,532,924,114</u>	<u>95,550,014,306</u>	<u>19,982,909,808</u>
<b>Expenditures</b>			
<b>Benefit payments</b>			
Retirement	55,696,830,038	51,284,077,193	4,412,752,845
Death	28,631,569,253	27,318,954,824	1,312,614,429
Disability	3,589,614,966	3,329,709,436	259,905,530
Maternity	4,131,834,425	3,372,807,731	759,026,694
Funeral grant	2,139,815,494	1,951,027,139	188,788,355
Sickness	1,513,307,743	1,317,600,231	195,707,512
Medical services	4,867,921	6,092,595	(1,224,674)
Rehabilitation services	-	966,447	(966,447)
	<u>95,707,839,840</u>	<u>88,581,235,596</u>	<u>7,126,604,244</u>
<b>Operating expenses</b>			
Personnel services <sup>3</sup>	3,258,799,502	3,123,856,183	134,943,319
Maintenance and other operating expenses <sup>4</sup>	1,247,770,555	1,017,537,245	230,233,310
	<u>4,506,570,057</u>	<u>4,141,393,428</u>	<u>365,176,629</u>
	<u>100,214,409,897</u>	<u>92,722,629,024</u>	<u>7,491,780,873</u>
<b>Net revenue/profit for the period</b>	<u>15,318,514,217</u>	<u>2,827,385,282</u>	<u>12,491,128,935</u>
<b>Other comprehensive income/(loss)</b>			
Financial assets at FVTOCI			
Realized gain/(loss) on sale			
Marketable (equity) securities	540,253,358	809,808,619	(269,555,261)
Government securities	(18,660,159)	582,905	(19,243,064)
	<u>521,593,199</u>	<u>810,391,524</u>	<u>(288,798,325)</u>
Net gain/(loss) on fair value adjustment			
Marketable (equity) securities	3,740,549,798	(13,589,439,244)	17,329,989,042
Government securities	4,575,044,352	40,701,775	4,534,342,577
Corporate bonds	20,621,422	-	20,621,422
	<u>8,336,215,572</u>	<u>(13,548,737,469)</u>	<u>21,884,953,041</u>
	<u>8,857,808,771</u>	<u>(12,738,345,945)</u>	<u>21,596,154,716</u>
<b>Total comprehensive income for the period</b>	<u>24,176,322,988</u>	<u>(9,910,960,663)</u>	<u>34,087,283,651</u>

<sup>1</sup> includes interest and penalty on contribution in arrears

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

<sup>3</sup> excludes FSA-local hires and incentive awards-PRAISE

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

$$\% \text{ of OpEx to Charter Limit} = \frac{4.51 \text{ B}}{(12\% \times 99.08 \text{ B}) + (3\% \times 16.45 \text{ B})}$$

$$\% \text{ of OpEx to Charter Limit} = \underline{36.4\%}$$

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

	At 30 June 2019	% to IRF	At 31 December 2018	% to IRF	Investment income	
					Six months ended 30 June 2019	2018
<b>FIXED INCOME</b>	<b>384,485,780,668.89</b>	<b>74.15</b>	<b>354,935,170,388.35</b>	<b>71.81</b>	<b>12,919,864,427.35</b>	<b>11,526,121,561.88</b>
<b>1. GOVERNMENT SECURITIES</b>	<b>236,434,157,521.65</b>	<b>45.60</b>	<b>212,021,671,210.06</b>	<b>42.89</b>	<b>7,084,481,575.70</b>	<b>6,194,061,007.06</b>
Government notes and bonds	154,613,869,080.42	29.82	149,958,754,661.48	30.34	4,410,232,252.86	4,312,117,662.78
Government bonds - FVTPL (at fair value)	23,527,850,669.42	4.54	19,500,923,120.31	3.95	1,144,125,288.53	211,620,031.90
Government bonds - FVTOCI (at fair value) <sup>4</sup>	53,288,385,192.92	10.28	42,561,993,428.27	8.61	1,360,268,542.54	1,670,323,312.38
Government securities - EMF (at fair value)	2,804,052,578.89	0.54	-	-	123,273,413.26	-
Treasury bills	2,200,000,000.00	0.42	-	0.00	46,582,078.51	-
<b>2. CORPORATE NOTES AND BONDS</b>	<b>36,663,665,785.73</b>	<b>7.07</b>	<b>36,498,175,883.35</b>	<b>7.38</b>	<b>915,660,460.30</b>	<b>791,124,313.61</b>
Corporate notes	8,499,866,666.67	1.64	10,921,204,136.73	2.21	249,878,815.54	231,576,183.32
Corporate bonds	26,013,106,236.25	5.02	23,727,377,483.32	4.80	639,730,166.07	559,548,130.29
Corporate notes - FVTOCI	1,379,862,905.11	0.27	1,379,862,905.11	0.28	-	-
Corporate bonds - FVTOCI (at fair value) <sup>4</sup>	490,352,780.48	0.09	469,731,358.19	0.10	16,875,000.00	-
Corporate notes and bonds - EMF (at fair value)	280,477,197.22	0.05	-	-	9,176,478.69	-
<b>3. LOANS TO MEMBERS/PENSIONERS</b>	<b>92,987,639,984.37</b>	<b>17.93</b>	<b>90,756,820,074.55</b>	<b>18.36</b>	<b>4,440,532,101.71</b>	<b>4,151,926,782.49</b>
<b>a. SALARY LOANS</b>	<b>86,690,541,896.16</b>	<b>16.72</b>	<b>84,591,506,853.75</b>	<b>17.11</b>	<b>4,257,473,545.91</b>	<b>3,997,433,251.64</b>
Salary/educational/calamity loan	71,151,761,350.68	13.72	69,087,518,974.41	13.98	2,191,815,550.91	2,513,704,077.34
Separated member loan	13,341,024.60	0.00	23,540,635.25	0.00	17,931,618.33	32,932,866.78
Emergency loan	203,287,489.16	0.04	223,855,059.27	0.05	21,195,383.14	33,828,538.85
Student assistance loan	68,195.79	0.00	129,045.86	0.00	212.23	-
Stock investment loan	62,886,556.58	0.01	64,381,308.58	0.01	6,798,722.38	1,370,367.91
Privatization loan	61,216,894.24	0.01	63,347,409.90	0.01	2,599,393.58	814,309.34
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	5,072,146,820.36	0.98	4,959,127,516.86	1.00	58,412.70	14,170.00
Restructured member loan - 2016	10,125,641,339.54	1.95	10,169,400,822.10	2.06	2,016,990,170.37	1,414,768,921.42
Reversal of impairment loss	-	-	-	-	-	-
<b>b. HOUSING LOANS</b>	<b>5,513,597,009.02</b>	<b>1.06</b>	<b>5,760,525,878.89</b>	<b>1.17</b>	<b>150,814,212.85</b>	<b>154,466,006.27</b>
Loan to National Home Mortgage Finance Corporation	4,928,786,518.45	0.95	5,037,978,146.17	1.02	28,860,541.89	27,073,167.09
Loan to Home Development Mutual Fund	-	0.00	-	0.00	-	-
Real estate loans	222,379,210.57	0.04	337,068,277.90	0.07	114,334,840.03	118,990,685.63
Dormitory/apartment loans	10,382,586.35	0.00	10,382,586.35	0.00	169,792.20	127,989.05
SSS employees housing loans	352,048,693.65	0.07	375,096,868.47	0.08	7,449,038.73	8,274,164.60
Reversal of impairment loss	-	-	-	-	-	-
<b>c. DEVELOPMENT LOANS</b>	<b>574,012.04</b>	<b>0.00</b>	<b>831,365.13</b>	<b>0.00</b>	<b>15,366.71</b>	<b>27,524.58</b>
Commercial loans	-	0.00	-	0.00	-	-
Community hospital loans	-	0.00	-	0.00	-	-
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	532,373.96	0.00	789,727.05	0.00	15,366.71	26,670.18
Program MADE	1.00	0.00	1.00	0.00	-	-
<b>d. PENSION LOAN PROGRAM</b>	<b>782,927,067.15</b>	<b>0.15</b>	<b>403,955,976.78</b>		<b>32,228,976.24</b>	<b>-</b>
Pension loan	782,927,067.15	0.15	403,955,976.78		32,228,976.24	-
<b>4. BANK DEPOSITS</b>	<b>18,400,317,377.14</b>	<b>3.55</b>	<b>15,658,503,220.39</b>	<b>3.17</b>	<b>479,190,289.64</b>	<b>389,009,458.72</b>
Short-term money placements	150,000,000.00	0.03	-	0.00	1,413,000.00	17,385,000.00
Savings/time/special savings deposits/current accounts <sup>1</sup>	17,410,471,112.46	3.36	15,658,503,220.39	3.17	458,717,903.99	371,586,001.99
Bank deposits - EMF (at fair value)	839,846,254.68	0.16	-	-	19,074,612.93	511.47
Gain/(loss) on foreign exchange <sup>2</sup>	-	-	-	-	(15,227.28)	37,945.26
<b>VARIABLE INCOME</b>	<b>143,599,224,740.27</b>	<b>27.69</b>	<b>140,370,493,388.20</b>	<b>28.40</b>	<b>3,366,003,916.69</b>	<b>1,766,565,219.86</b>
<b>1. EQUITIES</b>	<b>97,843,460,493.28</b>	<b>18.87</b>	<b>94,823,756,373.33</b>	<b>19.18</b>	<b>2,742,524,795.69</b>	<b>1,414,171,412.67</b>
Financial assets at FVTPL - Equities (at fair value)	6,974,733,189.20	1.35	8,273,430,505.68	1.67	687,003,836.25	(505,386,254.90)
Financial assets at FVTOCI	-	-	-	-	-	-
Equities securities (at fair value) <sup>4</sup>	87,154,519,119.91	16.81	86,082,210,809.98	17.41	1,961,074,183.95	1,842,696,640.37

	At 30 June 2019	% to IRF	At 31 December 2018	% to IRF	Investment income	
					Six months ended 30 June	
					2019	2018
Ordinary and preference shares (at cost)	403,213,890.39	0.08	468,115,057.67	0.09	(57,730,260.28)	13,086,336.00
Equities securities - FVTPL - EMF (at fair value)	3,310,994,293.78	0.64			83,845,829.69	
Director's fee					68,331,206.08	63,774,691.20
<b>2. REAL ESTATE PROPERTY</b>	<b>42,400,650,903.86</b>	<b>8.18</b>	<b>42,435,764,866.45</b>	<b>8.59</b>	<b>381,368,373.31</b>	<b>345,993,061.37</b>
Investment property (at fair value)	41,308,462,841.88	7.97	41,354,431,841.88	8.37	333,740,437.21	312,359,659.88
Sales contract receivable - investment property	13,869,591.05	0.00	27,301,147.44	0.01	1,285,200.34	1,837,697.10
Sales contract receivable - non-current assets held for sale	1,078,318,470.93	0.21	1,054,031,877.13	0.21	46,342,735.76	31,795,704.39
<b>3. INVESTMENT IN MUTUAL FUND</b>	<b>3,355,113,343.13</b>	<b>0.65</b>	<b>3,110,972,148.42</b>		<b>242,110,747.69</b>	<b>6,400,745.82</b>
Mutual fund at FVTPL (at fair value)	3,355,113,343.13	0.65	3,110,972,148.42		242,110,747.69	6,400,745.82
<b>TOTAL INVESTMENTS</b>	<b>528,085,005,409.16</b>	<b>101.84</b>	<b>495,305,663,776.55</b>	<b>100.20</b>	<b>16,285,868,344.04</b>	<b>13,292,686,781.74</b>
Investment reserve fund (IRF)						
Reserve fund <sup>1</sup>	539,628,428.315		523,854,489.183			
Investments revaluation reserve	(22,090,808.038)		(30,427,023.610)			
Flexi-fund members' equity	906,466,965		804,734,458			
PESO fund equity	83,445,730		68,672,356			
<b>Investment reserve fund</b>	<b>518,527,532.972</b>		<b>494,300,872.388</b>			
<b>Cash and cash equivalents</b>	<b>19,300,582,029</b>		<b>15,440,541,241</b>			
Donated Property reclassified to reserve fund	11,391,980		11,391,980			
<b>Realized gain/(loss) on sale/disposal of FVTOCI</b>						
Equities securities					540,253,358	809,808,619
Government securities					(18,660,159)	582,905

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

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

<sup>3</sup> Excludes donated property reclassified to reserve fund

<sup>4</sup> Excludes realized gain/(loss) on sale of FAFVTOCI (AFSFA) classified under Other Comprehensive Income

Additional notes:

1. Income from salary/educational/calamity loan includes service fee - salary loan

2. Income from real estate loan includes processing fee - housing loan

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

$$2Q2019 \text{ Annualized ROI} = \left[ 1 + \frac{16,285.87}{3,300,695.33} \right]^{12} - 1$$

$$2Q2019 \text{ Annualized ROI} = 6.63\%$$

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

Division/OLD	Total No. of Referred Delinquent ERs for Filing of Case <sup>a/</sup> (A)	No. of Referrals with Filed Case, with Collection or with Settlement (Approved Installment Proposal) <sup>b/</sup>				% of B to A
		Filed	Collected	Settled	Total (B)	
<b>OLSD I</b>	<b>721</b>	<b>491</b>	<b>230</b>	<b>-</b>	<b>721</b>	<b>100.0</b>
NCR North	183	112	71		183	100.0
NCR East	165	130	35		165	100.0
NCR West	87	75	12		87	100.0
NCR South	52	25	27		52	100.0
Luzon North 1	3	1	2		3	100.0
Luzon North 2	24	14	10		24	100.0
Luzon Central	42	23	19		42	100.0
Luzon South 1	134	89	45		134	100.0
Luzon South 2	23	18	5		23	100.0
Luzon Bicol	8	4	4		8	100.0
<b>OLSD II</b>	<b>296</b>	<b>123</b>	<b>146</b>	<b>-</b>	<b>269</b>	<b>90.9</b>
Visayas Central	58	43	15		58	100.0
Visayas West 1	8	4	4		8	100.0
Visayas West 2	20	18	2		20	100.0
Mindanao North	24	5	19		24	100.0
Mindanao South	179	47	105		152	84.9
Mindanao West	7	6	1		7	100.0
<b>Total</b>	<b>1,017</b>	<b>614</b>	<b>376</b>	<b>-</b>	<b>990</b>	<b>97.3</b>

*a/ Referrals from November 2018 to April 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 June 2019*

**PAYING MEMBERS  
BY TYPE OF MEMBER  
2019 VS 2018  
JANUARY TO JUNE**

Type of Member	2019	% to Total	2018	% inc./ (dec.)
<b>Employed</b>	<b>11,072,293</b>	<b>74.1</b>	<b>10,464,102</b>	<b>5.8</b>
<b>Regular</b>	<b>11,060,252</b>	<b>74.0</b>	<b>10,443,840</b>	<b>5.9</b>
Large Account	5,904,067	39.5	5,803,605	1.7
Branch Account	5,156,185	34.5	4,640,235	11.1
<b>Househelper</b>	<b>12,041</b>	<b>0.1</b>	<b>20,262</b>	<b>(40.6)</b>
<b>Self-Employed</b>	<b>964,113</b>	<b>6.4</b>	<b>969,814</b>	<b>(0.6)</b>
<b>Voluntary</b>	<b>2,379,241</b>	<b>15.9</b>	<b>2,209,780</b>	<b>7.7</b>
<b>OFW</b>	<b>534,699</b>	<b>3.6</b>	<b>431,139</b>	<b>24.0</b>
<b>Total</b>	<b>14,950,346</b>	<b>100.0</b>	<b>14,074,835</b>	<b>6.2</b>

*Rundate:*

*2019 Paying Members - July 25, 2019*

*2018 Paying Members - August 15, 2018*

% of PM for 2Q2019 = 
$$\frac{\text{Jan-Jun2019 total paying SSS members}}{\text{Ave. of Jan \& Apr2019 employed persons - Ave. of Jan \& Apr2019 workers in gov't/gov't corp.}}$$

% of PM for 2Q2019 = 
$$\frac{14.950 \text{ Million paying SSS members}}{41.805 \text{ Million employed persons - 3.809 Million workers in gov't/gov't}}$$

% of PM for 2Q2019 = **39.3%**

**TABLE 1 Employed Persons by Sector, Occupation and Class of Worker, Philippines**  
**January 2018 and January 2019**  
**(In percent)**

<b>Sector/Occupation/Class of Worker</b>	<b>January 2019</b>	<b>January 2018</b>
<b>EMPLOYED PERSONS</b>	<b>41,368</b>	<b>41,755</b>
Number (in thousands)		
<b>SECTOR</b>	<b>100.0</b>	<b>100.0</b>
Agriculture	22.1	26.0
Industry	19.7	18.1
Services	58.1	55.9
<b>OCCUPATION</b>	<b>100.0</b>	<b>100.0</b>
Managers	12.4	16.2
Professionals	5.6	5.3
Technicians and associate professionals	4.3	3.7
Clerical support workers	6.1	5.6
Service and sales workers	17.4	14.7
Skilled agricultural, forestry, and fishery workers	11.2	13.1
Craft and related trades workers	8.3	7.1
Plant and machine operators and assemblers	7.6	6.4
Elementary occupations	26.8	27.6
Armed forces occupations	0.2	0.2
<b>CLASS OF WORKER</b>	<b>100.0</b>	<b>100.0</b>
Wage and salary workers	65.8	61.7
Worked for private household	4.8	4.6
Worked for private establishment	51.5	48.7
Worked for government or government corporation	9.1	8.1
Worked with pay in own-family operated farm or business	0.4	0.3
Self-employed without any paid employee	26.2	27.7
Employer in own family-operated farm or business	3.3	3.6
Worked without pay in own family-operated farm or business (Unpaid family worker)	4.7	6.9

Notes: Estimates for January 2019 are preliminary and may change.

Details may not add up to totals due to rounding.

Source: Philippine Statistics Authority, *January 2018 and January 2019 Labor Force Survey*

**TABLE 1 Employed Persons by Sector, Occupation and Class of Worker, Philippines**  
**April 2018 and April 2019**  
(In percent)

<b>Sector/Occupation/Class of Worker</b>	<b>April 2019</b>	<b>April 2018</b>
<b>EMPLOYED PERSONS</b>	<b>42,242</b>	<b>40,896</b>
Number (in thousands)		
<b>SECTOR</b>	<b>100.0</b>	<b>100.0</b>
Agriculture	22.3	23.9
Industry	19.2	19.7
Services	58.5	56.4
<b>OCCUPATION</b>	<b>100.0</b>	<b>100.0</b>
Managers	11.0	16.0
Professionals	5.4	5.4
Technicians and associate professionals	4.2	4.1
Clerical support workers	6.0	5.9
Service and sales workers	18.6	14.8
Skilled agricultural, forestry, and fishery workers	11.8	12.5
Craft and related trades workers	8.1	8.3
Plant and machine operators and assemblers	8.1	6.3
Elementary occupations	26.5	26.6
Armed forces occupations	0.2	0.2
<b>CLASS OF WORKER</b>	<b>100.0</b>	<b>100.0</b>
Wage and salary workers	63.3	63.8
Worked for private household	4.3	4.7
Worked for private establishment	49.7	50.3
Worked for government or government corporation	9.1	8.4
Worked with pay in own-family operated farm or business	0.3	0.4
Self-employed without any paid employee	27.6	27.2
Employer in own family-operated farm or business	2.7	3.7
Worked without pay in own family-operated farm or business (Unpaid family worker)	6.4	5.3

Notes: Estimates for April 2019 are preliminary and may change.

Details may not add up to totals due to rounding.

Source: Philippine Statistics Authority, *April 2018 and April 2019 Labor Force Survey*



6 2019

SERVICE OFFICE CREATED IN CY 2019  
April 2019

Service Office	Location	PCEO Approval	Start of Operations
1. Baybay SO	Ground Floor, Baybay City, Legislative Building, Ramon Magsaysay Avenue, Baybay	23-May-18	11-Apr-19

Certified Correct:

Jose Eduardo S. Ramos  
Sr. Architect & CIC Technical  
Section, BEMSD

Mary Gay H. Galang  
CEO IN-DEMSD

Atty. Portorio A. Salidaga, Jr.  
Branch Head, Omoc Branch  
(Molbor Branch)

Approved By:

Gloria Y. Cusim  
Department Manager III, GEMSD

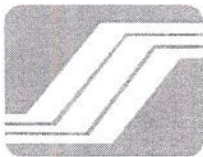
Helen C. Solito  
SVP, Visayas Group

Copies forwarded to:

SVP Solito  
VP Corro  
VP Lagrada  
HRMD  
ITMO  
BSPD  
MAD  
CCD  
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**OPPD**  
PMO  
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Cimac

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Republic of the Philippines  
**SOCIAL SECURITY SYSTEM**

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OFFICE OF THE PRES. & CEO

**BRANCH EXPANSION AND MANAGEMENT SERVICES DEPARTMENT**

**Memorandum –**

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

THRU : **HELEN C. SOLITO**  
Senior Vice President  
Visayas Operations Group

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

DATE : 24 April 2018

SUBJECT : **Creation of Baybay Service Office and Corresponding Memorandum of Agreement (MOA)**

Respectfully submitted, for the President and CEO's consideration and approval, is the proposal of SSS Ormoc Branch Head, favorably endorsed by the Division and Group Heads (**Annex A**), to create SSS Baybay Service Office (SO); and corresponding Memorandum of Agreement between the SSS and City Government of Baybay, represented by its City Mayor, Honorable Carmen L. Cari (**Annex B**).

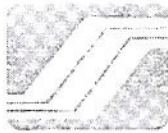
The proposed Baybay SO will be under the supervision of SSS Ormoc Branch.

**I. Profile of the Proposed Baybay SO**

Table 1 below shows the profile of the proposed Baybay Service Office.

**Table 1. Profile of the Proposed Baybay SO**

Particulars		Profile
1.	Mother Branch	Ormoc Branch
2.	Areas of jurisdiction <ul style="list-style-type: none"><li>- City</li><li>- Municipality</li><li>- Barangay</li></ul>	1 (Baybay City) 3 (Mahaplag and Abuyog, Leyte – currently under Tacloban Branch; Inopacan, Leyte – currently under Maasin Branch) 203
3.	Legislative Districts in the Province of Leyte with SSS Office: <ul style="list-style-type: none"><li>1<sup>st</sup> District</li><li>2<sup>nd</sup> District</li><li>3<sup>rd</sup> District</li><li>4<sup>th</sup> District</li><li>5<sup>th</sup> District</li></ul>	Tacloban Branch Robinsons Place Tacloban SO None None Ormoc Branch Biliran SO <b>Proposed Baybay SO</b>
4.	Population (areas of jurisdiction)	216,670
5.	Labor force	151,091
6.	No. of commercial establishments	2,384
7.	LGU Classification	Component City



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**BRANCH EXPANSION AND MANAGEMENT SERVICES DEPARTMENT**

**Memorandum –**

FOR : EMMANUEL F. DOOC  
President and CEO

THRU : HELEN C. SOLITO *for file*  
Senior Vice President  
Visayas Operations Group

FROM : GLORIA Y. CUISIA  
Department Manager III

DATE : 24 April 2018

SUBJECT : Creation of Baybay Service Office and Corresponding Memorandum of Agreement (MOA)

Respectfully submitted, for the President and CEO's consideration and approval, is the proposal of SSS Ormoc Branch Head, favorably endorsed by the Division and Group Heads (*Annex A*), to create SSS Baybay Service Office (SO), and corresponding Memorandum of Agreement between the SSS and City Government of Baybay, represented by its City Mayor, Honorable Carmen L. Cari (*Annex B*).

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

**I. Profile of the Proposed Baybay SO**

Table 1 below shows the profile of the proposed Baybay Service Office.

**Table 1. Profile of the Proposed Baybay SO**

Particulars		Profile
1. Mother Branch		Ormoc Branch
2. Areas of jurisdiction		
• City		1 (Baybay City)
• Municipality		3 (Maheplag and Abuyog, Leyte – currently under Tacloban Branch; Inopacan, Leyte – currently under Maasin Branch)
• Barangay		203
3. Legislative Districts in the Province of Leyte with SSS Office:		
1 <sup>st</sup> District		Tacloban Branch
2 <sup>nd</sup> District		Robinsons Place Tacloban SO
3 <sup>rd</sup> District		None
4 <sup>th</sup> District		Ormoc Branch
5 <sup>th</sup> District		Biliran SO
		<i>Proposed Baybay SO</i>
4. Population (areas of jurisdiction)		216,670
5. Labor force		151,091
6. No. of commercial establishments		2,384
7. LGU Classification		Component City

Particulars		Profile
8.	Potential membership - Employer - EE/SE/VM	1,082 16,729
9.	Estimated average monthly collection	P 2.13-M
10.	Estimated average daily transactions	200
11.	Major industries	Trading, Cottage Industries, Farming, Fishing and Agri-Business
12.	Approximate Distance from SSS Office to the Proposed SO: - Maasin Branch (Southern Leyte) - Tacloban (Leyte) - Calbayog (Western Samar) - Catbalogan (Western Samar) - Borongan SO (Eastern Samar)	82.2 km. 106.0 km. 277.0 km. 217.0 km. 292.0 km.
13.	Nearest SSS Branch - Ormoc Branch (Leyte )	56.5 km.

## II. Terms and Conditions of the Proposed MOA

A. Table 2 below shows the salient terms and conditions of the proposed MOA.

**Table 2. Salient Terms and Conditions**

Particulars	Terms and Conditions
Owner	City Government of Baybay, represented by its City Mayor, Honorable Carmen L. Cari
Location	Ground Floor, Baybay City Legislative Building, Ramon Magsaysay Ave., Baybay City, Leyte
Floor Area	30.00 sq.m.
Monthly Rental	Rent-free
Term/Effectivity	Five (5) years/Upon occupancy

B. Other terms and conditions of the MOA:

1. The City Government of Baybay shall shoulder the electricity and water charges consumed by the service office.
2. The SSS shall provide airconditioning units for the service office.
3. The SSS shall pay the telephone and internet bills directly to the respective providers.

## III. Profile of SSS Ormoc Branch

SSS Ormoc Branch is one of the two SSS branches in the province of Leyte. It is categorized as a medium branch and covers 2 cities (Ormoc and Baybay) and 9 municipalities with 425 barangays under its area of jurisdiction, which has a total population and labor force of 623,995 and 386,876, respectively. It supervises SSS Biliran Service Office. The branch has so far covered 14,560 employers and 114,679 employed, self employed and voluntary members. Its 36 existing personnel (32- regular and 4- Service Bureau), handles an estimated average daily transactions of 1,189. Computation shows that its average monthly operating expenses of P2.75-M represents 9.45% of its average monthly collection of P29.09-M.



#### IV. Personnel to be Assigned

The following personnel will be assigned to the proposed Baybay SO as recommended by SSS Ormoc Branch Head:

1. Rhia Noreen Fortaliza, Senior Analyst
2. Rowena Salabao, Senior Member Service Representative (SMSR)
3. Rhyn Gadugdug, Senior Clerk

#### V. Rationale for Recommendation

1. **Rent-free Space.** The local government of Baybay City offered a rent-free, 30 sq.m.-office space at the ground floor area of Baybay Legislative Building to SSS for its satellite office. Thus, the **SSS can generate an estimated savings in office rental of ₱749,407.59 for the duration of the proposed 5 year-term contract (Annex D)** based on the prevailing rental rate of ₱416.34 per sq.m. within the vicinity of Baybay City.
2. **Site Readiness.** The offered space does not require renovation and is ready for occupancy. Expenses to be shouldered by SSS is limited to the procurement of aircon system, modular furniture and specialty works. Thus, the **SSS can also save an estimated amount of ₱75,000 for the renovation works** (₱5,000 x 30 sq.m. x 50%).
3. **Office Area Requirement.** The proposed office area of 30 sq.m. is within the SSS' standard area requirement for the establishment of a Service Office and enough to accommodate the three (3) personnel who will be assigned to man the proposed SO and the estimated daily walk-in transacting SSS members of 200.
4. **Strategic Location.** The Baybay City Legislative Building is strategically located along the main road which is accessible through public transportation. The Philhealth is already occupying an office space within the said building and accordingly, the Bayabay City Government is also planning to put up a one-stop shop for government service agencies.

Therefore, it would be advantageous for the existing and potential SSS members to transact business with the proposed Baybay Service Office because aside from its location, they can also transact business with the LGU, Philhealth and future other government agencies while they are within the said premises. Commercial establishments and banks are likewise visible within the vicinity.

5. **Potential of the Proposed SO.** Baybay City is the second largest city in the province after Ormoc City. It is a business hub in the western coast of Leyte with commercial sector that includes, among others, banks, virtual assistance centers, restaurants, cafes, as well as retail and wholesale stores.

The city is the home of the premier university of the Visayas, the Visayas State University, which is one of the leading schools in Southeast Asia on agricultural research. Generally an agriculture city, the common means of livelihood are farming and fishing, and the most common crops grown are rice, corn, abaca, root crops, fruits and vegetables. Various cottage industries can also be found in Baybay such as bamboo and rattan craft, ceramics, dress-making, fiber craft, food preservation, mat weaving, metal craft, furniture manufacturing and other related activities.

The Baybay City Port is a major port on the central west coast of Leyte where ferries leave for Cebu and other islands. The city's Baybay Public Terminal which serves routes from Tacloban, Ormoc, Maasin, Manila, Davao City and some major towns in Leyte, Southern Leyte and Samar provinces also makes the city active.

The proposed creation of an SSS' service office in Baybay City would be beneficial to the System because of its high potential in terms of coverage and collection, taking into consideration the booming economic activities in the area, large labor force of about 151,091 under its area of jurisdiction; and its far distance from the mother branch and other SSS branch offices. Moreover, bringing the SSS closer to the members by putting up branch offices nearer to the members' workplaces and residences will encourage the qualified constituents of the local government of Baybay City and nearby municipalities to transact business with the SSS.

Potential employed, self-employed and voluntary members coming from the formal and informal sectors such as professionals, employees, farmers, fishermen and micro, small and medium scale entrepreneurs are greatly projected.

#### VI. Recommendation


Based on the foregoing, we respectfully recommend approval of the proposed creation of SSS Baybay SO and corresponding Memorandum of Agreement between the SSS and City Government of Baybay, represented by its City Mayor, Carmen L. Cari.

The proposed Memorandum of Agreement was prepared and reviewed by the SSS Documentation and Conveyancing Department, with the lessor's conformity.


The estimated expenses of ₱104,873.35 for the specialty works, ₱246,211.84 for modular furniture and ₱110,000 for the aircon system can be taken from BEMSD's pool budget for M/R Building-Repairs and Others (Specialty Works), Capex-Modular Furniture and Capex-Aircon System, respectively.

Likewise, the budget of the 3 personnel to be reassigned from SSS Ormoc Branch to the proposed Baybay SO with an estimated average monthly amount of ₱168,726.20 (**Annex C**) is included in Ormoc Branch's 2018 budget for Personnel Services, while the three (3) units personal computer and a printer of ₱120,000 is chargeable to IT Resources Management Department's 2018 pool budget. Other operating expenses of the proposed SO will be charged to SSS Ormoc Branch's 2018 approved OPEX Budget.

For the PCEO's approval.

  
Gloria Y. Cuisia

Certified Budget Available:

  
VP Jean V. Lagrada  
Financial & Budget Division


**SERVICE OFFICE CREATED IN CY 2019**  
April 2019


GC-1 4/22/19

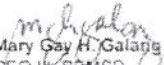
Service Office	Location	PCEO Approval	Start of Operation
1 San Rafael SO	Municipal Government Center Annex Building, Barangay Sanpalooc, San Rafael, Bulacan	10-Apr-19	10-Apr-19

Certified Correct:

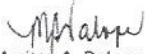
Approved By:

  
Jose Eduardo S. Ramos  
Sr. Architect & OIC Technical  
Section, BEMSD

  
Gloria Y. Cuisia  
Department Manager III, BEMSD

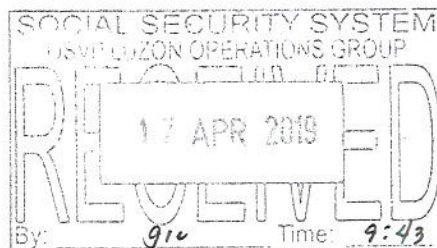
  
Mary Gay H. Galang  
CEO III, BEMSD

  
Jose S. Magana  
SVP, MCR Operations Group

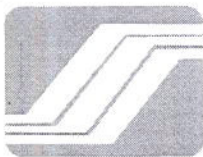
  
Marites A. Dalope  
Branch Head, Baliuag  
(Mother Branch)

Copies forwarded to:

SVP Magana  
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VP Lagrada  
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ITMG  
BSPD  
MAD  
CCD  
MSPD  
CPPD  
PMD  
GAD  
Baliuag





**BRANCH EXPANSION AND MANAGEMENT SERVICES DEPARTMENT**

**Memorandum –**

FOR : AURORA C. IGNACIO  
President and CEO  
*Handed over to starting guidelines*

THRU : JUDY FRANCES A. SEE  
Executive Vice President  
Branch Operations Sector  
*See 4/4*

FROM : GLORIA Y. CUISIA  
Department Manager III

DATE : 03 April 2019

SUBJECT : *Proposed Creation of San Rafael Service Office and Corresponding Memorandum of Agreement*

Respectfully submitted, for the President and CEO's consideration and approval, is the proposal of SSS Baliuag Branch Head, favorably endorsed by Luzon Central 2 Division and Luzon Operations Group Heads, to create the SSS San Rafael Service Office (SO) at the 30 sq.m.-office space at the ground floor area of the Municipal Government Center (MGC) Annex Building, Barangay Sampaloc, San Rafael, Bulacan (**Annex A**).

The proposed San Rafael Service Office will be under the supervision of SSS Baliuag Branch.

**I. Profile**

**A. Proposed San Rafael Service Office.** The table below shows the profile of the proposed SO.

Table. 1. Profile of the Proposed San Rafael SO

Particulars	Profile
1. Mother Branch	SSS Baliuag Branch (small branch)
2. Areas of jurisdiction <ul style="list-style-type: none"><li>- City</li><li>- Municipality</li><li>- Barangay</li></ul>	0 3 (San Rafael, San Ildefonso and San Miguel) 119
3. Legislative Districts in Bulacan Province with SSS Office: <ul style="list-style-type: none"><li>- 1<sup>st</sup> District</li></ul>	Malolos Branch Robinsons Place Malolos SO Bulakan RO
<ul style="list-style-type: none"><li>- 2<sup>nd</sup> District</li></ul>	Baliuag Branch Bocaue Branch Walmart Guiguinto SO
<ul style="list-style-type: none"><li>- 3<sup>rd</sup> District</li></ul>	<b>Proposed San Rafael SO</b>
<ul style="list-style-type: none"><li>- 4<sup>th</sup> District</li></ul>	Meycauayan Branch Sta. Maria Branch Walmart Sta. Maria SO



Particulars	Profile
- San Jose del Monte Lone District (Component City)	San Jose del Monte Branch
4. Population (areas of jurisdiction)	353,008
5. Labor force	137,450
6. No. of commercial establishments	1,560
7. LGU classification	1 <sup>st</sup> Class Municipality
8. Potential membership	
- Employer	568
- EE/SE/VM	48,278
9. Estimated average monthly collection	P 11.46- M
10. Estimated average monthly expense	P 126,006 (Pls refer to <i>Annex B</i> for the breakdown)
11. Percentage of estimated average monthly expense over estimated average monthly collection	1.10%
12. Estimated average daily transactions	500
13. Major industries	Farming, food processing, trucking, poultry and hog raising, quarrying and garments
14. Nearest branch office to the proposed SO	Baliuag Branch – 3.6 km.

**B. SSS Baliuag Branch (Mother Branch).** SSS Baliuag Branch, categorized as a small branch, is one of the six SSS branches in the province of Bulacan, the others are Malolos, Bocaue, Meycauayan, Sta. Maria and San Jose del Monte branches. It covers seven (7) municipalities with one hundred ninety eight (198) barangays, with a total population and labor force of 790,244 and 301,810, respectively. The branch has so far covered 3,573 employers and 128,436 employed, self-employed and voluntary members. Its existing 31 personnel (regular-25, JO-6) is handling an average of 1,604 daily transactions. Computation shows that the branch's average monthly operating expense of P2.16-M represents 5.71% of its average monthly collection of P37.8-M.

San Rafael SO's estimated monthly collection was based on the average monthly collection per municipality as submitted by Baliuag Branch (San Rafael SO's mother branch). Baliuag covers seven municipalities in the province of Bulacan, namely: Baliuag, Bustos, Plaridel, Pulilan, San Ildefonso, San Miguel and San Rafael.

Of the seven municipalities, three will be covered by San Rafael SO, namely, San Rafael, San Ildefonso and San Miguel, where the estimated monthly collection of P11.46-M came from, as can be seen on the figures below:

Table. 2. Average Monthly Collection of Baliuag Branch

Municipality	Average Monthly Collection in Millions
Baliuag	9.18
Bustos	3.42
Plaridel	6.79
Pulilan	6.95
San Rafael	4.05
San Ildefonso	4.65
San Miguel	2.76
<b>TOTAL</b>	<b>P37.80</b>

## II. Terms and Conditions of the Proposed MOA

The Sangguniang Bayan of the Municipal Government of San Rafael, in its Resolution No. 2017-232, approved a resolution authorizing the Municipal Government of San Rafael, represented by Mayor Cipriano D. Violago, Jr. to enter into a Memorandum of Agreement (MOA) with the Social Security System for the establishment of an SSS Service Office at the MGC Annex Building, Barangay Sampaloc, San Rafael, Bulacan.

### A. Salient Terms and Conditions

Table. 3. Salient Terms and Conditions of the Proposed MOA

Particulars	Terms and Conditions
Owner	Municipal Government of San Rafael, represented by its Municipal Mayor, Hon. Cipriano D. Violago, Jr.
Location	Municipal Government Center Annex Building Barangay Sampaloc, San Rafael, Bulacan
Floor Area	Ground Floor - 30 sq.m. (approximate)
Monthly Rental	Rent-free
Term/Effectivity	Five (5) years effective upon occupancy
Pre-termination	Both parties may pre-terminate the MOA provided a written notice thereof shall be served at least sixty (60) calendar days prior to its intended date of termination

### B. Other features of the MOA

The Local Government Unit (LGU) - San Rafael shall provide the following, **free of charge to SSS**:

1. Telephone and internet lines, electrical connections and outlets.
2. Electricity and water for the consumption of the proposed SO.
3. Air-conditioning units, decent comfort rooms for SSS employees and members and comfortable waiting areas for SSS members.
4. Directional signages on entrances including external signs announcing the presence of SSS in the location.
5. Counter tops and drawers for the service office.

## III. Personnel to be Assigned

The following personnel of SSS Baliuag Branch will be reassigned to the proposed Service Office as recommended by SSS Baliuag Branch Head:

1. Arnel V. Cruz - Senior Member Services Representative
2. Herminia H. Obnamia - Junior Member Services Representative

## IV. Rationale of the Recommendation

1. **Rent-Free Space and Other Concessions.** The Municipality of San Rafael offered the office space to SSS, **free of charge**. Thus, the SSS can realize an **estimated savings of ₱240,541 in office rental** for the first year or **₱1.2-M** for the duration of the five-year contract based on the canvassed average prevailing rental rate of ₱668.17/sq.m. within the vicinity of San Rafael, Bulacan (**Annex C**). ✓
2. **Strategic Location and Convenience of SSS Members.** The proposed San Rafael Service Office will be located at the Municipal Government Center Annex Building. The said building will house the different government agencies such as the SSS, GSIS, DTI, Pag-Ibig, PhilHealth, COMELEC, DAR, PAO and BIR. Hence, it would be convenient for the 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, the creation of SSS San Rafael SO is also geared towards the corporate's strategy of bringing the SSS closer to the existing and future members.

3. **Potential of the Proposed SO.** San Rafael and its neighboring towns, San Ildefonso and San Miguel, are first class municipalities in the province of Bulacan. Industries such as tourism, manufacturing, food processing, garments, small scale mining, farming, quarrying and marble processing are booming in the area. Potential employers, employed, self-employed and voluntary members will be coming from micro, small and medium entrepreneurs (MSMEs), farmers and other workers under the informal sector.

#### V. Recommendation

Based on the foregoing, we respectfully recommend the creation of SSS San Rafael Service Office and corresponding Memorandum of Agreement between the SSS and Municipality of San Rafael, represented by its Municipal Mayor, Honorable Cipriano D. Violago, Jr. (*Annex D*).

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 conform to the applicable laws, rules and regulations.


The personnel expenses of the employees from SSS Baliuag Branch to be reassigned to the proposed San Rafael SO is included in Baliuag Branch's 2019 budget for personnel services, while the two personal computers and printer can be taken from IT Resources Management Department's 2019 pool budget. Other operating expenses (OPEX) of the proposed San Rafael SO will be charged to SSS Baliuag Branch's 2019 approved OPEX Budget.

For the President and CEO's consideration and approval..

  
Gloria Y. Cuisia

Att.: a/s

Certified Budget Available:

  
**Jean V. Lagrada**  
Vice President  
Financial and Budget Division