

**SOCIAL SECURITY SYSTEM**

Schedule 1

(All amounts in Philippine peso unless otherwise stated)

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

	Eleven months ended 30 November		Increase/(decrease)
	2019	2018	
<b>Revenues</b>			
Members' contribution <sup>1</sup>	199,423,457,662	160,578,752,306	38,844,705,356
Investment and other income <sup>2</sup>	27,349,130,171	27,138,707,889	210,422,282
	226,772,587,833	187,717,460,195	39,055,127,638
<b>Expenditures</b>			
<b>Benefit payments</b>			
Retirement	105,383,086,115	96,265,094,576	9,117,991,539
Death	52,440,056,741	50,457,950,652	1,982,106,089
Disability	6,774,988,847	6,252,597,982	522,390,865
Maternity	9,490,856,804	6,379,801,001	3,111,055,803
Funeral grant	3,954,132,319	3,645,625,445	308,506,874
Sickness	2,999,469,198	2,546,698,833	452,770,365
Unemployment	148,021,207	-	148,021,207
Medical services	9,680,140	10,774,604	(1,094,464)
Rehabilitation services	-	958,702	(958,702)
	181,200,291,371	165,559,501,795	15,640,789,576
<b>Operating expenses</b>			
Personnel services <sup>3</sup>	5,768,698,007	5,445,512,137	323,185,870
Maintenance and other operating expenses <sup>4</sup>	2,278,657,732	2,222,446,428	56,211,304
	8,047,355,739	7,667,958,565	379,397,174
	189,247,647,110	173,227,460,360	16,020,186,750
<b>Net revenue/profit for the period</b>	37,524,940,723	14,489,999,835	23,034,940,888
<b>Other comprehensive income/(loss)</b>			
Financial assets at FVTOCI			
Realized gain/(loss) on sale			
Marketable (equity) securities	746,702,196	957,477,453	(210,775,257)
Government securities	19,226,430	87,110,717	(67,884,287)
	765,928,626	1,044,588,170	(278,659,544)
Net gain/(loss) on fair value adjustment			
Marketable (equity) securities	(2,666,359,473)	(20,950,604,579)	18,284,245,106
Ordinary and Preferred Shares		(805,912,617)	805,912,617
Government securities	5,232,038,074	(1,686,308,275)	6,918,346,349
Corporate notes and bonds	48,638,986	377,566,557	(328,927,571)
	2,614,317,587	(23,065,258,914)	25,679,576,501
	3,380,246,213	(22,020,670,744)	25,400,916,957
<b>Total comprehensive income for the period</b>	40,905,186,936	(7,530,670,909)	48,435,857,845

<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

$$\begin{aligned}
 \text{2019-11 Nov 121119 SSS Conso Mo. Acctg Scheds\_cppd etai.pdf.xlsx} \quad & \text{\% of OpEx to Charter Limit} = \frac{8.05 \text{ Billion}}{(12\% \times 199.42 \text{ Billion}) + (3\% \times 27.35 \text{ Billion})} \\
 & = \underline{\underline{32.5\%}}
 \end{aligned}$$

**SOCIAL SECURITY SYSTEM**
*(All amounts in Philippine peso unless otherwise stated)*
**Schedule of investment and related income  
(At Fair Value)**
**24,163,519,009.01**

	At 30 November 2019	% to IRF	At 31 December 2018 Restated	% to IRF	Investment income	
					Eleven months ended 30 November 2019	2018
<b>FIXED INCOME</b>	<b>394,997,597,574.77</b>	<b>73.69</b>	<b>355,894,058,169.17</b>	<b>71.87</b>	<b>22,514,913,178.90</b>	<b>22,212,216,944.79</b>
<b>1. GOVERNMENT SECURITIES</b>	<b>236,185,190,219.07</b>	<b>44.06</b>	<b>212,021,671,210.06</b>	<b>42.82</b>	<b>12,885,099,008.08</b>	<b>11,035,446,427.06</b>
Government notes and bonds - HTM (at AC)	159,048,739,648.28	29.67	149,958,754,661.48	30.28	8,189,300,441.86	7,946,931,343.21
Government bonds - FVTPL	24,773,363,269.54	4.62	19,500,923,120.31	3.94	1,923,845,883.75	129,540,632.73
Government bonds - FVTOCI	49,532,961,039.90	9.24	42,561,993,428.27	8.59	2,516,588,751.41	2,958,974,451.12
Government securities - EMF (at fair value)	2,830,126,263.35	0.53	-	-	191,283,488.17	-
Treasury bills	-	0.00	-	0.00	64,090,442.89	-
<b>2. CORPORATE NOTES AND BONDS</b>	<b>38,648,499,655.22</b>	<b>7.21</b>	<b>37,457,063,664.17</b>	<b>7.56</b>	<b>1,684,153,281.61</b>	<b>1,493,071,435.20</b>
Corporate notes - HTM (at AC)	8,704,538,306.68	1.62	10,921,204,136.73	2.21	423,043,595.80	421,350,234.74
Corporate bonds - HTM (at AC)	26,753,595,991.07	4.99	23,727,377,483.32	4.79	1,213,464,500.46	1,062,064,950.46
Corporate notes - FVTOCI	2,338,750,685.93	0.44	2,338,750,685.93	0.47	-	-
Corporate bonds - FVTOCI	518,370,344.06	0.10	469,731,358.19	0.09	30,937,500.00	9,856,250.00
Corporate notes and bonds - EMF (at fair value)	333,244,327.48	0.06	-	-	16,887,685.35	-
<b>3. LOANS TO MEMBERS/PENSIONERS</b>	<b>94,965,645,093.33</b>	<b>17.72</b>	<b>90,756,820,074.55</b>	<b>18.33</b>	<b>7,094,221,673.96</b>	<b>8,972,101,826.25</b>
<b>a. SALARY LOANS</b>	<b>88,085,497,825.34</b>	<b>16.43</b>	<b>84,591,506,853.75</b>	<b>17.08</b>	<b>6,760,007,994.24</b>	<b>8,698,172,962.06</b>
Salary/educational/calamity loan	73,637,658,840.85	13.74	69,087,518,974.41	13.95	4,307,339,027.55	5,062,076,218.26
Separated member loan	12,207,507.73	0.00	23,540,635.25	0.00	21,362,239.69	68,256,572.35
Emergency loan	198,254,715.78	0.04	223,855,059.27	0.05	28,166,039.57	63,650,186.53
Student assistance loan	64,284.06	0.00	129,045.86	0.00	226.88	8,166.98
Stock investment loan	59,835,269.37	0.01	64,381,308.58	0.01	9,770,567.91	4,546,552.40
Privatization loan	60,395,944.86	0.01	63,347,409.90	0.01	4,092,035.12	3,342,100.71
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	5,034,422,955.70	0.94	4,959,127,516.86	1.00	299,771,259.32	39,287,509.94
Restructured member loan - 2016	9,084,468,081.76	1.89	10,169,400,822.10	2.05	2,089,422,515.93	3,456,939,011.86
Reversal of impairment loss	-	-	-	-	-	66,643.03
<b>b. HOUSING LOANS</b>	<b>5,304,334,754.74</b>	<b>0.99</b>	<b>5,760,525,878.89</b>	<b>1.16</b>	<b>253,676,312.83</b>	<b>273,041,059.87</b>
Loan to National Home Mortgage Finance Corporation	4,827,870,902.58	0.90	5,037,978,146.17	1.02	51,108,553.08	27,073,167.09
Real estate loans	133,744,407.47	0.02	337,068,277.90	0.07	188,877,247.23	230,933,234.52
Dormitory/apartment loans	10,382,586.35	0.00	10,382,586.35	0.00	315,390.01	256,978.10
SSS employees housing loans	332,336,858.34	0.06	375,096,868.47	0.08	13,375,122.51	14,777,680.16
Reversal of impairment loss	-	-	-	-	-	-
<b>c. DEVELOPMENT LOANS</b>	<b>355,091.79</b>	<b>0.00</b>	<b>831,365.13</b>	<b>0.00</b>	<b>23,712.96</b>	<b>45,486.26</b>
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	313,453.71	0.00	789,727.05	0.00	23,712.96	44,631.86
Program MADE	1.00	0.00	1.00	0.00	-	-
Reversal of impairment loss	-	-	-	-	-	-
<b>d. PENSION LOAN PROGRAM</b>	<b>1,575,457,421.46</b>	<b>0.29</b>	<b>403,955,976.78</b>	<b>0.29</b>	<b>80,513,653.93</b>	<b>842,318.06</b>
Pension loan	1,575,457,421.46	0.29	403,955,976.78	0.29	80,513,653.93	842,318.06
<b>4. BANK DEPOSITS</b>	<b>25,198,262,607.15</b>	<b>4.70</b>	<b>15,658,503,220.39</b>	<b>3.16</b>	<b>851,439,215.25</b>	<b>711,597,256.28</b>
Short-term money placements	400,000,000.00	0.07	-	0.00	7,617,130.42	17,385,000.00
Savings/time/special savings deposits/current accounts <sup>1</sup>	24,473,910,097.45	4.57	15,658,503,220.39	3.16	837,232,559.01	694,191,155.69
Bank deposits - EMF (at fair value)	324,352,509.70	0.06	-	-	6,592,087.11	(1,152.66)
Gain/(loss) on foreign exchange <sup>2</sup>	-	-	-	-	(2,541.29)	22,253.25
<b>VARIABLE INCOME</b>	<b>141,515,336,983.06</b>	<b>26.40</b>	<b>140,308,048,219.92</b>	<b>28.33</b>	<b>3,967,661,467.08</b>	<b>3,833,918,351.12</b>
<b>1. EQUITIES</b>	<b>95,771,547,869.29</b>	<b>17.87</b>	<b>94,761,311,205.05</b>	<b>19.14</b>	<b>3,142,463,560.71</b>	<b>3,152,167,796.80</b>
Financial assets at FVTPL - Equities	9,921,493,493.12	1.85	8,273,430,505.68	1.67	281,832,899.11	146,829,074.00
Financial assets at FVTOCI	-	-	-	-	-	-
Equities securities	81,672,940,485.24	15.24	86,082,210,809.98	17.38	2,726,000,512.54	2,921,255,482.06
Ordinary and preference shares	405,669,889.39	0.08	405,669,889.39	0.08	18,263,581.54	13,185,149.54
Equities securities - FVTPL - EMF	3,771,444,001.54	0.70	-	-	44,623,861.44	-
Director's fee	-	-	-	-	71,742,706.08	70,898,091.20

	At 30 November 2019	% to IRF	At 31 December 2018 Restated	% to IRF	Investment income	
					Eleven months ended 30 November 2019	2018
<b>2. REAL ESTATE PROPERTY</b>	<b>42,472,585,537.74</b>	<b>7.92</b>	<b>42,435,764,866.45</b>	<b>8.57</b>	<b>669,101,830.60</b>	<b>600,840,904.24</b>
Investment property (at fair value)	41,308,462,841.88	7.71	41,354,431,841.88	8.35	575,116,321.67	532,181,399.46
Sales contract receivable - investment property	10,127,697.67	0.00	27,301,147.44	0.01	1,704,474.31	4,169,516.95
Sales contract receivable - non-current assets held for sale	1,153,994,998.19	0.22	1,054,031,877.13	0.21	92,280,834.62	64,489,987.83
Reversal of impairment loss					-	-
<b>3. INVESTMENT IN MUTUAL FUND</b>	<b>3,271,203,576.03</b>	<b>0.61</b>	<b>3,110,972,148.42</b>	<b>0.63</b>	<b>156,096,275.77</b>	<b>80,909,650.08</b>
Mutual fund at FVTPL (at fair value)	3,271,203,576.03	0.61	3,110,972,148.42	0.63	156,096,275.77	80,909,650.08
<b>TOTAL INVESTMENTS</b>	<b>536,512,934,557.83</b>	<b>100.10</b>	<b>496,202,106,389.09</b>	<b>100.20</b>	<b>26,482,574,645.98</b>	<b>26,046,135,295.91</b>
Investment reserve fund (IRF)						
Reserve fund <sup>3</sup>	563,176,209,592		525,148,353,711			
Investments revaluation reserve	(28,208,127,939)		(30,822,445,626)			
Flexi-fund members' equity	939,527,714		804,734,458			
PESO fund equity	93,234,345		68,672,356			
<b>Investment reserve fund</b>	<b>536,000,843,713</b>		<b>495,197,315,000</b>			
<b>Cash and cash equivalents</b>	<b>26,773,968,282</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>					<b>746,702,196</b>	<b>957,477,453</b>
Equities securities						
Government securities					19,226,430	87,110,717
<b>EXTERNALLY MANAGED FUND</b>	<b>7,259,167,102.07</b>				<b>259,167,102.07</b>	
Externally managed fund - Local (at fair value)	7,259,167,102.07				259,167,102.07	
Government securities - EMF (at fair value)	2,830,126,263.35				191,263,488.17	
Corporate notes and bonds - EMF (at fair value)	333,244,327.48				16,687,685.35	
Bank deposits - EMF (at fair value)	324,352,509.70				6,592,067.11	
Equities securities - FVTPL - EMF (at fair value)	3,771,444,001.54				44,623,861.44	

<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

$$\begin{aligned}
 \text{LM2019 Annualized ROI} &= \left[ 1 + \frac{(3,477.38 + 2,760.95 + 2,935.11 + 1,991.10 + 3,089.60 + 2,031.73 + 2,224.92 + 2,353.77 + 1,719.89 + 2,429.65 + 1,468.47)}{2} \right. \\
 &\quad + \frac{(495,305.66 + 499,288.18)}{2} + \frac{(499,288.18 + 496,530.82)}{2} + \frac{(496,530.82 + 504,421.72)}{2} + \frac{(504,421.72 + 508,076.30)}{2} \\
 &\quad + \frac{(508,076.30 + 516,640.47)}{2} + \frac{(516,640.47 + 528,085.01)}{2} + \frac{(528,085.01 + 534,265.40)}{2} + \frac{(534,265.40 + 540,305.70)}{2} \\
 &\quad + \frac{(540,305.70 + 542,449.14)}{2} + \frac{(542,449.14 + 549,875.42)}{2} + \frac{(549,875.42 + 536,512.93)}{2} \left. \right]^{12} - 1 \\
 \text{LM2019 Annualized ROI} &= \left[ 1 + \frac{26,482.57}{5,735,847.45} \right]^{12} - 1 \\
 \text{LM2019 Annualized ROI} &= \underline{5.68\%}
 \end{aligned}$$

### **CERTIFICATE OF FIELDWORK COMPLETION**

This is to certify that Market Relevance Corp has already completed the required n=3005 intercept interviews among SSS members and n=500 telephone interviews among SSS employers.

Fieldwork started last August 6, 2019 and ended on September 6, 2019.

Among these 3005 members, SSS garnered an overall satisfaction score of 93% - with 46% of the members being definitely satisfied with the service of SSS, 47% are somewhat satisfied, 3% are neither satisfied nor dissatisfied, 3% dissatisfied, and 1% very dissatisfied. SSS garnered a mean rating of 4.3 which is equivalent to SATISFIED.

Among the 500 interviewed employers, SSS received an overall satisfaction score of 92%, with 35% being definitely satisfied with the service of SSS, 57% are somewhat satisfied, 7% are neither satisfied nor dissatisfied, and 1% being dissatisfied. SSS garnered a mean ration of 4.3, which is equivalent to SATISFIED.

Prepared by:

  
RAINIER AUBREN M. SANTIAGO  
Research Manager

# *Attestation*

This is to attest that

## **SOCIAL SECURITY SYSTEM**

Has been assessed by SOCOTEC Certification Philippines, Inc.,  
has subsequently satisfactorily submitted its rectification plans in the prescribed  
corrective action request procedure

In accordance with the requirements of

## **ISO 9001:2015** **(Quality Management Systems)**

And has now been recommended for certification.

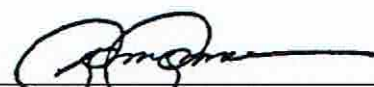
The scope of certification is

**Registration and Coverage, Contributions and Loans Repayment Collection, Short-Term Member Loans Granting, Sickness, Maternity and Employee Compensation Benefits, Death, Disability and Retirement Benefits, Funeral Benefit and ID Capture Processes of SOCIAL SECURITY SYSTEM**

Please feel free to use this letter as evidence of the completion of the audit and the recommendation made by the audit team. When the decision is made by the Review Body, this letter of recommendation will be replaced by the official certificate.



**CERTIFIED  
TRUE COPY**



*Gilmore A. Rivera, Operations Director*  
SOCOTEC Certification Philippines, Inc.

**PERCENTAGE OF REFERRALS FOR FILING OF CASE  
WITH CASE FILED, ACCOUNTS SETTLED AND ACCOUNTS COLLECTED  
JANUARY TO DECEMBER 2019  
(TENTATIVE)**

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>1,539</b>	<b>758</b>	<b>713</b>	<b>-</b>	<b>1,471</b>	<b>95.6</b>
NCR North	296	115	181		296	100.0
NCR East	198	102	96		198	100.0
NCR West	144	121	23		144	100.0
NCR South	79	25	54		79	100.0
Luzon North 1	5	1	4		5	100.0
Luzon North 2	37	10	27		37	100.0
Luzon Central	480	230	199		429	89.4
Luzon South 1	231	117	97		214	92.6
Luzon South 2	50	33	17		50	100.0
Luzon Bicol	19	4	15		19	100.0
<b>OLSD II</b>	<b>711</b>	<b>348</b>	<b>351</b>	<b>-</b>	<b>699</b>	<b>98.3</b>
Visayas Central <sup>c/</sup>	100	66	27		93	93.0
Visayas West 1	115	48	67		115	100.0
Visayas West 2 <sup>c/</sup>	36	31	5		36	100.0
Mindanao North <sup>c/</sup>	105	44	61		105	100.0
Mindanao South	346	152	189		341	98.6
Mindanao West	9	7	2		9	100.0
<b>Total</b>	<b>2,250</b>	<b>1,106</b>	<b>1,064</b>	<b>-</b>	<b>2,170</b>	<b>96.4</b>

*a/ Referrals from November 2018 to October 2019; Excludes those which were returned to the SSS Branch/Large Accounts Division due to incomplete documents, recalled by the concerned Account Officers for re-assessment or reconciliation, with Form R-8 (Employer Date Change Request) due to closure/temporary suspension, etc.*

*b/ Filed, Collected and Settled as of 31 December 2019*

*c/ January to September 2019*

**PAYING MEMBERS FOR JANUARY TO DECEMBER  
BY TYPE OF MEMBER  
2019 VS. 2018**

Type of Member	2019 (Tentative)	2018
<b>Employed</b>	<b>12,884,855</b>	<b>12,298,539</b>
<b>Employed</b>	<b>12,872,840</b>	<b>12,277,410</b>
Large Account	6,651,715	6,623,738
Branch Account	6,221,125	5,653,672
<b>Househelper</b>	<b>12,015</b>	<b>21,129</b>
<b>Self-Employed</b>	<b>1,143,349</b>	<b>1,198,440</b>
<b>Voluntary</b>	<b>2,724,181</b>	<b>2,493,952</b>
<b>OFW</b>	<b>673,758</b>	<b>548,816</b>
<b>Total</b>	<b>17,426,143</b>	<b>16,539,747</b>

*2019 Paying Members - January 23, 2020*

*2018 Paying Members - March 30, 2019*

% of PM for FY2019 = 
$$\frac{17.426 \text{ Million paying SSS members}}{42.429 \text{ Million employed persons} - 3.870 \text{ Million workers in gov't/gov't}}$$

% of PM for FY2019 = **45.2%**

**TABLE 1 Percent Distribution of Employed Persons by Industry, Occupation,  
Class of Worker and Hours Worked in a Week, Philippines: 2018 and 2019**  
(Annual estimates based on the average of the four quarter rounds of 2018 and 2019 LFS)

<b>Selected Indicators</b>	<b>2019</b>	<b>2018</b>
<b>EMPLOYED PERSONS</b>		
Number (in thousands)	42,429	41,157
Percent	100.0	100.0
<b>MAJOR INDUSTRY GROUP</b>		
Agriculture	22.9	24.3
Agriculture, hunting and forestry	19.8	21.6
Fishing and aquaculture	3.1	2.7
Industry	19.1	19.1
Mining and quarrying	0.4	0.5
Manufacturing	8.5	8.8
Electricity, gas, steam, and air conditioning supply	0.2	0.2
Water supply; sewerage, waste management and remediation activities	0.2	0.1
Construction	9.8	9.4
Services	58.0	56.6
Wholesale and retail trade; repair of motor vehicles and motorcycles	19.9	19.4
Transportation and storage	8.1	7.8
Accommodation and food service activities	4.5	4.2
Information and communication	1.0	1.0
Financial and insurance activities	1.4	1.3
Real estate activities	0.5	0.5
Professional, scientific and technical activities	0.7	0.7
Administrative and support service activities	3.9	3.8
Public administration and defense; compulsory social security	6.6	6.2
Education	3.0	2.9
Human health and social work activities	1.3	1.3
Arts, entertainment, and recreation	0.9	0.9
Other service activities	6.1	6.6
Activities of extraterritorial organizations and bodies	0.0	0.0
<b>MAJOR OCCUPATION GROUP</b>		
Managers	11.4	16.0
Professionals	5.6	5.4
Technicians and associate professionals	4.2	4.0
Clerical support workers	6.1	5.8
Service and sales workers	18.4	15.0
Skilled agricultural, forestry, and fishery workers	11.8	12.4
Craft and related trades workers	7.9	7.8
Plant and machine operators and assemblers	7.7	6.4
Elementary occupations	26.7	26.9
Armed forces occupations	0.2	0.2
<b>CLASS OF WORKER</b>		
Wage and salary workers	64.2	63.8
Worked for private household	4.3	4.7
Worked for private establishment	50.4	50.1

Worked for government or government corporation	9.1	8.7
Worked with pay in own family-operated farm or business	0.3	0.3
Self-employed without any paid employee	27.1	26.9
Employer in own family-operated farm or business	2.9	3.6
Worked without pay in own family-operated farm or business (Unpaid family worker)	5.8	5.6
<b>HOURS WORKED IN A WEEK</b>		
At work	99.2	99.1
Worked less than 40 hours	30.3	30.8
Worked 40 hours or longer	68.8	68.4
Did not work	0.8	0.9
Mean number of hours worked in a week	42.1	42.1

---

*Notes:* The methodology for the computation of annual estimates of labor and employment indicators is based on PSA Board Resolution No. 01, Series of 2017-151- *Approving and Adopting the Official Methodology for Generating Annual Labor And Employment Estimates*, using the average estimates of the four LFS rounds.

0.0 - Less than 0.05 percent.

The annual estimates were based on the final results of the 2018 LFS and January and April rounds 2019 LFS, and preliminary results of the July and October rounds 2019 LFS.

*Source:* Philippine Statistics Authority, Annual Labor and Employment Estimates for 2018 and 2019

**INFORMATION TECHNOLOGY  
MANAGEMENT GROUP**

**SYSTEMS NOTICE**

**File No. : 2019-718**

**FOR : MARIO R. SIBUCAO**  
Senior Vice President, Member Services and Support Group  
Concurrent Acting Head, Member Relations and Support Division

**ROBERT B. CLEMENTE**  
Department Manager III  
Information Systems Department IV

**DATE : 23 December 2019**

**SUBJECT : ONLINE MOBILE DATA CAPTURE**  
RFC-AS No. 2019-0115 dated 16 May 2019

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Please be informed that the following enhancements in the My.SSS and SSS Website to implement the online mobile data capture application for employees of large account employers were completed on 23 December 2019:


1. Display the online UMID application login when the user selects the "UMID Logo" from SSS web page;
2. Verify the user ID and password inputted by employer/employee against their My.SSS credentials; and
3. Call the online application by passing the parameters (based on verified credentials and other requirements).

---

*Recommending Approval:*

*Approved for Release:*

  
**NICHOLAS C. BALBUENA**  
Vice President  
IT Operations Division

  
**GWEN MARIE JUDY D. SAMONTINA**  
Concurrent Acting Head  
Information Technology Management Group

---



Republic of the Philippines  
**SOCIAL SECURITY SYSTEM**

East Ave., Diliman, Quezon City  
Tel. Nos. (632) 920-6401 • (632) 920-6446  
E-mail: [member\\_relations@sss.gov.ph](mailto:member_relations@sss.gov.ph) • Web site: <http://www.sss.gov.ph>

**OFFICE ORDER NO. 2019-027**

**SUBJECT : IMPLEMENTING GUIDELINES ON THE USE OF THE SSS  
UNIFIED MULTI-PURPOSE IDENTIFICATION (UMID) CARD AS  
AN AUTOMATED TELLER MACHINE (ATM) CARD WITH THE  
ACCREDITED BANKS**

Pursuant to the enhancement of the Unified Multi-Purpose Identification (UMID) Card as an Automated Teller Machine (ATM) Card Program approved under Social Security Commission Resolution Nos. 219-s.2018 and 1049-s.2018 dated 7 March 2018 and 12 December 2018, respectively, please be guided with the following supplementary guidelines on the issuance of UMID ATM Card:

**A. OBJECTIVES**

1. To expand the scope of eligible Social Security System (SSS) members by including pensioners who may avail of the disbursement channels and services of the bank as disbursement channel;
2. To facilitate and reduce cost in the disbursement of funds by the SSS;
3. To comply with the Bangko Sentral ng Pilipinas (BSP) mandate (Circular No. 808) to shift ATM cards from magnetic stripe to Europay Mastercard and Visa (EMV) chip as an enhanced security measure; and
4. To comply with the Data Privacy Act of 2012 (Republic Act No. 10173) and related issuances of National Privacy Commission ("Data Privacy Laws") in the disclosure of data by the SSS to the Bank and vice versa.

**B. POLICIES**

1. The SSS member/pensioner/member-household employer shall have the option at the point of capture to enable the UMID card as an ATM card where all benefits, loans, and refunds of SSS member/pensioner/member-household employer shall be directly credited to the SSS-issued UMID ATM account and can be withdrawn from any available disbursement channels of the Bank and bank-affiliated ATMs. The option shall be available for both applications filed at SSS Branches and for applications filed online;

*Handwritten signatures and initials at the bottom right of the page.*


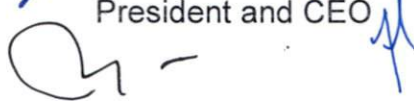
2. SSS shall encourage members and beneficiaries who will file for loans and benefits to apply first for UMID card with ATM functionality;
3. The SSS member/pensioner/member-household employer shall claim the UMID-ATM card at the Bank's branch office. For card replacement applications, SSS Branches shall no longer require the SSS member/pensioner/member-household employer to surrender the existing SS ID/UMID cards, because the Bank shall invalidate the old/replaced SSS ID/UMID cards by punching holes on the 2D barcode and SS number for SS 2D barcode cards and on the EMV chip for UMID cards prior to the release of the replacement UMID-ATM card to the member/pensioner/member-household employer;
4. Disbursements of benefits, loans, and refunds will be credited to the UMID card ATM account once the member/pensioner/member-household employer applied for a UMID card with ATM functionality;
5. Release of loans or benefits proceeds through other bank accounts shall be redirected to the UMID card ATM account after enrollment of UMID card as an ATM card;
6. The cost of first UMID-ATM card shall be shouldered by the Bank for all existing pensioners and to those who filed and are qualified to receive pension. This shall cover replacement of SS 2D Barcode card or regular UMID card to a UMID-ATM card; and
7. The cost of re-carding UMID card to UMID-ATM card upon request of non-pensioners shall be as follows:
  - a. UMID card and packaging materials:
    - i. Cards applied from 2011 – 2017 – c/o member; and
    - ii. Cards applied from 2018 until availability of UMID-ATM option at card application – c/o SSS.
  - b. Bank data and EMV chip – c/o the Bank.

A one (1) month pilot implementation of the UMID Card as ATM Card shall be conducted at SSS Diliman Branch after five (5) working days from the date of approval of this Office Order.

After the review on the pilot implementation, a notice shall be issued on the schedule of implementation in other SSS Branches/Service Offices. Also, a notice of implementation for the option of "Re-carding Upon Request" shall be issued when the necessary facility is in place.

This supersedes Office Order No. 2014-034 dated 1 July 2014. The Manual of Procedure Order No. 2019-004 dated 15 May 2019 on the revised UMID Card Application Form remains in effect.

Please be guided accordingly.

  
AURORA C. IGNACIO  
President and CEO  


28 JUN 2019

Date

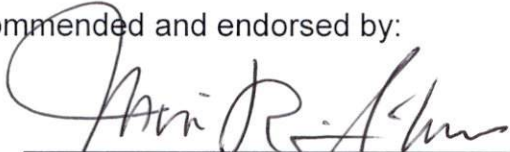
ATTACHMENT: Annex A – Recommendation/Endorsement and Conforme Sheet

(Policy – Others)

Annex A

**IMPLEMENTING GUIDELINES ON THE USE OF THE SSS UNIFIED MULTI-PURPOSE IDENTIFICATION (UMID) CARD AS AN AUTOMATED TELLER MACHINE (ATM) CARD WITH THE ACCREDITED BANKS**

Recommended and endorsed by:

  
**MARIO R. SIBUCAO**  
SVP, Member Services and Support Group

6/3/2019

Date

  
**JOSE ANTONIO L. SALAZAR**  
DM III, Identity Management Department

5/31/2019


Date

Conforme:

  
  
**NORMITA M. DOCTOR**  
VP, Benefits Administration Division

6/4/2019

Date

  
**JOHNSY L. MANGUNDAYAO**  
VP, Operations Accounting Division

6/4/2019

Date

  
**BOOBIE ANGELA A. OCAY**  
VP, Fixed Income Investment Division  
and Concurrent Acting DM III, Member Loans Dept.


6/7/2019

Date

  
**GUILLERMO M. URBANO, JR.**  
VP, Treasury Division

04 June 2019

Date

  
**AUREA G. BAY**  
DM III, Branch Systems and Procedures Dept.

03 June 2019

Date

**INFORMATION TECHNOLOGY  
MANAGEMENT GROUP**

**SYSTEMS NOTICE**  
File No. : 2019-709

FOR : ALL BRANCHES  
ALL PROCESSING CENTERS  
ALL FOREIGN REPRESENTATIVE OFFICES  
ALL ITMG UNITS

**JUDY FRANCES A. SEE**

Executive Vice President, Branch Operations Sector  
Concurrent Acting Senior Vice President, International Operations Group

**GUILLERMO M. URBANO JR.**

Vice President, Treasury Division

DATE : 11 December 2019

SUBJECT : **ONLINE PAYMENT VIA PAYMAYA THRU  
SSS WEBSITE AND SSS MOBILE APPLICATION  
Partial Implementation**  
RFC-AS No. 2019-0659 dated 09 December 2019


Please be informed that effective 11 December 2019, **PayMaya** is now RTPC-compliant collection partner to accept Individual Members (Self-Employed / Voluntary Members, Overseas Filipino Workers and Non-Working Spouse) contribution payments thru PayMaya Wallet and/or thru Debit/Credit card.


The following functionalities were implemented:

Module			
Inquiry of PRN	Generation of PRN	Payment	Collection and Remittance Report
√	√	√	√

*Recommending Approval:*

*Approved for Release:*

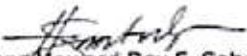
  
**NICHOLAS C. BALBUENA**  
Vice President  
IT Operations Division


  
**GWEN MARIE JUDY D. SAMONTINA**  
Concurrent Acting Head  
Information Technology Management Group

**BRANCH OFFICE CREATED IN CY 2019**  
December 2019

Branch Office	Location	PCEO Approval (Project Initiation)	Start of Operation
1. SSS Danao	2/F, City Mall Danao, Olivar Sr. Extension cor. F. Ralota St., Brgy. Poblacion, Danao City, Cebu	15-Jan-19	16-Dec-19

Certified Correct:

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

  
Mary Gay H. Galang  
CEO III, BEMSD

  
Racelyn Duly  
Acting Branch Head, Danao

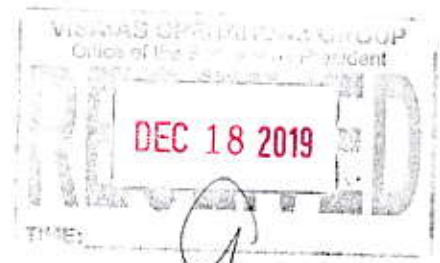
Approved By:

  
Gloria Y. Cursia  
Department Manager III, BEMSD

  
Helen C. Solito  
SVP & Group Head, Visayas Operations

Signed Copies forwarded to:

EVP See	_____
SVP Solito	_____
Acting DH Montalbo	_____
VP Lagrada	_____
HRMD	_____
ITMG	_____
BSPD	_____
MAD	_____
CCD	_____
MSPD	_____
CPPD	_____
PMD	_____
GAD	_____



BRANCH EXPANSION AND MANAGEMENT SERVICES DEPARTMENT

Social Security System  
Manila, Quezon City  
010271  
JAN 14 4 09 PM '19

Memorandum

FOR : EMMANUEL F. DOOC 1/11/19  
President and CEO

THRU : JUDY FRANCES A. SEE 1/11/2019  
EVP, Branch Operations Sector

DATE : 07 January 2019

RE : Proposed Project for Various Lease of Office Space

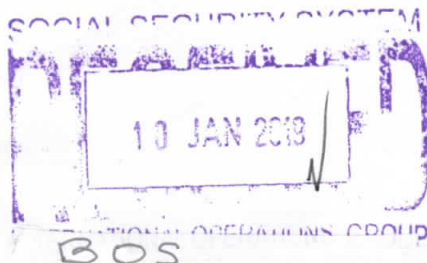
In compliance with the Bids and Awards Committee II's (BAC II) instruction dated 22 February 2016 (*Annex A*) to secure approval from the PCEO of lease of office space of SSS branches for creation and relocation, respectfully submitted for the PCEO's consideration and approval, are the list of branches for creation (*Annex B*) and the pool of local branches for the relocation of office space (*Annex C*).

We wish to inform the PCEO that the budget for the lease of office space of the branches mentioned under Annexes B and C is included in the 2019 Annual Procurement Plan (APP) (*Annex D*) and has already been approved by the Social Security Commission (SSC) under Resolution No. 1040-s.2018 dated 12 December 2018.

Attached, for the PCEO's reference are copies of approval of our previous recommendations (*Annex E*).

For the PCEO's consideration and approval.

Gloria Y. Cuisia  
Department Manager III



Engr. Julia / Qui

Please give me  
list of books for

22 February 2016

PCEO is approved  
PC

## BIDS AND AWARDS COMMITTEE

## MEMORANDUM

FOR : GLORIA Y. CUISIA  
Department Manager II, BESD

SUBJECT : RECOMMENDATION FOR AWARD FOR VARIOUS LEASE OF  
OFFICE SPACE


This is in reference to the following memo from your office pertaining to the above-mentioned project:

- a. Memo dated 17 February 2016 – requesting for the copy of BAC Resolution No. 2016-013-4 and 2016-013-5 dated 11 February 2016 approving the endorsement to the respective Approving Authority of the recommendation for award for the lease of office space for SSS Cainta and San Jose, Occidental Mindoro Branch Offices subject to submission of the approval of the project by the PCEO and with further instruction that henceforth, all requests for lease of office space must have the approval by the PCEO.
- b. Memo dated 11 February 2016 – requesting for approval to award the lease of office space of SSS Tagaytay Branch Office
- c. Memo dated 15 February 2016 – requesting for approval to award the lease of office space of SSS Ipil, Zambaonga Sibugay Branch Office.

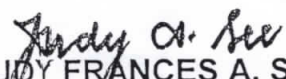
Please be informed that the Bids and Awards Committee II, in its Resolution No. 2016-016-9 dated 18 February 2016, deferred action on your request and reiterated its previous instruction for the proponent to secure approval from the PCEO of the renewal, relocation and creation of lease of office space for SSS Branches.

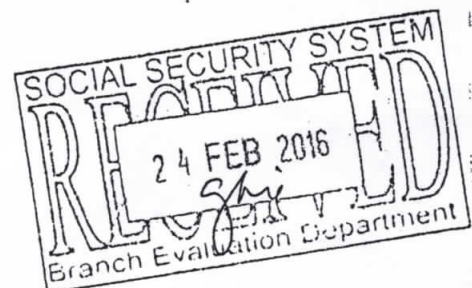
For your appropriate action, please.

Thank you.

  
NANCY E. SANTOS  
Head, BAC Secretariat

Noted by:

  
JUDY FRANCES A. SEE  
Senior Vice President and  
Chairperson, Bids and Awards  
Committee II



**Possible Branches for Creation in CY2019**


<b>NCR</b>	
1.	Binangonan, Rizal
2.	Taytay, Rizal
<b>Luzon</b>	
1.	General Trias, Cavite
2.	Gumaca, Quezon
3.	Ligao, Albay
4.	San Pedro, Laguna
<b>Visayas</b>	
1.	Danao, Cebu
<b>Mindanao</b>	
1.	Tawi-Tawi
2.	Nabunturan, Compostela Valley
<b>Provision for unforeseen/immediate need to create office space</b>	
1.	Branch 1
2.	Branch 2

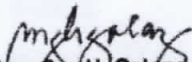
*Note: For purposes of opening of bids only, as required by BAC. However, creation of the above-listed nine (9) branches might not be completed within 2019.*

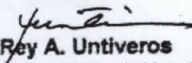
**BRANCH OFFICE CREATED IN CY 2019**  
December 2019

Branch Office	Location	PCEO Approval	Start of Operation
1. San Pedro	2/F, Robinsons Galleria South, San Pedro, Laguna	30-Oct-19	04-Dec-19

**Certified Correct:**

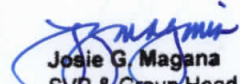
  
Hanz Howard Roy F. Sabordo, Jr.  
Sr. Specialist & OIC Technical  
Section, BEMSD

  
Mary Gay H. Galang  
CEO III, BEMSD

  
Rey A. Untiveros  
Acting Branch Head, San Pedro

**Approved By:**

  
Gloria Y. Culsia  
Department Manager III, BEMSD

  
Jessie G. Magana  
SVP & Group Head, Luzon Operations

**Signed Copies forwarded to:**

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

2019-CERT-37

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Branch Expansion and  
Management Services Department

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04 DEC 2019  
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098238

4 27 PM 19

**BRANCH EXPANSION AND MANAGEMENT SERVICES DEPARTMENT**

**Memorandum –**

**FOR :** AURORA C. IGNACIO  
President and CEO

**THRU :** EVP JUDY FRANCES A. SEE  
Branch Operations Sector

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

**DATE :** 02 September 2019

**SUBJECT :** *Proposed Creation of SSS San Pedro Branch and Corresponding MOA*

Respectfully submitted, for the President and CEO's consideration and approval, is the proposal to establish SSS San Pedro Branch at the second floor of Robinsons Galleria South Building Mall, San Pedro, Laguna and corresponding Supplemental Memorandum of Agreement (MOA) between the Social Security System (SSS) and Robinsons Land Corporation (RLC).

The said proposal is in accordance with the guidelines on branch leases and standards in the lease of office space which was approved under SSC Resolution No.986 series of 2011, and Guidelines and Standards on SSS Building and Branch Design approved under SSC Resolution No. 624-s.2012.

The creation of SSS San Pedro Branch is part of the SSS' 2019 commitment to GCG to open three new Branches and 11 new Service Offices (SO).

**I. Profile of San Pedro Branch**

The establishment of new branches, which includes the creation of San Pedro Branch, is one of the various plans for CY 2019 aimed to bring about increased collection and improved service delivery. Below is a brief profile of San Pedro and justifications for its creation:

Table 1. Profile of the Proposed SSS San Pedro Branch

Profile	Particulars
1 Branch Category	Small
2 Areas of Jurisdiction	
- City	1 (San Pedro)
- District	1st District
- Barangay	27

SOCIAL SECURITY SYSTEM

RECEIVED  
05 SEP 2019

Profile	Particulars		
3 Province/City/ Congressional District	Province/City	Congressional District	SSS Branch
	<b>Laguna</b>		
	Biñan	1st	Biñan
	Calamba	1st	Calamba Walmart Makiling SO
	<b>San Pedro</b>	<b>1st</b>	<b>Proposed San Pedro</b>
	Sta. Rosa	1st	Sta. Rosa Rob Sta. Rosa Market SO
	Cabuyao	2nd	-
	San Pablo	3rd	San Pablo
		4th	Sta. Cruz Centro Mall Los Baños SO Siniloan SO
4 Population of Covered Areas	325,809		
5 Labor Force	147,869		
6 LGU Classification	1st Class City		
7 No. of Commercial			
- Banks	31		
8 Potential Membership			
- Employer	6,190		
- EE/SE/VM	52,765		
9 Estimated Average Monthly Collection	P 20-M		
10 Estimated Average Daily Transactions	1,173		
11 Major Industries	Manufacturing		
12 Approximate Distance from nearest SSS Branch	Biñan = 3.10 km.		

## II. Terms and Conditions of the MOA

The table below shows the salient terms and conditions of the MOA between the SSS and RLC.

Table 2. Terms and Conditions of the MOA

Particulars	Terms and Conditions
Owner/Lessor	Robinsons Land Corporation
Location	Robinsons Galleria South, San Pedro, Laguna
Floor Area	<b>Second Floor - 447.26 sq.m.</b>
Monthly Rental	Rent-free
CUSA	P115.00/sq.m. or P51,434.90
Pest Control	P1.65/sq.m. per application basis
Meter Deposit	Based on actual meter installed refundable within ten (10) calendar days
Term/Effectivity	Five (5) years, effective upon occupancy

Prior to the effectivity of the contract, the lessor shall shoulder the following renovation works based on SSS' specifications, **at no cost to 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. **SSS Mandate.** The SSS is committed to provide prompt, convenient, reliable and meaningful social security protection services to its current and future members and their beneficiaries. To support this, the SSS will bring its services nearer to its members and attain accessible, clean and comfortable offices.

It may also be worth mentioning that the creation of San Pedro Branch would address the absence of an SSS branch in the City of San Pedro, Laguna. Moreover, it will help decongest transactions at Biñan Branch, which at present attend to an average of 6,951 daily claimants.

2. **Potential of the Proposed SSS San Pedro Branch.** San Pedro city is a first class city in the province of Laguna. It has the highest population density in the province and in the whole Calabarzon region.

San Pedro city is composed of 27 barangays, with Brgy. San Antonio being the largest barangay, has manufacturing industries, supermarkets, and stores. The city has also a large number of factories surrounding it such as Alaska Milk Corporation, but a large percentage of industrial and manufacturing establishments are located in the adjacent barangays namely, San Vicente and San Antonio.

Taking into account the stable economic condition of the area, the projected average monthly collection of ₱20-M is greatly attainable. Potential employers, employed, self-employed and voluntary members to be covered by the proposed San Pedro Branch will be coming from the micro, small and medium entrepreneurs (MSMEs).

3. **Satisfies SSS' Standard Requirements.** The Robinsons Galleria South Building meets the SSS standards in branch building and design. It has a very satisfactory score as can be seen in the attached Table Rating Factors for the Lease of Real Property (**Annex C**).

The Robinsons Galleria South Building is newly constructed and is also equipped with a three-phase power supply system, elevator and escalator system and RLC will provide free parking slots to SSS.

4. **Rent-free Space.** The RLC offered the proposed office space, free of charge. Payment for Common Usage of Service Area (CUSA) charges, however, is at ₱115 per sq.m. The rent-free arrangement will result to estimated savings amounting to **₱1.91-M on the first year or ₱10.54-M for the duration of five-year contract** based on the average prevailing rental rate of ₱ 447.26/sq.m. within the vicinity of San Pedro.
5. **Renovation Works Borne by the Lessor.** The RLC agreed to shoulder the all renovation/fit-out works (civil and architectural), mechanical and electrical works based on SSS' standards and specifications.

Supply and installation of indoor and outdoor signages, sunscreen roller shades and frosted stickers are also for the account of the lessor.

Expenses to be incurred by SSS are limited to procurement of modular furniture. Hence, the SSS can **save an estimated amount of ₱6.15-M (447.26 sq.m. x ₱13,750)** for the renovation works.

6. **Ideal Office and Location.** The site is located along Manila South Highway which is a main thoroughfare, making it accessible to commuting members. Commercial establishments like Shopwise, Savemore, McDonalds, Jollibee, Mercury Drugstore and government offices like San Pedro City Hall and San Pedro Water District are visible in the area.

#### IV. Recommendation

Based on the foregoing, we respectfully recommend approval for the creation of SSS San Pedro Banch located at the second floor of Robinsons Galleria South Building, San Pedro, Laguna, and corresponding Supplemental Memorandum of Agreement (MOA) between the Social Security System (SSS) and the Robinsons Land Corporation (RLC), reviewed by Documentation and Conveyancing Department.

Estimated expenses to be shouldered by SSS are shown in the succeeding table.

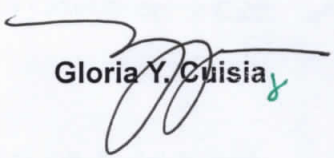
Table 3: Amount to be Shouldered by SSS

Scope of Works	Cost
Modular Office System and Furniture	2,508,790.20
Wall Mounted Infant Changing Table	30,240.00
Hauling Cost	60,000.00
<b>Total</b>	<b>2,599,030.20</b>


The estimated cost of modular furniture and additional expenses can be taken from BEMSD's 2019 pool budget for Capex-Furniture and M/R Building-Repairs and Others, respectively.

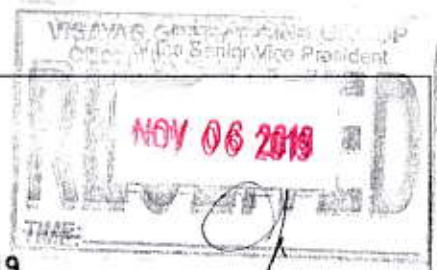
Also, the estimated amount for the physical transfer can be taken from BEMSD's 2019 pool budget for Freight Charges.

For the OIC's consideration and approval.

  
Gloria Y. Cuisia

Certified Budget Available: *for wall mounted infant changing table only*

  
VP Jean V. Lagrada  
Financial & Budget Division

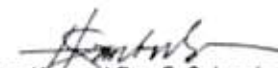


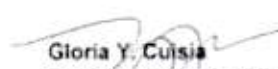
**SERVICE OFFICE CREATED IN CY 2019**  
**October 2019**

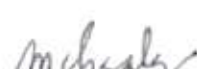
Service Office	Location	PCEO Approval	Start of Operation
1. La Carlota	2/F, Annex Building, Agora Public Market, La Carlota, Negros Occidental	23-Oct-19	23-Oct-19

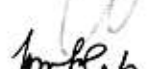
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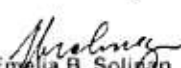
Approved By:

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

  
Gloria Y. Cuisia  
Department Manager III, BEMSD

  
Mary Gay H. Galang  
CEO III, BEMSD

  
Helen C. Solito  
SVP & Group Head  
Visayas Operations

  
Emelia B. Solito  
Branch Head, Bago (Mother Branch)

Signed Copies forwarded to:

EVP See	_____
SVP Solito	_____
VP Beneditan	_____
VP Lagrada	_____
HRMD	_____
ITMG	_____
BSPD	_____
MAD	_____
CCD	_____
MSPD	_____
CPPD	_____
PMD	_____
GAD	_____
Bago	_____



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**BRANCH EXPANSION AND MANAGEMENT SERVICES DEPARTMENT**

**Memorandum –**

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

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

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

DATE : 18 October 2019

SUBJECT : **Proposed Creation of La Carlota Service Office and Corresponding Memorandum of Agreement**

*See 10/23*  
**APPROVED AS RECOMMENDED**

In accordance with Office Order 2013-040 –Guidelines and Standards For Establishment of Service Office (**Annex A**), may we respectfully request approval for the proposal of Bago Branch Head, favorably endorsed by Visayas West 1 Division and Visayas Operations Group Heads, to create SSS La Carlota Service Office (SO) at the 42 sq.m.-office space, second floor area of the Annex Building, Agora Public Market, Valois St., La Carlota City, Negros Occidental.

The proposed La Carlota Service Office will be under the supervision of SSS Bago Branch.

**I. Profile**

**A. Proposed La Carlota Service Office.** The table below shows the profile of the proposed SO.

Table. 1. Profile of the Proposed La Carlota SO

Particulars	Profile
1. Mother Branch	SSS Bago Branch (small branch)
2. Areas of Jurisdiction <ul style="list-style-type: none"><li>- City</li><li>- Municipality</li><li>Barangay</li></ul>	1 (La Carlota City) 5 72
3. Legislative Districts in Negros Occidental Province with SSS Office: <ul style="list-style-type: none"><li>- Provincial Capital (Lone District)</li></ul>	Bacolod Branch Robinsons East Bacolod SO Bacolod East Branch
- 1 <sup>st</sup> District	San Carlos Branch
- 2 <sup>nd</sup> District	Sagay Branch
- 3 <sup>rd</sup> District	Victorias Branch
- 4 <sup>th</sup> District	Bago Branch <b>Proposed La Carlota SO</b>
- 5 <sup>th</sup> District	None





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**BRANCH EXPANSION AND MANAGEMENT SERVICES DEPARTMENT**

**Memorandum –**

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

THRU : HELEN C. SOLITO  
Senior Vice President  
Visayas Operations Group *mehat 10/22/19*

FROM : GLORIA Y. CUISIA  
Department Manager III

DATE : 18 October 2019

SUBJECT : *Proposed Creation of La Carlota Service Office and Corresponding Memorandum of Agreement*

OCT 22 2019

In accordance with Office Order 2013-040 –Guidelines and Standards For Establishment of Service Office (**Annex A**), may we respectfully request approval for the proposal of Bago Branch Head, favorably endorsed by Visayas West 1 Division and Visayas Operations Group Heads, to create SSS La Carlota Service Office (SO) at the 42 sq.m.-office space, second floor area of the Annex Building, Agora Public Market, Valois St., La Carlota City, Negros Occidental.

The proposed La Carlota Service Office will be under the supervision of SSS Bago Branch.

**I. Profile**

**A. Proposed La Carlota Service Office.** The table below shows the profile of the proposed SO.

Table 1. Profile of the Proposed La Carlota SO

Particulars	Profile
1. Mother Branch	SSS Bago Branch (small branch)
2. Areas of Jurisdiction	
- City	1 (La Carlota City)
- Municipality	5
Barangay	72
3. Legislative Districts in Negros Occidental Province with SSS Office:	
- Provincial Capital (Lone District)	Bacolod Branch Robinsons East Bacolod SO Bacolod East Branch
- 1 <sup>st</sup> District	San Carlos Branch
- 2 <sup>nd</sup> District	Sagay Branch
- 3 <sup>rd</sup> District	Victorias Branch
- 4 <sup>th</sup> District	Bago Branch <b>Proposed La Carlota SO</b>
- 5 <sup>th</sup> District	None

Particulars	Profile
- 6 <sup>th</sup> District	Kabankalan Branch
4. Population (areas of jurisdiction)	613,187
5. Labor Force	387,760
6. No. of Commercial Establishments	8,410
7. LGU Classification	4 <sup>th</sup> class component city
8. Potential Membership	
- Employer	385
- EE/SE/VM	8,580
9. Estimated Additional Average Monthly Collection (on top of existing collection)	P 3.31 – M
10. Estimated Average Monthly Operating Expense	P57,384 (2.39% of the estimated add'l. ave.monthly collection)
11. Estimated Average Daily Transactions	175
12. Major industries	Sugar mill, agriculture
13. Approximate distance from SSS branch offices to the proposed SO	
- Bago Branch (mother branch)	21.4 km.
- Bacolod Branch	35.5 km.

**B. SSS Bago Branch (Mother Branch).** SSS Bago Branch, categorized as a small branch, is one of the seven (7) branches in the province of Negros Occidental. The other six (6) branches are Bacolod Main, Bacolod East, San Carlos, Sagay, Victorias and Kabankalan. It covers Bago and La Carlota cities, 8 municipalities and 186 barangays, with a total population and labor force of 611,515 and 275,182, respectively. The branch has so far covered 2,010 employers and 164,685 employed, self-employed and voluntary members. Its existing 22 personnel (regular-21, JO-1) are handling an average of 675 daily transactions. Computation shows that the branch's average monthly operating expense of P1.57-M represents 12.88% of its average monthly collection of P12.19-M.

La Carlota SO's average monthly collection was based on the average monthly collection per municipality as submitted by Bago Branch (La Carlota SO's mother branch). Of the two cities and eight municipalities covered by SSS Bago, one city and five municipalities will be covered by La Carlota SO, namely, La Carlota City, San Enrique, Pontevedra, La Castellana, Moises Padilla and Isabela, where the average monthly collection of P2.4-M came from, as can be see in the figures below:

Table. 2. Average Monthly Collection per Municipality

City/Municipality	Ave. Monthly Collection (in millions)	% Share
Bago City	P13.33	82.65%
Palupandan	P0.05	0.28%
Valladolid	P0.08	0.47%
Hinigaran	P0.19	1.15%
San Enrique	P0.09	0.53%
La Carlota City	P2.02	12.52%
Pontevedra	P0.17	1.05%
La Castellana	P0.13	0.78%
Moises Padilla	P0.03	0.18%
Isabela	P0.06	0.40%
<b>TOTAL</b>	<b>P16.12</b>	<b>100.00%</b>

## **II. Terms and Conditions of the Proposed MOA**

The Sangguniang Panlungsod of La Carlota City, Negros Occidental resolved, in its Resolution No. 2018-128, authorizing the City Mayor, Honorable Luis J. Jalandoni III, to sign in behalf of the city government of La Carlota the Memorandum of Agreement (MOA) with the Social Security System for the rent-free use of the 42.0 sq.m.-office space located at the Annex Building, Agora Public Market, Valois Street, La Carlota City, Negros Occidental.

### **A. Salient Terms and Conditions**

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

<b>Particulars</b>	<b>Terms and Conditions</b>
Owner	City Government of La Carlota, represented by its City Mayor, Hon. Luis J. Jalandoni III
Location	Annex Building, Agora Public Market, Valois Street La Carlota City, Negros Occidental
Floor Area	Second Floor - 42 sq.m. (approximate)
Monthly Rental	Rent-free
Term/Effectivity	Three (3) 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 City Government of La Carlota shall allow -

1. SSS to put up signage in the office space and directional posters from the Annex Building entrances leading to the office space;
2. Respective providers to install telephone and internet lines; and
3. SSS to use the parking space in front of the Annex Building.

Likewise, the City Government of La Carlota shall provide, free of charge, water consumption for the SO.

The SSS shall -

1. Shoulder the renovation works;
2. Provide and maintain the air-conditioning units, including wirings and outlets;
3. Provide electricity sub-meter and pay the actual consumption based on the joint readings of the sub-meter by the parties; and
4. Obtain telephone and internet services and pay the bills directly to its respective providers.

### III. Personnel to be Assigned

As recommended by SSS Bago Branch Head, Ms. Maricel V. Bargo will be assigned to the proposed Service Office.

### IV. Rationale for Recommendation

1. **Rent-Free Space.** The City Government of La Carlota offered the office space to SSS, free of charge. Thus, the SSS can realize an **estimated savings of ₱92,177 in office rental** for the first year or **₱276,530** for the duration of the three-year contract based on the canvassed average prevailing rental rate of ₱182.89/sq.m. within the vicinity of La Carlota City (**Annex B**).
2. **Accessible and Strategic Location.** The proposed SO is only about 450 meters away from the La Carlota City Hall. It will be located within the Annex Building of the La Carlota Agora Public Market along Valois Street which is accessible by tricycle (*La Carlota's basic means of transportation*) and private vehicles. Other government agencies such as Registry of Deeds, Local Civil Registrar, City Assessor's Office and BIR are also occupying the building. 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.

Also, different bus terminals are situated about 800 meters away from the Agora Public Market. Banks such as PNB, BDO and First Valley Bank are also available within the area.

3. **Potential of the Proposed SO.** La Carlota is a fourth class component city in the province of Negros Occidental. The Central Azucarrera de La Carlota is considered as the biggest sugar mill tandem in Asia.

### V. Recommendation

Based on the foregoing, we respectfully recommend the creation of SSS La Carlota Service Office and corresponding Memorandum of Agreement between the SSS and City of La Carlota, represented by its City Mayor, Honorable Luis J. Jalandoni III (**Annex C**).

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 estimated expenses to be shouldered by the SSS for the procurement of specialty works, renovation works and modular furniture (**Annex D**) can be taken from BEMSD's 2019 pool budget for M/R Building-Repairs and Others, Capex-Leasehold Improvement and Capex-Furniture, respectively.

Table 4: Amount to be Shouldered by SSS

Scope of Works	Cost
Specialty Works	₱ 82,364.61
Modular Furniture	₱ 103,535.04
<b>Total</b>	<b><u>₱ 185,899.65</u></b>

Likewise, the PC workstations and printer can be taken from IT Resources Management Department's 2019 pool budget. Other operating expenses (OPEX) to be incurred by the proposed La Carlota SO will be charged to SSS Bago Branch's 2019 approved OPEX Budget.

For the Executive Vice President's consideration and approval.



Gloria Y. Cuisia

Att.: a/s

Certified Budget Available: *specialty units only*




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

**SERVICE OFFICE CREATED IN CY 2019**  
December 2019

Service Office	Location	BOS Head Approval	Start of Operation
1. SSS Kapatagan SO	G/F, Kapatagan Town Center, Kapatagan, Lanao del Norte	19-Nov-19	15-Dec-19

Certified Correct:

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

  
Mary Gay H. Galang  
CEO III, BEMSD

  
Cheryl V. Jariol  
Branch Head, Iligan (Mother Branch)

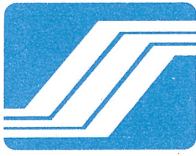
Approved By:

  
Gloria T. Quisla  
Department Manager III, BEMSD

  
Rodrigo B. Filoleo  
VP & Concurrent Acting Head *LVP*  
Mindanao Operations

Signed Copies forwarded to:

EVP See	_____
SVP Solito	_____
VP Aic	_____
VP Lagrada	_____
HRMD	_____
ITMG	_____
BSPD	_____
MAD	_____
CCD	_____
MSPD	_____
CPPD	_____
PMD	_____
GAD	_____
Iligan	_____



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**BRANCH EXPANSION AND MANAGEMENT SERVICES DEPARTMENT**

**Memorandum –**

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

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

DATE : 11 November 2019

SUBJECT : **Proposed Creation of Kapatagan Service Office (SO) and  
Corresponding Memorandum of Agreement (MOA)**

Respectfully submitted, for the EVP's consideration and approval, is the proposal of Mindanao North Division Head, favorably endorsed by Mindanao Operations Group Head, to create SSS Kapatagan Service Office (SO) at the 72.71 sq.m.-office space, ground floor area of the Operation Center of the Municipal Disaster and Risk Reduction Management Center (MDRRMC) located at Poblacion, Kapatagan, Lanao del Norte.

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

**I. Profile**

**A. Proposed SSS Kapatagan SO.** The table below shows the profile of the proposed SO.

Table. 1. Profile of the Proposed Kapatagan SO

Profile	Particulars		
1 Branch Category	Service Office		
	Mother Branch : Iligan ( <i>Medium</i> )		
2 Areas of Jurisdiction			
- City	0		
- Municipalities	7		
- Barangays	186		
3 LGU Classification	2nd Class Municipality		
4 Legislative Districts in the Province/City	Province/City	Congressional District	SSS Branch
	Lanao del Norte		
		1st	
		2nd	<b>Kapatagan SO</b>
	Iligan City	1st	Iligan
			Rob-Iligan SO

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Profile		Particulars		
4	Legislative Districts in the Province/City	Province/City	Congressional District	SSS Branch
		Lanao del Sur		
		Marawi	1st	
			2nd	
5	Population of Covered Areas	278,191		
6	Labor Force of Covered Areas	191,165		
7	No. of Commercial Establishments in the Area	2,206		
8	Potential Membership			
	- Employer	168		
	- EE/SE/VM	5,124		
9	Estimated Additional Average Monthly Collection (on top of existing collection)	P2,485,606.58 (0.49% of the estimated ave. monthly collection)		
10	Estimated Average Monthly Operating Expense	P12,141		
11	Estimated Average Daily Transactions	110		
12	Major Industries	Agriculture and Fishing		
13	Distance from SSS offices in the province to the proposed SO	Iligan Branch (mother branch) - 100 kms		
14	Nearest SSS Branch Office	Pagadian Branch - 56.30 kms (Zamboanga del Sur Province)		

**B. SSS Iligan Branch (Mother Branch).** SSS Iligan Branch, categorized as a medium branch, is the only SSS Branch in the province of Lanao del Norte. It covers the provinces of Lanao del Norte and Lanao del Sur, with two (2) cities (Iligan and Marawi), 59 municipalities and 1,601 barangays; with a total population and labor force of 1,542,718 and 857,212, respectively. The branch has so far covered 11,214 employers and 35,887 employed, self-employed and voluntary members. Its existing 34 personnel (regular-29, JO-5) is handling an average of 957 daily transactions. Computation shows that the branch's average monthly operating expense of P2.52-M represents 9% of its average monthly collection of P27.694-M.

Kapatagan SO's average monthly collection was based on the average monthly collection per municipality as submitted by Iligan Branch (Kapatagan SO's mother branch). Of the 59 municipalities, only 29 municipalities have registered employers and paying self-employed and voluntary members as the other municipalities are mostly in Lanao del Sur province and cannot easily be penetrated due to the unstable peace and order situation. Seven (7) municipalities will be covered by Kapatagan SO, namely, Tubod, Baroy, Lala, Sapad, Kapatagan, Sultan Naga Dimaporo (SND) and Salvador where the average monthly collection of P2.01-M came from, as can be seen in the figures below:

Table 2. Average Monthly Collection of Iligan Branch

City/Municipality	Ave. Monthly Collection	% Share
	(in millions)	
1 Iligan City	P 22.660	81.82%
2 Linamon	P 0.186	0.67%
3 Kauswagan	P 0.106	0.38%

City/Municipality	Ave. Monthly Collection	% Share
	(in millions)	
4 Matungao	P 0.010	0.04%
5 Bacolod	P 0.279	1.01%
6 Maigo	P 0.140	0.51%
7 Kolambugan	P 0.095	0.34%
8 Pantao Ragat	P 0.003	0.01%
<b>9 Tubod</b>	<b>P 0.470</b>	<b>1.70%</b>
<b>10 Baroy</b>	<b>P 0.136</b>	<b>0.49%</b>
<b>11 Lala</b>	<b>P 0.898</b>	<b>3.24%</b>
<b>12 Sapad</b>	<b>P 0.048</b>	<b>0.17%</b>
<b>13 Kapatagan</b>	<b>P 0.453</b>	<b>1.64%</b>
<b>14 SND</b>	<b>P 0.002</b>	<b>0.01%</b>
<b>15 Salvador</b>	<b>P 0.007</b>	<b>0.03%</b>
16 Baloi	P 0.188	0.68%
17 Munai	P 0.011	0.04%
18 Magsaysay	P 0.048	0.17%
<b>19 Marawi City</b>	<b>P 1.333</b>	<b>4.81%</b>
20 Saguian	P 0.012	0.04%
21 Tamparan	P 0.101	0.36%
22 Bubong	P 0.001	0.00%
23 Dimagaling	P 0.001	0.00%
24 Paiagapo	P 0.009	0.03%
25 Marantao	P 0.171	0.62%
26 Taraka	P 0.004	0.01%
27 Ditsaan Ramain	P 0.008	0.03%
28 Malabang	P 0.275	0.99%
29 Balabagan	P 0.021	0.08%
30 Madamba	P 0.003	0.01%
31 Balindong	P 0.015	0.05%
<b>TOTAL</b>	<b>P 27.694</b>	<b>100%</b>

## II. Terms and Conditions of the Proposed MOA

The salient terms and conditions of the proposed MOA (**Annex A**) are contained in Table 3 below:

Table 3. Salient Terms and Conditions of the Proposed MOA

Particulars	Terms and Conditions
Owner	Municipal Government of Kapatagan represented by its Municipal Mayor, Barry Yu Baguio
Location	Operation Center, MDRRMC, Poblacion Kapatagan, Lanao del Norte
Floor Area	Ground Floor – 72.71 sq.m.
Monthly Rental	Rent-free
Term/Effectivity	Three (3) years effective upon occupancy
Pre-termination	Both parties may pre-terminate the MOA provided a written notice thereof shall be served at least 60 days prior to its intended date of termination

Other features of the MOA:

➤ The Municipal Government of Kapatagan shall provide the following, **free of charge to SSS**:

1. Telephone and internet lines;
2. Electrical Connections, wirings and outlets;
3. Air conditioning units for the time being;
4. Water connection; and
5. Basic fit-out (minor renovation repainting of walls and ceiling) in the office space

➤ The SSS shall provide -

1. Pay the bills for the electricity, telephone, internet and other utilities used in the SO directly to its respective providers

### III. Personnel to be Assigned

The following employees from SSS Iligan Branch will be reassigned to the proposed Service Office as recommended by the Branch Head.

- |                        |  |
|------------------------|--|
| 1. Lovah B. Saburao    | - Senior Member Service Representative |
| 2. Jucrist A. Lumacang | - Junior Member Service Representative |

### IV. Rationale of the Recommendation

1. **Rent and Renovation Free.** The Municipal Government of Kapatagan offered the office space to SSS, free of charge. Thus, the SSS can realize an **estimated savings of ₱197,748 in office rental** for the first year **or ₱623,400** for the duration of the three-year MOA based on the canvassed average prevailing rental rate of ₱226.64/sq.m. within the vicinity of Kapatagan, Lanao del Norte (**Annex B**).

The lessor agreed to shoulder all renovations works including supply and installation of air-conditioning units of the proposed office space based on SSS' standard and specifications on branch design. Hence, the SSS can **save an estimated amount of ₱727,100** (₱10,000 x 72.71 sq.m.) for the **renovation works**.

2. **Strategic Location.** The proposed SO is located at the ground floor of the Operation Center of MDRRMC, Poblacion, Kapatagan, Lanao del Norte. The Operation Center is strategically located along the main road, making it easily accessible to private and public utility vehicles. Major establishments like Mercury Drugstore, Landbank, grocery shops, hotels are visible in the area.
3. **Potential of the Proposed SO.** The proposed Kapatagan SO will serve the second district of Lanao del Norte. The municipality of Kapatagan is beginning to gain economic favor mainly due to the funds released by some international organizations like GEM. Many companies builds some stores in Kapatagan to boost its economic growth like Mercury Drugstore, Mluiller Pawnhsop, Cebuana Pawnshop, Palawan Pawnshop, Goldilocks, Julies Bakeshop and Vina Shopping Center.

The economy in the province as well as in Kapatagan is predominantly based on agriculture and fishing. Taking into account the growing economy of the municipality, more employers, employed, self-employed and voluntary members can still be covered which will be coming from micro, small and medium

entrepreneurs (MSMEs), farmers, fishermen and other workers under the informal sector. Likewise, seeing the area's growing economic condition, the projected average monthly collection of ₱2.49-M is considerably attainable.

Furthermore, the proposed SO will help decongest the mother branch averaging 1,755 daily claimants and also will bring SSS closer to the existing and future members.

## V. Recommendation

Based on the foregoing, we respectfully recommend the creation of SSS Kapatagan Service Office and corresponding Memorandum of Agreement between the SSS and the Municipal Government of Kapatagan represented by its Mayor, Barry Yu Baguio.

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.

Table 4: List of Projects with Corresponding Estimated Budget

Particulars	Cost	APP No.
1 Renovation Works (Specialty works) - Signages	P 70,725.33	389
2 Modular Furniture	P 256,183.20	92
3 Freight Charges	P 10,000.00	23
<b>Total</b>	<b><u>P 336,908.53</u></b>	

The above-mentioned amount is needed to complete the creation of SSS Kapatagan SO. The estimated budget is included in the BEMSD's 2019 pool budget under M/R Building-Repairs and Others, Capex-Furniture, and Freight Charges.


Likewise, the salaries and other personnel-related expenses of the two (2) employees to be reassigned to Kapatagan SO including the maintenance and other operating expenses (MOOE) to be incurred by the said SO will be chargeable to Iligan Branch's 2019 budget. The cost for the two personal computers and printer will be chargeable to IT-Resource Management Department's budget.

For the EVP's consideration and approval.

  
Gloria Y. Cuisia

Att.: a/s

Certified Budget Available: (MRB-Repairs only)

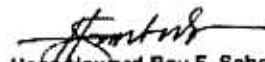
  
Jean V. Lagrada  
Vice President  
Financial and Budget Division


*Requirement for Modular Furniture and Freight Charges maybe included in 2020 COB subject to budget availability and revised distribution of BEMSD's Pool Budget.*


**SERVICE OFFICE CREATED IN CY 2019**  
December 2019

Service Office	Location	BOS Head Approval	Start of Operation
1. SSS San Miguel SO	G/F, San Miguel Municipal Hall, San Miguel, Zamboanga del Sur	5-Dec-19	16-Dec-19

Certified Correct:

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

  
Mary Gay M. Galang  
CEO III, BEMSD

  
James B. Buckley  
Branch Head, Pagadian (Mother Branch)

Approved By:

  
Gloria Y. Cuista  
Department Manager III, BEMSD

  
Rodrigo B. Filoteo  
VP & Concurrent Acting Head /:VP  
Mindanao Operations

Signed Copies forwarded to:

EVP See	_____
SVP Solito	_____
VP Alo	_____
VP Lagrada	_____
HRMD	_____
ITMG	_____
BSPO	_____
MAD	_____
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MSPD	_____
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PMD	_____
GAD	_____
Pagadian	_____



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**BRANCH EXPANSION AND MANAGEMENT SERVICES DEPARTMENT**

**Memorandum –**

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

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

DATE : 15 November 2019

SUBJECT : **Creation of San Miguel (Zamboanga del Sur) Service Office and Corresponding Memorandum of Agreement (MOA)**

Respectfully submitted, for the Executive Vice President's consideration and approval, is the proposal of SSS Pagadian Branch Head, favorably endorsed by Mindanao West Division and Group Heads (**Annex A**), and through the request of the Sangguniang Bayan of the Municipality of San Miguel (**Annex B**), recommending the creation of SSS San Miguel Service Office (SO) and its corresponding Memorandum of Agreement between the SSS and the Municipal Government of San Miguel, Zamboanga del Sur (**Annex C**).

The proposed San Miguel SO will be under the supervision of SSS Pagadian Branch.

**I. Profile of the Proposed San Miguel SO**

Table 1 below shows the profile of the proposed San Miguel Service Office.

**Table 1. Profile of the Proposed San Miguel SO**

Particulars	Profile		
1. Branch Category	Service Office		
	Mother Branch: Pagadian ( <i>Small</i> )		
2. Areas of jurisdiction	2 <sup>nd</sup> District		
- City	0		
- Municipality	13		
- Barangay	236		
3. LGU Classification	4th Class Municipality		
4. Legislative Districts in the province of Zamboanga Del Sur	City	Congressional District	SSS Branch
	Pagadian	1st	Pagadian Molave SO
		2nd	Proposed San Miguel SO
Legislative Districts in Zamboanga		1st	Zamboanga Eczone SO
		2nd	Zamboanga

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Particulars		Profile
5.	Population (Covered Areas)	346,005
6.	Labor force	224,903
7.	No. of commercial establishments in the Area	2,554
8.	Potential membership	
	- Employer	2,554
	- EE/SE/VM	32,398
9.	Estimated average monthly collection (on top of existing collection)	P 2,050,000.00
10.	Estimated Ave. Monthly OPEX	P 12,141.00
11.	% of OPEX to Collection	.59%
12.	Estimated average daily transactions	154
13.	Major industries	Fishing, Agriculture and Micro, Small and Medium Enterprises
14.	Distance from Nearest SSS Branch to the proposed SO:	
	- Pagadian Branch	32.0 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	Municipal Government of San Miguel, Zamboanga del Sur
Location	Ground Floor, NSO Building, San Miguel, Zamboanga del Sur
Floor Area	50.04 sq.m.
Monthly Rental	Rent-free
Term/Effectivity	Five (5) years/Upon occupancy

B. Other terms and conditions of the MOA:

1. The lessor will shoulder most of the renovation works such as the floor tiles, perimeter wall paintings, ceiling, construction of ramps, and the concreting of front office. The lessor likewise will provide free water supply for the office.
2. SSS will provide its own airconditioning units and electric meter.

## III. Profile of SSS Pagadian Branch

SSS Pagadian Branch, categorized as a small branch, is servicing 1 city (Pagadian) and 26 municipalities with 687 barangays. The branch has so far covered 2,024 employers and 137,417 employed, self employed and voluntary members. It has 22 existing regular personnel handling an estimated average daily transactions of 731 and accounts for an average monthly collection of ₱15.68-M including large accounts.

#### IV. Personnel to be Assigned

The following personnel will be assigned to the proposed San Miguel SO as recommended by the Head of Pagadian Branch:

1. Ramil A. Rojas, Sr. Analyst
2. One more JO Contractual upon approval by Organizational Planning Staffing Department (OPSD)

#### V. Rationale for Recommendation

1. **Rent free space.** The Office of the Sangguniang Bayan of San Miguel, Zamboanga del Sur, in their Resolution No. 2019 - 460, requests the establishment of an SSS Office in San Miguel. The lessor will provide adequate rent-free space and shoulder most of the civil-architectural works office based on the agreed specifications as well as its water expenses. On the other hand, expenses to be shouldered by the SSS are limited to specialty works (storefront signage), air-conditioning unit and payment of electricity. There was a previous proposal for the creation of the San Miguel SO in 2018 however due to unavailability of network connectivity, the said proposal was shelved.
2. **Office area requirement.** The proposed office area of 50.04 sq.m. is within the SSS standard area requirement for establishment of a Service Office and enough to accommodate the two (2) personnel who will be assigned to man the proposed SO and the estimated 154 daily walk-in transacting SSS members.
3. **Potential of the proposed SO.** The SO will serve the municipalities of San Miguel, Dumalinao, Tigbao, Lakewood, San Pablo, Guipos, Lapuyan, Margosatubig, Vincenzo Sagun, Dinas, Dimataling, Pitogo and Tabina, with a total of 266 barangays. The SO can also serve the SSS members and potential members from the neighboring municipalities of Guipos and Margosatubig due to its proximity and accesibility. The proposed San Miguel SO has a very high potential in terms of coverage and collection taking into consideration the labor force of 224,903 in the above-stated municipalities. Potential self-employed and voluntary members coming from the informal sectors such as farmers, fishermen and micro, small and medium scale entrepreneurs are projected.
4. **Accessible location.** The PSA Building is located along the main thoroughfare and is accessible to public transportation. Within the vicinity are banks like First Valley Bank, AIM Cooperative, LBP, DBP (soon to open) and government agencies such as DAR, PPC and PNP.
5. **Distance from the Branch Office.** The proposed Service Office is 32.0 kms. and 70.3 kms. away from Pagadian Branch and Molave SO, respectively.
6. **Decongest Mother Branch.** With the influx of SSS transacting members averaging daily at 3,477 in SSS Pagadian (mother branch), the proposed SSS San Miguel SO will help decongest the said branch and likewise, make SSS accessible and closer to its members.

#### VI. Recommendation

Based on the foregoing, we respectfully recommend approval of the proposed creation of SSS San Miguel SO and corresponding Memorandum of Agreement between the SSS and Municipal Government of San Miguel.

The estimated expense for specialty works of ₱59,151.68 can be taken from BEMSD's pool budget for M/R Building-Repairs and Others (Specialty Works). Operating expenses of the proposed SO will be charged to SSS Pagadian Branch's 2019 approved OPEX Budget.

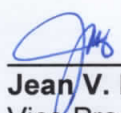
The proposed Memorandum of Agreement was prepared and reviewed by the SSS Documentation and Conveyancing Department. The lessor has already sent its conformity with the terms and conditions of the proposed MOA.

For the EVP's approval.



Gloria Y. Culsia

Certified Budget Available:



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



Republic of the Philippines  
**SOCIAL SECURITY COMMISSION**  
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Regular Meeting No. 19  
18 December 2019

**RESOLUTION NO. 947-s.2019**

RESOLVED, That the Commission approve, as it hereby approves, the SSS Competency Baseline Assessment Report in support of the Strategic Measure (SM) 11 of the SSS Performance Scorecard for FY 2019.

The above is based on the Memorandum of the Corporate Executive Officer III and Concurrent Acting Head, Performance Management and Employee Relations Department, dated 29 November 2019, coursed through the Department Manager III, Learning and Development Department and Concurrent Acting Head, Human Resource Services Division, and the Executive Vice President, Corporate Services Sector and Concurrent Acting Head, Human Resource Management Group, and endorsed by the President and CEO, with Certification of complete staff work and compliance with SSS guidelines and pertinent government rules and regulations.

CERTIFIED BY:

**SANTIAGO D.R. AGDEPPA**  
Commission Secretary/  
Executive Commission Clerk