



Republic of the Philippines  
**SOCIAL SECURITY SYSTEM**

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CIRCULAR NO. 2022-001

TO : ALL REGULAR AND HOUSEHOLD EMPLOYERS  
SUBJECT : REPORTING OF SEPARATED EMPLOYEE USING THE PAYMENT REFERENCE NUMBER FACILITY

Pursuant to Social Security Commission Resolution No. 656-s.2021 dated 15 December 2021, to effectively implement Sec. 24 (d) of Republic Act No. 11199 or the Social Security Act of 2018, and in compliance to Republic Act No. 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018, the following guidelines are hereby issued to all employers in the reporting of separated employee:

1. Report separated employee **during** preparation of monthly Payment Reference Number (PRN) **by encoding effective date of separation** in the PRN facility of the My.SSS portal in the SSS Website.
2. Separated employee that shall be reported are:
  - For the **current applicable month**; and
  - **Unreported** separated employee/s, if any, for the past two (2) calendar months immediately prior to the current applicable month
3. Reporting of separated employee using SS Form R-1A shall be discontinued and shall no longer be accepted by the SSS.

The SSS shall use *effective date of separation* from the PRN facility to update the following:

- Covered employee's Employment History; and
- Employer's Contributions Collection List.

All other policies and issuances that are not inconsistent herewith shall continue to be observed and implemented.

Please be guided accordingly.

  
AURORA C. IGNACIO  
President and CEO

14 JAN 2022

Date

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