



Republic of the Philippines  
**SOCIAL SECURITY COMMISSION**

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Makati City

# **MANUAL ON EXECUTION OF DECISIONS**



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## **MANUAL ON EXECUTION OF DECISIONS OF THE SOCIAL SECURITY COMMISSION**

Pursuant to the provisions of Republic Act No. 8282, otherwise known as the Social Security Act of 1997, in relation to Section 1, Rule VIII of the 2016 Rules of Procedure of the Social Security Commission, the following Manual on Execution of Decisions of the Social Security Commission is hereby adopted and promulgated:

### **RULE I TITLE AND CONSTRUCTION**

**Section 1. Title.** - This Manual shall be known as the Manual on Execution of Decisions (Sheriff's Manual) of the Social Security Commission (hereinafter referred to as Commission).

**Section 2. Construction.** - This Manual shall be construed in a manner that shall attain a just, expeditious and inexpensive execution of a decision or award of the Commission.

**Section 3. Suppletory Application of the Rules of Court and Jurisprudence.** - In the absence of any applicable provision in this Manual, and in order to carry out its objectives, the pertinent provisions of the Revised Rules of Court of the Philippines and prevailing jurisprudence may, in the interest of expeditious execution of a judgment, and whenever practicable and convenient, be applied by analogy or in a suppletory character and effect.

### **RULE II THE SHERIFF**

**Section 1. Sheriff.** - The Sheriff shall be an employee of the Social Security System duly designated as such by the Commission.

**Section 2. Duties.** - The sheriff shall execute and enforce all writs, serve all processes and carry into effect any decision or award of the Commission.

**Section 3. Responsibility and Bond.** - Only bonded sheriffs may serve writs of execution involving the taking, holding or delivery of money or property in trust for the prevailing party. The bond of the sheriff as required by law shall be determined by the Commission conditioned, among others, for the delivery or payment to the Social Security System of all properties, real or personal, that may officially come into his/her control and custody.

**Section 4. Norm of Conduct.** - The sheriff must, in the performance of his/her official duties, exercise prudence and conduct himself/herself in an upright manner. He/She must exert every reasonable effort to achieve the purpose of the writ.



**Section 5. Control and Supervision Over the Sheriff.** - The Commission shall have full control and supervision over the sheriff assigned to enforce the writ of execution.

The Commission may authorize the sheriff to carry duly licensed firearms in the enforcement of final decisions or awards and, in appropriate cases, deputize the Philippine National Police or any law enforcement agencies to assist the sheriff in the enforcement of the writ of execution.

### **RULE III THE WRIT OF EXECUTION**

**Section 1. Execution of Decisions or Awards.** - Execution shall issue as a matter of right, *motu proprio* or on motion of any interested party, after a decision or award has become final and executory.

**Section 2. Execution by Motion or by Independent Action.** - A final and executory decision or award may be executed on motion within five (5) years from the date of its entry. After the lapse of such time, and before it is barred by the statute of limitations, a decision or award may be enforced by action. The revived decision or award may also be enforced by motion within five (5) years from date of its entry and thereafter by action before it is barred by the statute of limitations.

**Section 3. Issuance, Form and Contents of a Writ of Execution.** - The writ of execution shall: 1) issue in the name of the Republic of the Philippines from the Social Security Commission; 2) state the case number and title and the dispositive part of the subject final decision or award; 3) require the sheriff to whom it is directed to enforce the writ according to its terms.

### **RULE IV EXECUTION**

**Section 1. Property Exempt from Execution.** - Except as otherwise expressly provided by law, the following property, and no other, shall be exempt from execution:

(a) The losing party's family home as provided by law, or the homestead in which he/she resides, and land necessarily used in connection therewith;

(b) Ordinary tools and implements personally used by him/her in his/her trade, employment, or livelihood;

(c) Three (3) horses, or three (3) cows, or three (3) carabaos, or other beasts of burden, such as the losing party may select necessarily used by him/her in his/her ordinary occupation;

(d) His/Her necessary clothing and articles for ordinary personal use, excluding jewelry;



(e) Household furniture and utensils necessary for housekeeping, and used for that purpose by the losing party and his/her family, such as the losing party may select, of a value not exceeding One Hundred Thousand Pesos (₱100,000.00);

(f) Provisions for individual or family use sufficient for four (4) months;

(g) The professional libraries and equipment of judges, lawyers, physicians, pharmacists, dentists, engineers, surveyors, clergymen, teachers, and other professionals, not exceeding Three Hundred Thousand Pesos in value (₱300,000.00);

(h) One (1) fishing boat and accessories not exceeding the total value of One Hundred Thousand Pesos (₱100,000.00) owned by a fisherman and by the lawful use of which he/she earns his/her livelihood;

(i) So much of the salaries, wages, or earnings of the losing party for his/her personal services within the four (4) months preceding the levy as are necessary for the support of his/her family;

(j) Lettered gravestones;

(k) Monies, benefits, privileges, or annuities accruing or in any manner growing out of any life insurance;

(l) The right to receive legal support, or money or property obtained as such support, or any pension or gratuity from the Government;

(m) Properties specially exempted by law.

**Section 2. Execution in Case of Death of Party.** - In case of the death of a party, execution may issue or be enforced in the following manner:

(a) In case of the death of the prevailing party, upon the application of his/her executor or administrator, or successor in interest;

(b) In case of the death of the losing party, against his/her executor or administrator or successor in interest;

(c) In case of the death of the losing party, after the execution is actually levied upon any of his/her property, the same may be sold for the satisfaction of the judgment obligation, and the sheriff making the sale shall account to his/her executor or administrator or successor in interest for any surplus in his/her hands.

**Section 3. Execution of Judgment, How Enforced; Immediate Payment on Demand.** - The sheriff shall enforce an execution of a decision or award by demanding from the losing party the immediate payment of the full amount stated in the writ of



execution and all lawful fees. The losing party shall pay in cash, certified bank check payable to the Social Security System, or any other form of payment acceptable to the latter, the amount of judgment debt and the lawful fees under proper receipt directly to the Social Security System or its authorized representative.

The excess, if any, shall be delivered to the losing party while the lawful fees shall be retained by the Social Security System for disposition as may be determined by the Commission. In no case shall the executing sheriff demand that any payment by check be made payable to him/her.

**Section 4. Voluntary Satisfaction of Judgment.** - Any voluntary tender of payment by the losing party shall be effected by depositing the same with the cashier of the Social Security System and shall be released only upon orders from the Commission.

## **RULE V LEVY**

**Section 1. Satisfaction by Levy.** - If the losing party cannot pay all or part of the obligation in cash, certified bank check or other mode of payment acceptable to the Social Security System, the officer shall levy upon the properties of the losing party of every kind and nature whatsoever which may be disposed of for value and not otherwise exempt from execution giving the latter the option to immediately choose which property or part thereof may be levied upon, sufficient to satisfy the judgment. If the losing party does not exercise the option, the officer shall first levy on the personal properties, if any, and then on the real properties if the personal properties are insufficient to answer for the judgment.

The sheriff shall sell only a sufficient portion of the personal or real property of the losing party which has been levied upon.

When there is more property of the losing party than is sufficient to satisfy the judgment and lawful fees, he/she must sell only so much of the personal or real property as is sufficient to satisfy the judgment and lawful fees.

Real property, stocks, shares, debts, credits, and other personal property, or any interest in either real or personal property, may be levied upon in like manner.

**Section 2. Levy on Personal Property.** - To constitute a valid levy on personal property, the sheriff must take possession and control of the same in the following manner:

(a) Personal property capable of manual delivery, by taking and safely keeping it in his/her capacity as sheriff after issuing the corresponding receipt therefor;

(b) Stocks, shares, or an interest in stocks or shares, of any corporation or company, by leaving with the president or managing agent thereof, a copy of the decision



or award, and a notice stating that the stock or interest of the party against whom the levy is issued, is levied pursuant thereto;

(c) The interest of the party against whom levy is issued in property belonging to the estate of a decedent, whether as heir, legatee or devisee, by serving to the executor or administrator or other personal representative of the decedent, a copy of the decision or award and a notice that said interest is levied. A copy of said decision or award, and notice shall also be filed with the office of the clerk of court in which said estate is being settled and served upon the heir, legatee or devisee concerned.

If the property sought to be levied is in custodia legis, a copy of the order, resolution, award or decision, and notice shall be filed with the proper court, and notice of levy served upon the custodian of such property.

**Section 3. Garnishment of Debts and Credits.** - The sheriff may levy on debts due the losing party and other credits, including bank deposits, financial interests, royalties, commissions and other personal property not capable of manual delivery in the possession or control of third parties. Levy shall be made by serving notice upon the person owing such debts or having in his/her possession or control such credits to which the losing party is entitled. The garnishment shall cover only such amount as will satisfy the judgment and all lawful fees.

The garnishee shall make a written report to the Commission within five (5) days from service of the notice of garnishment stating whether or not the losing party has sufficient funds or credits to satisfy the amount of the judgment. If not, the report shall state how much funds or credits the garnishee holds for the losing party. The garnished amount in cash, or certified bank check issued in the name of the Social Security System, shall be delivered within ten (10) working days from service of notice on said garnishee requiring such delivery, as well as the lawful fees.

In the event there are two (2) or more garnishees holding deposits or credits sufficient to satisfy the judgment, the losing party, if available, shall have the right to indicate the garnishee or garnishees who shall be required to deliver the amount due; otherwise, the choice shall be made by the Social Security System.

**Section 4. Effect of Garnishment.** - Garnishment is effected by the sheriff by serving a notice thereof to the third party who has possession or control of such money, goods, chattels and/or any interest therein, belonging or owing to the losing party directing or requiring him/her (garnishee) to hold the same subject to further orders from the Commission. Where the property garnished consists of money deposited with a bank or third-party, the Commission shall order that the same shall only be released to the Social Security System.

**Section 5. Levy on Real Property.** - Real property or any interest therein may be levied in the following manner:



(a) Real property, or growing crops thereon, standing upon the records of the register of deeds of the province or city in the name of the party against whom levy is issued, not appearing at all upon such records, by filing with the register of deeds a copy of the decision or award, together with a description of the property levied and a notice that it is levied upon and by leaving a copy of such order, resolution, award or decision, description, and notice with the occupant of the property, if there is any. When the property has been brought under the operation of the land registration system, the notice shall contain a reference to the number of the certificate of title and the volume and page in the registration book where the certificate is registered. The register of deeds must index levies filed under this paragraph in the name of both the Social Security System and the losing party.

(b) Real property, or growing crops thereon or any interest therein, belonging to the party against whom levy is issued, and held by any other person or standing on the records of the register of deeds in the name of any other person, by filing with the register of deeds a copy of the decision or award, together with a description of the property, and a notice that such real property, and any interest therein of said property, held or standing, in the name of such other person, naming him/her are levied by leaving with the occupant of the property, if any, and with such other persons, or his/her agents, if found within the province or city or at the residence of either, if within the province or city, a copy of such decision or award, description and notice.

When the property has been brought under the operation of the land registration system, the notice shall contain a reference to the number of the certificate of title and the volume and page in the registration book where the certificate is registered. The register of good deeds must index levies filed under this paragraph in the name of the Social Security System, the losing party and of the person whom the property is held or in whose name it stands on the records.

**Section 6. Effect of Levy.** - The levy on execution shall create a lien in favor of the Social Security System over the right, title and interest of the losing party in such property at the time of the levy.

**Section 7. Effect of Levy on Debts and Credits.** - All persons having in their possession or under their control any credit or other similar personal property belonging to the party against whom levy is issued, or owing any debt to the latter, at the time of service upon them a copy of the decision or award, and notice, shall be liable to the Social Security System for the amount of such credits, debt or other property, until the levy is discharged, or any judgment recovered by him/her is satisfied, unless such property is delivered or transferred, or such debts are paid, to the Social Security System through the sheriff, or its duly designated officer.

## **RULE VI THIRD-PARTY CLAIM**

**Section 1. Proceedings Where Property Claimed by Third Person.** - If the property levied on is claimed by any person other than the losing party or his/her agent,



such person shall make an affidavit of his/her title thereto or right to the possession thereof, stating the grounds of such right or title, and shall file the same with the sheriff and copies thereof served upon the Commission and upon the prevailing party. Upon receipt of the third-party claim, all proceedings with respect to the execution of the property subject of the third-party claim, shall automatically be suspended and the Commission shall conduct a hearing with due notice to all parties concerned and resolve the claim within ten (10) working days from receipt thereof.

However, should the prevailing party put up an indemnity bond in a sum not less than the value of the property levied, execution shall proceed. In case of disagreement as to such value, the same shall be determined by the Commission.

**Section 2. Resolution of the Third-Party Claim; Effect.** - In the event the third-party claim is declared to be valid, the sheriff shall immediately release the property to the third-party claimant, his/her agent or representative and the levy on execution shall immediately be lifted or discharged. However, should the third-party claim be found to be without basis, the sheriff shall proceed with the execution of the property levied upon as if no third-party claim has been filed.

## **RULE VII**

### **SALE OF PROPERTY ON EXECUTION**

**Section 1. Notice of Sale.** - Before the sale of property on execution, notice thereof must be given as follows:

(a) In case of perishable property, by posting written notice of the time and place of the sale in three (3) public places, preferably in conspicuous areas of the SSS branch/representative office, municipal or city hall and public market in the municipality or city, where the sale is to take place, for such time as the sheriff may deem reasonable, considering the character and condition of the property.

(b) In case of other personal property, by posting a similar notice in the three (3) public places above-mentioned for not less than five (5) days;

(c) In case of real property, by posting for twenty (20) days in the three (3) public places above-mentioned a similar notice particularly describing the property and stating where the property is to be sold, and if the assessed value of the property exceeds Fifty Thousand Pesos (₱50,000.00), by publishing a copy of the notice once a week for two (2) consecutive weeks in one (1) newspaper selected by raffle, whether in English, Filipino, to any major regional language published, edited and circulated or, in the absence thereof, having general circulation in the province or city.

(d) In all cases, written notice of the sale shall be given to the losing party, at least three (3) days before the sale, except as provided in paragraph (a) hereof where notice shall be given at any time before the sale, in the same manner as personal service



of pleadings and other papers as provided by Section 6 (a), Rule II of the 2016 Rules of Procedure of the Social Security Commission.

The notice shall specify the place, date and exact time of the sale which should not be earlier than nine o'clock in the morning and not later than two o'clock in the afternoon. The place of the sale may be agreed upon by the parties. In the absence of such agreement, the sale of real or personal property shall be held at the Commission, SSS Bldg., Makati City, at the branch/representative office of the Social Security System, or in the place where the property is stored or located.

An execution sale without the valid levy and notice of sale as herein provided is null and void and vests no title in the purchaser.

**Section 2. No Sale if Judgment and Costs Paid.** - At any time before the sale of property on execution, the losing party may prevent the sale by paying the amount required by the execution and the costs that have been incurred therein.

**Section 3. How Property Sold on Execution; Who May Direct Manner and Order of Sale.** - All sales of property under execution must be made at public auction, to the highest bidder, to start at the exact time fixed in the notice. After sufficient property has been sold to satisfy the execution, no more shall be sold and any excess property or proceeds of the sale shall be promptly delivered to the losing party or his/her authorized representative. When the sale is of real property, consisting of several known lots, they must be sold separately; or, when a portion of such real property is claimed by a third person, he/she may require it to be sold separately. When the sale is of personal property capable of manual delivery, it must be sold within the view of those attending the same and in such parcels as are likely to bring the highest price. The losing party, if present at the sale, may direct the order in which property, real or personal, shall be sold, when such property consists of several known lots or parcels which can be sold to advantage separately. The sheriff conducting the execution sale can neither become a purchaser, nor be interested directly or indirectly in any purchase at such sale.

**Section 4. Refusal of Purchaser to Pay.** - If a purchaser refuses to pay the amount bid by him/her for property struck off to him/her at a sale under execution, the sheriff may again sell the property to the highest bidder and shall not be responsible for any loss occasioned thereby; but the Commission may order the refusing purchaser to pay to the Commission the amount of such loss, with costs. The amount of such payment shall be for the benefit of the person entitled to the proceeds of the execution unless the execution has been fully satisfied, in which event, such proceeds shall be for the benefit of the losing party. The sheriff may thereafter reject any subsequent bid of such purchaser who refuses to pay.

**Section 5. Prevailing Party as Purchaser.** - When the purchaser is the prevailing party, and no third-party claim has been filed, he/she need not pay the amount of the bid if it does not exceed the amount of the judgment. If it does, he/she shall pay only the excess.



**Section 6. Adjournment of Sale.** - By written consent of the prevailing party and the losing party, the sheriff may adjourn the sale to any date and time agreed upon by them in writing. Without such agreement, he/she may adjourn the sale from day to day if it becomes necessary to do so for lack of time to complete the sale on the day fixed in the notice or the day to which it was adjourned.

**Section 7. Conveyance to Purchaser of Personal Property Capable of Manual Delivery.** - When the purchaser of any personal property, capable of manual delivery, pays the purchase price, the sheriff making the sale shall deliver the property to the purchaser and, if desired, execute and deliver to him/her a certificate of sale. The sale conveys to the purchaser all the rights which the losing party had in such property as of the date of the levy on execution.

**Section 8. Conveyance to Purchaser of Personal Property Not Capable of Manual Delivery.** - When the purchaser of any personal property, not capable of manual delivery, pays the purchase price, the sheriff making the sale must execute and deliver to the purchaser a certificate of sale. Such certificate conveys to the purchaser all the rights which the losing party had in such property as of the date of the levy on execution.

**Section 9. Conveyance of Real Property; Certificate Thereof Given to Purchaser and Filed With the Registry of Deeds.** - Upon a sale of real property, the sheriff must give to the purchaser a certificate of sale containing:

- (a) A particular description of the real property sold;
- (b) The price paid for each distinct lot or parcel;
- (c) The whole price paid by him/her;
- (d) A statement that the right of redemption expires one (1) year from the date of the registration of the certificate of sale.

Such certificate must be registered in the registry of deeds of the place where the property is situated.

**Section 10. Certificate of Sale Where Property Claimed by Third Person.** - When a property sold by virtue of a writ of execution is claimed by a third person, the certificate of a sale to be issued by the sheriff pursuant to sections 7, 8 and 9 of this Rule shall make express mention of the existence of such third-party claim.

**Section 11. Redemption of Real Property Sold; Who May Redeem.** - Real property sold as provided in the last preceding section or any part thereof sold separately, may be redeemed in the manner hereinafter provided, by the following persons:



(a) The losing party, or his/her successor in interest in the whole or any part of the property;

(b) A creditor having a lien by virtue of an attachment, judgment or mortgage on the property sold, or on some part thereof, subsequent to the lien under which the property was sold. Such redeeming creditor is termed a redemptioner.

**Section 12. Time and Manner of, and Amounts Payable on, Successive Redemptions; Notice to be Given and Filed.** - The losing party, or redemptioner, may redeem the property from the purchaser, at any time within one (1) year from the date of the registration of the certificate of sale, by paying the purchaser the amount of his/her purchase, with one per centum per month interest thereon, in addition up to the time of redemption, together with the amount of any assessments or taxes which the purchaser may have paid thereon after purchase, and interest on such last-named amount at the same rate; and if the purchaser be also a creditor having a prior lien to that of the redemptioner, other than the judgment under which such purchase was made, the amount of such other lien, with interest.

Property so redeemed may again be redeemed within sixty (60) days after the last redemption upon payment of the sum paid on the last redemption, with two per centum (2%) thereon in addition, and the amount of any assessments or taxes which the last redemptioner may have paid thereon after redemption by him/her, with interest on such last-named amount, and in addition, the amount of any liens held by said last redemptioner prior to his/her own, with interest. The property may be again, and as often as a redemptioner is so disposed, redeemed from any previous redemptioner within sixty (60) days after the last redemption, on paying the sum paid on the last previous redemption, with two per centum (2%) thereon in addition, and the amounts of any assessments or taxes which the last previous redemptioner paid after the redemption thereon, with interest thereon, and the amount of any liens held by the last redemption prior to his/her own, with interest.

Written notice of any redemption must be given to the sheriff who made the sale and a duplicate filed with registry of deeds of the place, and if any assessments or taxes are paid by the redemptioner or if he/she has or acquires any lien other than that upon which the redemption was made, notice thereof must in like manner be given to the sheriff and filed with the registry of deeds; if such notice be not filed, the property may be redeemed without paying such assessments, taxes or liens.

**Section 13. Effect of Redemption by Losing Party, and a Certificate to be Delivered and Recorded Thereupon; To Whom Payments on Redemption Made.** - If the losing party redeems, he/she must make the same payments as are required to effect a redemption by a redemptioner, whereupon, no further redemption shall be allowed and he/she is restored to his/her estate. The person to whom the redemption payment is made must execute and deliver to him/her a certificate of redemption acknowledged before a notary public or other officer authorized to take acknowledgements of conveyances of real property. Such certificate must be filed and recorded in the office of the registry of



deeds of the place in which the property is situated, and the register of deeds must note the record thereof on the margin of the record of the certificate of sale. The payments mentioned in this and the last preceding sections may be made to the purchaser or redemptioner, or for him/her to the sheriff or duly designated officer who made the sale.

**Section 14. Proof Required of Redemptioner.** - A redemptioner must produce to the sheriff, or person from whom he/she seeks to redeem, and serve with his/her notice to the sheriff a copy of the judgment or final order under which he/she claims the right to redeem, certified by the Executive Clerk of the Commission or his/her Deputy; or, if he/she redeems upon a mortgage or other lien, a memorandum of the record thereof, certified by the register of deeds; or an original or certified copy of any assignment necessary to establish his/her claim; and an affidavit executed by him/her or his/her agent, showing the amount then actually due on the lien.

**Section 15. Deed and Possession to be Given at Expiration of Redemption Period; By Whom Executed or Given.** - If no redemption be made within one (1) year from the date of the registration of the certificate of sale, the purchaser is entitled to a conveyance and possession of the property; or, if so redeemed whenever sixty (60) days have elapsed and no other redemption has been made, and notice thereof given, and the time for redemption has expired, the last redemptioner is entitled to the conveyance and possession; but in all cases, the losing party shall have the entire period of one (1) year from the date of the registration of the sale to redeem the property. The deed shall be executed by the sheriff making the sale or by his/her successor in office, and in the latter case shall have the same validity as though the sheriff making the sale had continued and executed it.

Upon the expiration of the right of redemption, the purchaser or redemptioner shall be substituted to and acquire all the rights, title, interest, and claim of the losing party to the property as of the time of the levy. The possession of the property shall be given to the purchaser or last redemptioner by the same sheriff unless a third party is actually holding the property adversely to the losing party.

**Section 16. Recovery of Price If Sale Not Effective; Revival of Judgment.** - If the purchaser of real property sold on execution, or his/her successor in interest, fails to recover the possession thereof, or is evicted therefrom, in consequence of irregularities in the proceedings concerning the sale, or because the judgment has been reversed or set aside, or because a third person has vindicated his claim to the property, he may, on motion, recover from the prevailing party the price paid, with interest, or so much thereof as has not been delivered to the losing party; or he/she may, on motion, have the original judgment revived in his/her name for the whole price with interest, or so much thereof as has been delivered to the losing party. The judgment so revived shall have the same force and effect as an original judgment would have as of the date of the revival and no more.

**Section 17. Entry of Satisfaction of Judgment by the Executive Clerk of the Commission or his/her Deputy** - Satisfaction of a judgment shall be entered by the Executive Clerk of the Commission or his/her Deputy in the case docket, and in the



execution book, upon the return of a writ of execution showing the full satisfaction of the judgment, or upon the filing of an admission to the satisfaction of the judgment executed and acknowledged in the same manner as a conveyance of real property by the prevailing party or by his/her counsel unless a revocation of his/her authority is filed, or upon the endorsement of such admission by the losing party or his/her counsel on the face of the record of judgment.

## **RULE VIII SHERIFF'S RETURN**

**Section 1. Return of Writ of Execution.** - The writ of execution shall be returnable to the Commission immediately after the judgment has been satisfied in part or in full. If the judgment cannot be satisfied in full within thirty (30) days after his/her receipt of the writ, the sheriff shall report to the Commission and state the reason therefor. Such writ shall continue in effect during the period within which the judgment may be enforced by motion. The sheriff shall make a report to the Commission every thirty (30) days on the proceedings taken thereon until the judgment is satisfied in full, or its effectivity expires. The returns or periodic reports shall set forth the whole of the proceedings taken, and shall be filed with the Commission and copies thereof promptly furnished the parties.

**Section 2. Break Open Order; When Issued.** - Should the losing party, his/her agent or representative refuse to prohibit the sheriff or his/her authorized representative entry to the place where the property subject of execution is located or kept, the interested party may apply to the Commission for a break-open order which the latter may issue after due notice and hearing.

## **RULE IX MISCELLANEOUS PROVISIONS**

**Section 1. Hours and Days When Writ Shall Be Served.** - Writ of execution shall be served at any day, except Saturdays, Sundays, and holidays, between the hours of eight in the morning (8:00 A.M.) and five in the afternoon (5:00 P.M.). If, by the nature of the losing party's business, it requires the implementation of the same beyond the period provided herein a written authorization must be secured by the sheriff from the Commission.

**Section 2. Sheriff's Report.** - The sheriff enforcing the writ of execution shall make a monthly status report on its implementation to the Commission.

**Section 3. Storing of Levied Property.** - To avoid pilferage of or damage to levied property, the same shall be inventoried and stored in a secured place as may be determined by the Commission with the notice to the losing party or third-party claimant. In case of disagreement, the same shall be referred to the Commission for proper disposition. For this purpose, the sheriff shall inform the Commission of the corresponding storage fees, furnishing the Commission as well as the parties with a copy of the inventory by the losing party.



**Section 4. Referral of Questions Relative to Writ Enforcement.** - Questions relative to writ enforcement shall be referred to the Commission for resolution.

**Section 5. Sheriff's Expenses.** - The sheriff shall be provided at the beginning of the month with a cash advance not exceeding Ten Thousand Pesos (₱10,000.00) which shall be liquidated at the end of the month with a statement of expenses and itinerary of travel duly approved by the Commission or the Executive Clerk of the Commission or his/her Deputy.


**Section 6. Execution of Judgment in Certain Areas.** - Whenever practicable, in areas where there are no sheriffs, execution of judgment may be delegated by the Commission to the sheriff of the city or province where the property of the losing party sought to be levied/garnished is located. The sheriff shall make his/her return to the Commission within thirty (30) days from receipt thereof.

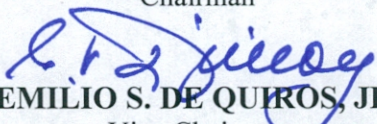
**Section 7. Sheriff's Identification.** - In the performance of their official duties, the sheriffs shall be in uniform and should carry at all times their identification cards and necessary papers or documents respecting their authority.


## **RULE X EFFECTIVITY**

**Section 1. Effectivity.** - This Manual shall become effective fifteen (15) days after publication in at least two (2) newspapers of general circulation.

Makati City, Philippines, May 25, 2016.

  
**JUAN B. SANTOS**  
Chairman

  
**EMILIO S. DE QUIROS, JR.**  
Vice-Chairman

  
**ROSALINDA D. BALDOZ**  
Secretary of Labor and Employment  
Ex Officio

  
**DIANA PARDO AGUILAR**  
Commissioner


Dept. of Labor & Employment  
Office of the Secretary



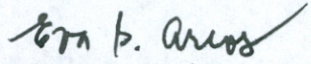
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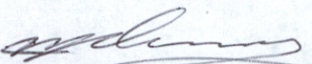


  
**DANIEL L. EDRALIN**  
Commissioner

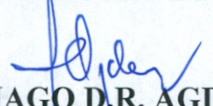
  
**IBARRA A. MALONZO**  
Commissioner

  
**BIENVENIDO E. LAGUESMA**  
Commissioner

  
**EVA B. ARCOS**  
Commissioner

  
**MICHAEL VICTOR N. ALIMURUNG**  
Commissioner

**ATTESTED BY:**

  
**SANTIAGO D.R. AGDEPPA**  
Commission Secretary  
Executive Clerk of the Commission

**ANNOTATION**

The 2016 Rules of Procedure of the Social Security Commission and the Manual on Execution of Decisions of the Social Security Commission were approved under Social Security Commission Resolution Nos. 328 and 329, respectively, both dated May 25, 2016, and published in the Philippine Daily Inquirer on June 27, 2016 and the Manila Bulletin on June 28, 2016, and filed with the Office of the National Administrative Register on July 5, 2016, and became effective fifteen (15) days thereafter or on July 20, 2016.