



Republic of the Philippines
SOCIAL SECURITY SYSTEM
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CIRCULAR NO. 2022-019

**TO : ALL CONCERNED MEMBERS/PENSIONERS/BENEFICIARIES/
EMPLOYERS**

**SUBJECT : GUIDELINES ON VERIFICATION/EVALUATION OF PROOF OF
ACCOUNT UPLOADED IN THE DISBURSEMENT ACCOUNT
ENROLLMENT MODULE**

Pursuant to Social Security Commission Resolution No. 507-s.2022 dated 03 August 2022 and to comply with the requirements of the Ease of Doing Business and Efficient Government Service Delivery Act of 2018 or Republic Act No. 11032, the SSS shall implement the following guidelines on the conduct of verification/evaluation of the proof of account uploaded by the member/pensioner/beneficiary/employer through the Disbursement Account Enrollment Module (DAEM) in his/her My.SSS account:

1. The member/pensioner/beneficiary/employer filing for loan application or benefit claim online, who receives an onscreen message to go to an SSS branch for proof of disbursement account (PoA) verification upon accessing the loan/benefit claim submission tab of his/her My.SSS account in the SSS Website, should immediately proceed to any SSS branch. He/she should present the following and mention "PoA verification" as the purpose of his/her visit:
 - a. SS/UMID Card/PhilID or in its absence, any two (2) valid IDs;
 - b. Original PoA; and
 - c. Screenshot or printed copy of the on-screen message.
2. The PoA presented by the member/pensioner/beneficiary/employer shall be verified and evaluated by the SSS branch and appropriate assistance and advice shall be provided by the said branch to the member/pensioner/beneficiary/employer to confirm his/her disbursement account enrollment.
3. The member/pensioner/beneficiary/employer shall not be allowed to submit loan and/or benefit claim application online until he/she has complied with and completed the required PoA verification and the disbursement account has been verified and found to be in order by the SSS branch.

Please be guided accordingly.


MICHAEL G. REGINO
President and CEO 

18 AUG 2022

Date

