



Republic of the Philippines
SOCIAL SECURITY SYSTEM

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CIRCULAR NO. 2022-032

TO : ALL SSS MEMBERS

SUBJECT : GUIDELINES FOR THE IMPLEMENTATION OF THE
NEW VOLUNTARY PROVIDENT FUND (NVPF) PROGRAM FOR
SSS MEMBERS

Pursuant to Social Security Commission (SSC) Resolution Nos. 209-s.2022 dated 06 April 2022 and 513-s.2022 dated 03 August 2022, approving the implementation of the New Voluntary Provident Fund (NVPF) Program for SSS members, **which shall be known as the Workers' Investment and Savings Program (WISP) Plus or "WISP Plus"**, the following guidelines are hereby issued:

A. OBJECTIVE

The SSS, in pursuit of its mission under Republic Act No. 11199 (RA 11199), otherwise known as the Social Security Act of 2018, to promote social justice through savings and advance the value of "work, save, invest and prosper", shall establish a New Voluntary Provident Fund (NVPF) Program. The Program aims to encourage SSS members to participate in an affordable, flexible, convenient and tax-free savings scheme.

B. DEFINITION OF TERMS

1. "FINAL BENEFIT CLAIM" is a claim by an SSS member for retirement, total disability, or death benefit in the Regular SSS Program.
2. "INVESTMENT INCOME" refers to amounts earned from interest, dividends/fees, and net increase in the value of investments credited to the account of the NVPF member.
3. "NVPF BENEFICIARIES" are the same beneficiaries as those defined under Section 8 (k), Definition of Terms of RA 11199.
4. "NVPF ENROLLEE" is an SSS registrant/member who has enrolled in the NVPF Program but has not yet made his/her first contribution in the NVPF Program.
5. "NVPF MEMBER" is an SSS member who has enrolled in and with at least one (1) contribution in the NVPF Program.

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6. "REGULAR SSS PROGRAM" refers to the defined benefit-type SSS program existing before the implementation of this defined contribution-type NVPF Program.
7. "SSS MEMBER" is a covered worker with at least one (1) contribution in the Regular SSS Program.
8. "SSS REGISTRANT" is an applicant for issuance of an SS Number.
9. "TOTAL ACCUMULATED ACCOUNT VALUE" consists of the NVPF member's total contributions and investment income less management fee.

C. ELIGIBILITY

The NVPF Program is open to all SSS registrants and SSS members with no final benefit claim, regardless of amount of declared monthly earnings and last posted monthly salary credit (MSC), respectively, subject further to the applicable policies under the Regular SSS Program.

D. ENROLLMENT

1. Enrollment of SSS registrants shall be done through the online application for SS Number through the SSS website. Once issued with an SS Number, they are automatically enrolled in the NVPF Program.
2. Enrollment of eligible SSS members shall be done online through the My.SSS portal by accepting the Terms and Conditions of the NVPF Program.

E. CONTRIBUTIONS

1. The minimum contribution is five hundred pesos (₱500.00) per payment.
2. The contribution payment of the NVPF enrollee/member shall be subject to the guidelines for each SSS payment channel in terms of maximum amount per payment, manner of payment (e.g., manager's check), daily limits and others, in compliance with applicable laws and regulations.
3. The NVPF enrollee/member may pay contributions anytime, subject to the following rules at the time of generation of Payment Reference Number (PRN) through the My.SSS portal under the SSS Real-Time Processing of Contribution (RTPC):
 - a. For employed member, he/she has at least one (1) posted regular SSS contribution applicable in the last three (3) months;
 - b. For self-employed (SE), voluntary member (VM) or land-based overseas Filipino worker (OFW) member, he/she has a posted regular SSS contribution for the current applicable month of payment.

Otherwise, he/she must pay or include payment for both the regular SSS contribution and NVPF contribution for the current applicable month; and

- c. The PRN generated for NVPF contribution shall have the following validity:

Contribution	Validity
i. NVPF contribution only	Three (3) months
ii. NVPF contribution paid together with regular SSS contribution	Based on applicable policy on payment deadline

F. INVESTMENTS

1. Capital preservation is the priority for the NVPF.
2. Pursuant to RA 11199, the following principles shall be followed in investing:
 - a. The SSC shall have the authority to invest and make changes in any of the general provisions of the NVPF, in line with Sec. 4 (1) and Sec. 26 (Investment Reserve Fund) of RA 11199;
 - b. The investment must be consistent with Sec. 26 (Investment Reserve Fund) of RA 11199; and
 - c. Consistent with prioritizing capital preservation, the initial investment mix will be guided by the following limits:
 - i. At least 15% in government securities, which can be increased up to 100% of the investments (Sec. 26 (a) of RA 11199);
 - ii. Up to 20% in corporate or multilateral institutions (Sec. 26 (h) of RA 11199) and equities (Sec. 26 (i) of RA 11199);
 - iii. Up to 25% in short- and medium-term loans to NVPF members, such as salary, educational, livelihood, calamity, and emergency loans (Sec. 26 (e) of RA 11199);
 - iv. Up to 40% in money market and other BSP-approved investment instruments with the same intrinsic quality as those allowable in the Charter (Sec. 26 (m) of RA 11199); and
 - v. Up to 70% in loans to pensioners, provided the total exposure in other loans including loans to pensioners shall not exceed 30% of the Investment Reserve Funds as prescribed in the Charter (Sec. 26 (l) of RA 11199); Provided further, that such loans shall be secured by collaterals.

3. Investment of the NVPF shall be managed in line with the SSS Investment Guidelines following the principles of safety, high yield and liquidity, and benchmarked against the average rates of Treasury Bills or any other acceptable market yield indicator.
4. Income realized from investments shall be distributed proportionately based on members' total accumulated account value.
5. NVPF contributions posted for the month shall earn their share of the investment income beginning on the first day of the following month.
6. Investment income shall be determined at the end of the calendar year upon release of the NVPF financial statement and credited to the NVPF member's account not later than five (5) working days thereafter.
7. For NVPF full withdrawals and benefit payments, investment income for the current year shall be determined using indicative interest rates based on prior months' return.
8. The computation of investment income and total accumulated account value shall be deemed final.

G. WITHDRAWAL

1. The NVPF member may withdraw his/her total accumulated account value, anytime under the following conditions:
 - a. He/She has been an NVPF member for at least one (1) year;
 - b. Partial withdrawal shall be allowed, provided further that:
 - i. The amount shall be based on the total accumulated account value posted prior to the month of partial withdrawal;
 - ii. Partial withdrawal shall only be once a month; and
 - iii. The remaining balance in the accumulated account value after partial withdrawal shall not be lower than five hundred pesos (P500.00);
 - c. Partial or full withdrawal within the first year of NVPF membership shall only be allowed for extreme hardship conditions as follows:
 - i. Critical Illness of the member, limited to -
 - Cancer;
 - Organ failure;
 - Heart-related illness;
 - Stroke; and
 - Neuromuscular-related illness.

- ii. Involuntary separation from employment;
 - iii. Repatriation of OFW member from host country; and
 - iv. Other analogous conditions as may be determined by the SSS.
- d. The NVPF member shall receive adjusted earnings based on the following proportions:

Years of Membership in the NVPF Program	Percent of Earnings to be received
1 to <2	60%
2 to <3	70%
3 to <4	80%
4 to <5	90%
5 or more	100%

2. After full withdrawal of his/her total accumulated account value, the SSS member must re-enroll to become an NVPF member subject anew to the guidelines of the NVPF Program.

H. BENEFITS

1. The basis for NVPF benefits is the total accumulated account value of the NVPF member at the time of the approval of the final benefit claim.
2. NVPF benefits shall be automatically processed when the NVPF member, or his/her beneficiary, files for the final benefit claim.
3. NVPF benefits shall be paid in lump-sum amount at the same time as the initial final benefit claim.

I. MANAGEMENT AND ADMINISTRATION

1. The SSS shall exercise absolute control, direction and management of the NVPF Program.
2. The NVPF management fee shall be at 1% per annum of the accumulated fund to cover all expenses related to the operations of the Fund. The difference between the NVPF management fee and the actual operational expenses, if any, shall be treated as income of the Regular SSS Program.
3. The NVPF management fee shall be reviewed every two (2) years, and any change in the rate shall be subject to the approval of the SSC.
4. For the payment of NVPF benefits and withdrawals, NVPF members must have approved disbursement accounts in the Disbursement Account Enrollment Module (DAEM) of the My.SSS portal. The SSS

shall disburse to the approved DAEM accounts through any of the following methods, as applicable:


- Philippine EFT System and Operations Network (PESONet);
 - Letter of Instruction to the SSS funding bank, with consent from member/payee regarding inward bank charges; and
 - Other available modes of disbursement as may be determined by SSS.
5. The SSS shall be relieved from carrying out its obligations on the NVPF Program if it is prevented from doing so due to Force Majeure, which is an event beyond the control of the SSS arising from fortuitous events as defined by law.
6. Policies, including the terms and conditions, governing the NVPF Program are subject to change as may be determined by the SSS and without need for prior notice to the public.

J. IMPLEMENTATION OF ONE (1) VOLUNTARY PROVIDENT FUND PROGRAM FOR SSS MEMBERS

The NVPF Program shall replace the two (2) existing voluntary provident fund programs of the SSS, namely; the SSS Personal Equity and Savings Option (PESO) Fund Program and the SSS Flexi-fund Program for OFWs. Upon implementation of the NVPF Program, the SSS shall no longer accept enrollment and contribution payments under the PESO Fund and Flexi-fund Programs, and existing total accumulated account values in said programs shall be transitioned to the NVPF Program in accordance with the implementing rules and regulations that will be issued pertaining thereto and other applicable policies, rules and regulations.

This Circular shall take effect immediately following its publication in a newspaper of general circulation and the registration and filing of three (3) copies of the published Circular with the Office of the National Administrative Register.

Please be guided accordingly.


MICHAEL G. REGINO
President and CEO
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12 DEC 2022

Date

(Policy – Others)
Prepared by: NVPF Task Force