

VALUATION DEPARTMENT
ACTUARIAL SERVICES DIVISION

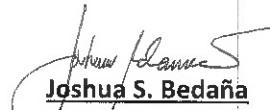
GCG SCORECARD SUBMISSION
JULY 2023

SM2: Per Capita Fund - (Assets over Covered Members)


Data as of	Assets (M) [a]	Number of Members (M) [b]	Per Capita [a]/[b]
July 2023	734,245.32	42.47	17,287.27

*Assets based on SS Total Assets from the Financial Statement, covered members from CPPD reports


Prepared by:


Joshua S. Bedaña
Junior Actuarial Researcher

Reviewed by:


Gilby G. Gribello
Vice President
Actuarial Services Division

Noted by:


Edgar B. Cruz
SVP & Chief Actuary
Actuarial & Risk Management Group

**SOCIAL SECURITY SYSTEM
CONDENSED STATEMENT OF FINANCIAL POSITION
SOCIAL SECURITY FUND**

	At 31 July 2023	At 31 December 2022
ASSETS		
Current assets		
Cash and Cash Equivalents	23,018,418,559	20,046,832,911
Financial assets	84,213,661,455	70,669,971,066
Receivables	24,716,654,928	82,705,148,456
Inventories	75,387,695	67,352,599
Non-Current Assets Held for Sale	268,998,855	206,947,365
Other current assets	6,855,826,025	6,806,962,808
	<u>139,148,947,517</u>	<u>180,503,215,205</u>
Non-current assets		
Financial assets	378,970,161,413	353,781,136,058
Receivables	121,755,620,258	57,109,680,851
Investment property	84,885,865,812	85,014,644,110
Property, Plant and Equipment	8,309,281,488	8,432,259,287
Intangible Assets	265,411,019	243,886,853
Right of use assets	595,025,635	705,714,379
Other Non-Current Assets	315,004,064	324,275,276
	<u>595,096,369,689</u>	<u>505,611,596,814</u>
Total assets	<u>734,245,317,207</u>	<u>686,114,812,019</u>
LIABILITIES		
Current liabilities		
Financial Liabilities	4,023,456,070	3,920,617,439
Lease Payable	275,800,586	279,942,316
Inter-Agency Payables	185,449,349	786,479,306
Trust Liabilities	1,074,578,571	1,091,983,655
Deferred Credits/Unearned Income	127,891,847	70,998,359
Provisions	9,269,844,724	-
Other Payables	1,383,499,655	554,206,941
	<u>16,340,520,801</u>	<u>6,704,228,016</u>
Non-current liabilities		
Lease Payable	403,674,585	514,914,778
Deferred Credits/Unearned Income	259,697,280	275,360,171
Provisions	1,085,969,844	1,381,951,625
Insurance contract liability	8,066,715,313,607	8,066,715,313,607
	<u>8,068,464,655,315</u>	<u>8,068,887,540,180</u>
Total liabilities	<u>8,084,805,176,116</u>	<u>8,075,591,768,196</u>
RESERVES/EQUITY		
Reserve Fund	(7,328,059,902,861)	(7,371,319,697,713)
Revaluation Surplus	6,572,652,754	6,572,652,754
Unrealized Gain/(Loss) from Changes in Fair Value	(29,072,608,803)	(24,729,911,218)
Total Reserves/Equity	<u>(7,350,559,858,909)</u>	<u>(7,389,476,956,176)</u>
Total liabilities and reserves	<u>734,245,317,207</u>	<u>686,114,812,019</u>

THE SSS MANDATE

EMPLOYERS & MEMBERS

(As of July 2023)

ACTIVE EMPLOYERS^{e/}	927,422
COVERED MEMBERS^{//}	
Employed (EE)	32,191,372
Self - Employed (SE)	3,371,683
Voluntary (VM)	5,519,278
Overseas Filipino Workers (OFW)	1,390,853
Total (EE+SE+VM+OFW)	42,473,186

^{e/} Registered establishments that are operational, and household employers

^{//} Members who are eligible for at least one (1) benefit and without final claim yet

LOCAL & FOREIGN OFFICES

(As of July 2023)

LOCAL

Group	BO	SO	RO	Total
NCR	45	11	1	57
Luzon	65	41	27	133
Visayas	28	20	0	48
Mindanao	28	15	5	48
BOS Total	166	87	33	286
DMW (POEA)	1			1
Grand Total	167	87	33	287

BO – Branch Office; SO – Service Office; RO – Representative Office

FOREIGN

Middle East and Europe (15):

Abu Dhabi, Al Khobar, Bahrain, Dubai, Jeddah, Jordan, Kuwait, London, Milan, Qatar, Madrid, Oman, Riyadh, Rome and Tel Aviv

Asia, Americas, and Pacific (13):

Brunei, Calgary, Hong Kong, Kaohsiung, Los Angeles, Macau, Malaysia, New York, San Francisco, Singapore, Taipei, Toronto and Vancouver

Total **28**

WORKFORCE

(As of July 2023)

REGULAR EMPLOYEES

Support Units	2,032
Branch Operations Sector	4,354
Total	6,386



DECLARATION OF POLICY

"It is the policy of the State to establish, develop, promote and perfect a sound and viable tax-exempt social security system suitable to the needs of the people throughout the Philippines which shall promote social justice through savings, and ensure meaningful social security protection to members and their beneficiaries against the hazards of disability, sickness, maternity, old age, death, and other contingencies resulting in loss of income or financial burden. Towards this end, the State shall endeavor to extend social security protection to Filipino workers, local or overseas, and their beneficiaries. In the pursuit of this policy, a social security program shall be developed emphasizing the value of 'work, save, invest and prosper'. The maximum profitability of investible funds and resources of the program shall be ensured through a culture of excellence in management grounded upon sound and efficient policies employing internationally recognized best practices." (Section 2, RA 11199)



STATEMENT OF MISSION

"To manage a sound and viable social security system which shall promote social justice and provide meaningful protection to members and their families against the hazards of disability, sickness, maternity, old age, death and other contingencies resulting in loss of income or financial burden."



STATEMENT OF VISION

"A viable social security institution providing universal and equitable social protection through world-class service."

Get In Touch

SSS Trunkline No.: (632) 8709-7198
SSS Call Center: (632) 8920-6446 to 55
Hotline No.: 1455
Toll-Free No.: 1-800-10-2255-777
OFW Local Mobile Nos.: (Globe) 0977-804-8668
(Smart) 0998-847-4092

TEXT SSS: 2600

E-mails: member_relations@sss.gov.ph
ofw_relations@sss.gov.ph

Website: <http://www.sss.gov.ph>

For particulars, please contact:

Corporate Policy and Planning Department
SOCIAL SECURITY SYSTEM

East Avenue, Diliman, Quezon City, Philippines
Tel. Nos. (632) 8922-1063,
(632) 8709-7198 Local 5375

/SSSPH

@PHLSSS

MySSSPHilippines

FACTS AND FIGURES

**AS OF
JULY 2023
(TENTATIVE)**



SM 3 Computation: Increase level of benefit adequacy of SSS pensioners (Basis Actuarial Figures)

Average Minimum Wage (a)	610.00
Average number of days of work per month (b)	22
Average Monthly income (c=a*b)	13,420.00
Average Pension (d)	5,189.00
Actual (d/c) (for the period Jan to April 2023)	38.67%

SM 4: Increase in per capita benefit - DB (average per disbursement)

Benefits
January to August 2023

Number	January	February	March	April	May	June	July	August	Total
Benefit	1,986,193	1,997,337	2,018,666	2,015,686	2,029,385	2,048,234	2,060,026	2,068,740	16,224,267
Retirement	1,049,526	1,203,543	1,214,748	1,076,917	972,074	1,056,220	1,085,386	1,262,001	8,920,415
Death	76,489	82,467	84,315	76,913	76,304	81,714	84,559	86,876	649,637
Disability	41,005	33,510	32,865	24,337	35,115	35,109	30,613	36,280	268,834
Sickness	34,627	31,708	32,069	24,554	38,795	28,970	15,771	25,532	232,026
Maternity	17,227	16,623	20,655	14,365	21,032	18,567	17,665	19,630	145,764
Funeral	4,412	4,160	5,341	4,323	5,769	6,742	6,522	7,400	44,669
Unemployed	3,209,479	3,369,348	3,408,659	3,237,095	3,178,474	3,275,556	3,300,542	3,506,459	26,485,612
Total									

Amount	January	February	March	April	May	June	July	August	Total
Benefit									
Retirement	10,017.74	12,368.99	14,037.46	12,448.30	12,561.53	12,790.58	12,290.96	12,032.59	98,548
Death	5,467.63	5,449.51	5,892.06	5,754.25	5,871.45	5,970.25	5,969.91	6,147.67	46,523
Disability	481.78	518.90	556.62	528.44	549.94	568.91	543.91	535.27	4,284
Sickness	188.51	245.48	305.24	264.51	188.10	318.45	292.30	267.79	2,070
Maternity	1,086.31	1,177.73	1,034.29	818.96	1,101.76	902.07	878.35	912.04	7,907
Funeral	410.28	432.62	566.91	442.78	479.95	468.19	398.70	370.41	3,570
Unemploy	54.37	133.23	213.93	102.09	64.50	58.93	57.16	48.70	733
Total	17,706.61	20,321.48	22,606.51	20,359.33	20,817.23	21,077.39	20,431.29	20,314.47	163,634

Average	January	February	March	April	May	June	July	August	Total
Benefit	5,043.69	6,192.74	6,953.83	6,175.71	6,189.82	6,244.69	5,966.41	5,816.39	6,074.12
Retirement	5,209.62	4,527.89	4,850.44	5,343.26	6,040.12	5,652.47	5,500.26	4,871.36	5,215.31
Death	6,298.70	6,292.23	6,601.70	6,870.59	7,207.26	6,962.16	6,432.27	6,161.28	6,594.09
Disability	4,597.31	7,325.64	9,287.70	10,868.72	5,356.70	9,070.27	9,548.26	7,381.28	7,701.37
Sickness	31,371.76	36,985.42	32,251.95	33,353.50	28,399.45	31,138.18	55,693.92	35,721.51	34,075.98
Maternity	23,815.82	26,025.36	27,446.75	30,823.62	22,819.98	25,216.32	22,570.04	18,869.68	24,490.56
Funeral	12,322.48	32,027.22	40,053.49	23,616.23	11,180.19	8,741.16	8,764.70	6,580.97	16,407.63
Unemploy ¹									
Total	5,516.97	6,031.28	6,632.08	6,289.38	6,549.44	6,434.75	6,190.28	5,793.44	6,178.23

SM 5: % of Economically Active Population Contributing to SSS

as of July 2023	(in thousand)
Total Labor Force	50,137
Less: Worked for Government/Government Corporation	4,361
Less: Unpaid Family Worker	3,989
Net Labor Force (a)	41,787
Total Paying Members	15,577
Less: OFW	433
Net SSS Paying Members (b)	15,144
Percentage of economically active population contributing to SSS pension scheme increased (cumulative) (c=b/a)	36.24%

SM 6a: Increase the amount of Contributions collected

Contributions Collection
January to September 2023

Fund	Amount
SS+EC	226,955.04
WISP	30,283.97
Total	257,239.01

SHORT-TERM MEMBER LOANS
COLLECTION EFFICIENCY RATE
For the Period January to September 2023
Amounts in Php Million

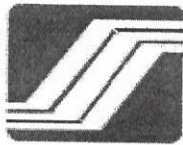
NEW LOANS	NEW LOANS	OLD LOANS	COMBINED
A- Beginning Balance	41,351.39	75,287.09	116,638.47
B - Releases	46,161.19	0.00	46,161.19
C - Less: Ending Balance	66,565.20	59,700.03	126,265.23
D = (A + B - C) Principal amount collected	20,947.37	15,587.06	36,534.43
A- Beginning Balance	41,351.39	75,287.09	116,638.47
B - Releases	46,161.19	0.00	46,161.19
E - Less: Current Portion of Loans Receivable	59,922.09	3,341.45	63,263.55
F = (A + B - E) Collectible principal for the period	27,590.48	71,945.63	99,536.12
Collection Efficiency Rate (D/F) - New Loans	75.92%	21.67%	36.70%

FUND MANAGEMENT GROUP

ACTUAL CONSOLIDATED INVESTMENTS PORTFOLIO AS OF 30 SEPTEMBER 2023
 (Excludes Realized Gain on Sale of FVTOCI Equity Securities)
 Actual vs. FY Target Income

Amount in Millions

Asset Class	Investment Level	% Dist	Actual Income	SSC-Approved FY Target Income	% of Target Income	Actual ROI
Money Market	26,874	3.33%	958	702	136.44%	7.92%
Capital Market						
Government Securities	372,911	46.19%	15,165	15,313	99.04%	5.82%
Corporate Notes & Bonds	44,710	5.54%	1,691	2,177	77.64%	6.04%
Equities	132,195	16.37%	4,679	5,813	80.49%	4.82%
Mutual Funds	5,405	0.67%	(71)	142		-1.78%
Externally Managed Fund	6,035	0.75%	32	425	7.60%	0.85%
Foreign Investments				181		
Loans						
Member Loans	120,842	14.97%	7,697	7,063	108.98%	9.27%
Housing Loans	6,478	0.80%	121	90	134.83%	2.48%
Pension Loans	6,222	0.77%	370	679	54.48%	8.60%
Development Loans	0	0.00%	0			0.00%
Property	85,699	10.61%	962	3,416	28.17%	1.51%
Total	807,371	100.00%	31,604	36,002	87.78%	5.63%



Republic of the Philippines
SOCIAL SECURITY COMMISSION
12th Floor, SSS Makati Building
6782 Ayala Avenue Corner V.A. Rufino St., Makati City
Tel. Nos. 8813-4297; 8813-4898; 8813-4294 / Fax No. 8813-4316

Regular Meeting No. 19
28 October 2022


RESOLUTION NO. 702-s.2022

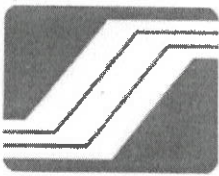
RESOLVED, That the Commission approve, as it hereby approves, the Circular on the Revised Guidelines on the Implementation of the Mandatory Provident Fund Program for SSS Members.

RESOLVED, LIKEWISE, That the Commission approve, as it hereby approves, the authority of the President and CEO to sign and issue the Circular and make minor revisions thereof that would not affect the content and provisions, including the attachments of annexes on operational or step-by-step procedures.

The above is based on the Memorandum of the Senior Vice President and Chief Actuary, Actuarial and Risk Management Group and Chairperson, Task Force on NVPF, and the Vice President, Benefits Administration Division and Concurrent Acting Head, International Operations Group, dated 07 October 2022, coursed through 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



Republic of the Philippines
SOCIAL SECURITY SYSTEM

East Ave., Diliman, Quezon City
Tel. Nos. (632) 8920-6401 • (632) 8920-6446
E-mail: member_relations@sss.gov.ph • Web site: <http://www.sss.gov.ph>

CIRCULAR NO. 2023-008

TO : ALL SSS EMPLOYERS AND MEMBERS

SUBJECT : REVISED GUIDELINES ON THE IMPLEMENTATION OF THE MANDATORY PROVIDENT FUND (MPF) PROGRAM FOR SSS MEMBERS

Pursuant to Social Security Commission (SSC) Resolution No. 702-s.2022 dated 28 October 2022, approving the revision of the Guidelines for the Implementation of the Mandatory Provident Fund (MPF) Program for SSS Members, the following revised guidelines are hereby issued:

A. OBJECTIVE

The SSS, in pursuit of its mission under Republic Act (RA) No. 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 the MPF Program for members that will consist of contributions of employers and employees, self-employed (SE), overseas Filipino worker (OFW) and voluntary members (VM), based on monthly salary credit (MSC) in excess of ₱20,000.00 up to the prescribed maximum MSC, and their earnings. The Program aims to provide SSS members a convenient and tax-free savings scheme for payment of benefits to such members or their beneficiaries in addition to the benefits provided under RA No. 11199.

B. DEFINITION OF TERMS

1. "SSS MEMBER" is a person with at least one (1) contribution in the Regular SSS Program.
2. "REGULAR SSS PROGRAM" refers to the defined benefit-type SSS program existing before the implementation of this defined contribution-type MPF Program.
3. "FINAL BENEFIT CLAIM" is a claim by an SSS member for retirement, total disability or death benefit in the Regular SSS Program.
4. "MPF MEMBER" is an SSS member with at least one (1) contribution in the MPF Program.
5. "MPF BENEFICIARIES" are the same as those defined under Section 8 (k), Definition of Terms of RA No. 11199.

Jaw
EDC

CM

6. "TOTAL ACCUMULATED ACCOUNT VALUE" consists of the MPF member's total contributions and investment income less management fee.
7. "INVESTMENT INCOME" refers to amounts earned from interest, dividends/fees and net increase in the value of investments credited to the account of the MPF member.

C. COVERAGE

1. The MPF Program covers all SSS members who have met the following qualifications:
 - a. Have no final claim in the Regular SSS Program; and
 - b. Have contribution(s) in the Regular SSS Program whose MSC exceeds P20,000.00.
2. Enrollment in the MPF Program shall be automatic when MSC exceeds P20,000.00 starting on the applicable month of January 2021.

D. CONTRIBUTIONS

1. MPF contributions shall be the prescribed contribution rate times MSC in excess of P20,000.00 up to the prescribed maximum MSC.
2. MPF contributions shall always be paid together with contributions under the Regular SSS Program.
3. The penalty rate of two percent (2%) per month from the date the contribution falls due until paid shall apply to the total contributions including MPF. The settled penalty on MPF contributions from delinquent employers and/or collecting partners shall go to the SSS Reserve Fund which shall cover for MPF interest earnings, actual or indicative, if any, of affected employees during the period of delay, as well as other unforeseen financial obligations of the program.

Provided, however, that in case the employer availed of the condonation program of the SSS, the proportionate share of the MPF in the settled interest collection shall be determined, and the appropriate interest rate based on actual or indicative, but not to exceed the portion collected, shall be credited in favor of the affected employee-members. Any excess in the interest collection for the MPF portion shall go to the SSS Reserve Fund and may be used for the same purpose stated above.

E. WITHDRAWAL

Withdrawal of contributions is not allowed.

F. INVESTMENTS

1. Capital preservation is the priority for the MPF.

2. Pursuant to RA No. 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 MPF. This is in line with Sec. 4 par (1) and Sec. 26 of RA No. 11199;
 - b. The investment must be consistent with Sec. 26. (Investment Reserve Fund) of the RA No. 11199;
 - c. Consistent with prioritizing capital preservation, the initial investment mix will be guided by the following limits:
 - i. At least 15% in Government Securities (GS), and can be increased up to 100% of the investments (Sec. 26 (a) of RA No. 11199);
 - ii. Up to 20% in Corporate or multilateral institutions (Sec. 26 (h) of RA No. 11199) and Equities (Sec. 26 (i) of RA No. 11199);
 - iii. Up to 25% in short-and-medium-term loans to MPF members such as salary, educational, livelihood, calamity, and emergency loans. (Sec. 26 (e) of RA No. 11199); and
 - 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 No. 11199).
1. The investment of the MPF shall be managed following the principles of safety, high yield and liquidity, and benchmarked against the average rates of Treasury Bills or any other acceptable market yield indicators.
2. Income realized from investments shall be distributed proportionately based on members' total accumulated account value (TAAV).
3. Contributions posted for the month shall earn their share of the investment income beginning on the first day of the following month.
4. Investment income shall be determined at the end of the calendar year upon release of the MPF financial statement and credited to the MPF member's account not later than five (5) working days thereafter.
5. For MPF benefit payments, investment income for the current year shall be determined using indicative interest rates based on prior months' return.
6. The computation of investment income and TAAV shall be deemed final.

G. BENEFITS

1. The basis for MPF benefits is the TAAV of the member at the time of the approval of the final benefit claim.
2. MPF benefit shall be automatically processed when the member (or his/her beneficiary/ies) files for final benefit claim.
3. The MPF benefit shall be paid together with the SSS regular benefit. Initial disbursement of MPF benefits shall coincide with the Regular SSS Program, including the case when the member opts to receive the first 18 months pension in advance or has accrued pension.

4. The MPF benefit for retirement and total disability shall be given either in lump sum or monthly pension depending on whether the member's regular SSS benefit is in lump sum or monthly pension.
5. MPF members who are receiving their regular SSS benefit in monthly pension may receive their MPF retirement and total disability benefits as follows:
 - a. A fixed amount of monthly pension equal to the member's TAAV divided by 60, 120 or 180, at the option of the MPF member; or
 - b. Combination of lump sum and monthly pension provided that the lump sum amount shall not exceed 50% of the TAAV while the monthly pension shall be a fixed amount equal to the member's remaining TAAV divided by 60, 120 or 180, at the option of the MPF member.

Provided, however, that MPF members whose TAAVs are less than one hundred thousand pesos (P100,000.00) shall receive their MPF benefits in lump sum.

6. The MPF benefit for death, regardless of amount, shall be given in lump sum to his/her beneficiaries.

H. MANAGEMENT AND ADMINISTRATION


1. The SSS shall exercise absolute control, direction, and management of the MPF Program.
2. The MPF management fee shall initially be at 1% per annum of the accumulated fund and shall be deducted from the MPF account upon crediting of investment income to cover all the expenses related to the operations of the Fund. The difference between the MPF management fee and the actual operational expenses, if any, shall be treated as income of the Regular SSS program.

The MPF management fee shall be reviewed every two (2) years, and any change in the rate shall subject to the approval of the SSC.

3. The SSS, due to unusual circumstances, may adopt special settlement procedures and make use of any of the available modes of disbursement as it deems proper.
4. The SSS shall be relieved from carrying out its obligations on the MPF 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.
5. Policies, including the terms and conditions, governing the MPF Program are subject to change as may be determined by the SSS and without prior notice to the public.

This Circular shall supersede Circular Nos. 2020-032 dated 24 November 2020, and 2020-032-b dated 22 December 2020. It 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.


ROLANDO LEDESMA MACASAET
President and CEO

25 SEP 2023

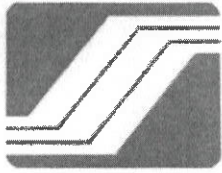
Date

(Policy – Others)
Prepared by: MPF Task Force


Jaw
EBC







Republic of the Philippines
SOCIAL SECURITY SYSTEM

East Ave., Diliman, Quezon City
Tel. Nos. (632) 8920-6401 • (632) 8920-6446

E-mail: member_relations@sss.gov.ph • Web site: <http://www.sss.gov.ph>

OFFICE ORDER NO. 2023-031

SUBJECT : REVISED GUIDELINES FOR THE IMPLEMENTATION OF THE MANDATORY PROVIDENT FUND (MPF) PROGRAM FOR SSS MEMBERS

Pursuant to Social Security Commission (SSC) Resolution No. 702-s.2022 dated 28 October 2022, approving the revision of the Guidelines for the Implementation of the Mandatory Provident Fund (MPF) Program for SSS Members, also known as the Workers' Investment and Savings Program (WISP), the following revised guidelines are hereby issued:

A. OBJECTIVE

The SSS, in pursuit of its mission under Republic Act (RA) No. 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 the MPF Program for members that will consist of contributions of employers and employees, self-employed (SE), overseas Filipino worker (OFW) and voluntary members (VM), based on monthly salary credit (MSC) in excess of ₱20,000.00 up to the prescribed maximum MSC, and their earnings. The Program aims to provide SSS members a convenient and tax-free savings scheme for payment of benefits to such members or their beneficiaries in addition to the benefits provided under RA No. 11199.

B. DEFINITION OF TERMS

1. "SSS MEMBER" is a person with at least one (1) contribution in the Regular SSS Program.
2. "REGULAR SSS PROGRAM" refers to the defined benefit-type SSS program existing before the implementation of this defined contribution-type MPF Program.
3. "FINAL BENEFIT CLAIM" is a claim by an SSS member for retirement, total disability or death benefit in the Regular SSS Program.
4. "MPF MEMBER" is an SSS member with at least one (1) contribution in the MPF Program.
5. "MPF BENEFICIARIES" are the same as those defined under Section 8 (k), Definition of Terms of RA No. 11199.

Jaw
EBC

CM

6. "TOTAL ACCUMULATED ACCOUNT VALUE" consists of the MPF member's total contributions and investment income less management fee.
7. "INVESTMENT INCOME" refers to amounts earned from interest, dividends/fees and net increase in the value of investments credited to the account of the MPF member.

C. COVERAGE

1. The MPF Program covers all SSS members who have met the following qualifications:
 - a. Have no final claim in the Regular SSS Program; and
 - b. Have contribution(s) in the Regular SSS Program whose Monthly Salary Credit (MSC) exceeds P20,000.00.
2. Enrollment in the MPF Program shall be automatic when MSC exceeds P20,000.00 starting on the applicable month of January 2021.

D. CONTRIBUTIONS

1. MPF contributions shall be the prescribed contribution rate times MSC in excess of P20,000.00 up to the prescribed maximum MSC.

Note:

- MPF contributions are excluded in the computation of benefits and loans, as well as in the determination of deemed paid contributions, under the Regular SSS Program.
 - In case of payments in excess of the prescribed maximum monthly salary credit (MSC) because of multiple employers or dual membership (i.e., employed and self-employed at the same time), the excess MPF contributions are considered as excess regular SSS contributions, to be handled following existing policies under the Regular SSS Program.
2. MPF contributions shall always be paid together with contributions under the Regular SSS Program.

Note:

- Underpayments solely for MPF contributions are allowed, following the existing policies on underpayments under the Regular SSS Program. Investment income of the subject underpayments from SE/VM/OFW members is based on the actual payment date, subject to Section F.5 herein.
 - Overpayments for MPF contributions are considered as overpayments for regular SSS contributions, to be handled following existing policies under the Regular SSS Program.
3. The penalty rate of two percent (2%) per month from the date the contribution falls due until paid shall apply to the total contributions including MPF. The settled penalty on MPF contributions from delinquent employers

gaw
EBC
M

and/or collecting partners shall go to the SSS Reserve Fund which shall cover for MPF interest earnings, actual or indicative, if any, of affected employees during the period of delay, as well as other unforeseen financial obligations of the program.

Provided, however, that in case the employer availed of the condonation program of the SSS, the proportionate share of the MPF in the settled interest collection shall be determined and the appropriate interest rate based on actual or indicative, but not to exceed the portion collected, shall be credited in favor of the affected employee-members. Any excess in the interest collection for the MPF portion shall go to the SSS Reserve Fund and may be used for the same purpose stated above.

Note:

- In case the SSS accepts and approves a dacion en pago settlement for the delinquency, the cash equivalent thereof for the MPF shall be immediately remitted by the SSS to the MPF for the contributions and the SSS Reserve Fund for the penalties and/or interest.
- All system-related requirements regarding the settlement of delinquency for MPF shall be developed by the Information Technology Management Group for proper booking by the Financial and Budget Division.

E. WITHDRAWAL

Withdrawal of contributions is not allowed.

F. INVESTMENTS

1. Capital preservation is the priority for the MPF.
2. Pursuant to RA No. 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 MPF. This is in line with Sec. 4 par (1) and Sec. 26 of RA No. 11199;
 - b. The investment must be consistent with Sec. 26. (Investment Reserve Fund) of the RA No. 11199;
 - c. Consistent with prioritizing capital preservation, the initial investment mix will be guided by the following limits:
 - i. At least 15% in Government Securities (GS), and can be increased up to 100% of the investments (Sec. 26 (a) of RA No. 11199);
 - ii. Up to 20% in Corporate or multilateral institutions (Sec. 26 (h) of RA No. 11199) and Equities (Sec. 26 (i) of RA No. 11199);
 - iii. Up to 25% in short-and-medium-term loans to MPF members such as salary, educational, livelihood, calamity, and emergency loans. (Sec. 26 (e) of RA No. 11199); and
 - 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 No. 11199).

3. The investment of the MPF shall be managed following the principles of safety, high yield and liquidity, and benchmarked against the average rates of Treasury Bills or any other acceptable market yield indicators.
4. Income realized from investments shall be distributed proportionately based on members' total accumulated account value (TAAV).
5. 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 MPF financial statement and credited to the MPF member's account not later than five (5) working days thereafter.
7. For MPF benefit payments, investment income for the current year shall be determined using indicative interest rates based on prior months' return.

Note:

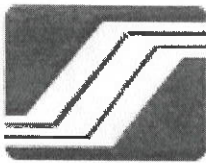
- The indicative interest rate for the month is based on the composite rate of return for the immediately preceding six-month period, less an adjustment for the volatility equivalent to two (2) standard deviation, to be encoded by any authorized representative from the Investments Sector within the last week of the immediately preceding month.
8. The computation of investment income and TAAV shall be deemed final.

G. BENEFITS

1. The basis for MPF benefits is the TAAV of the member at the time of the approval of the final benefit claim.

Note:

- The TAAV includes investment income (based on indicative interest rates) and management fees (pro-rated) for the current year.
2. MPF benefit shall be automatically processed when the member (or his/her beneficiary/ies) files for final benefit claim.
 3. The MPF benefit shall be paid together with the SSS regular benefit. Initial disbursement of MPF benefits shall coincide with the Regular SSS Program, including the case when the member opts to receive the first 18 months pension in advance or has accrued pension.
 4. The MPF benefit for retirement and total disability shall be given either in lump sum or monthly pension depending on whether the member's regular SSS benefit is in lump sum or monthly pension.



Republic of the Philippines
SOCIAL SECURITY COMMISSION
12th Floor, SSS Makati Building
6782 Ayala Avenue Corner V.A. Rufino St., Makati City
Tel. Nos. 8813-4297; 8813-4898; 8813-4294 / Fax No. 8813-4316

Regular Meeting No. 07
29 March 2023

RESOLUTION NO. 143-s.2023

RESOLVED, That the Commission approve, as it hereby approves, the Circular on the Documentary Requirements for Maternity Benefit.

RESOLVED, LIKEWISE, That the Commission approve, as it hereby approves, the authority of the President and CEO to sign the Circular.

RESOLVED, FURTHER, That the Commission approve, as it hereby approves, the authority of the President and CEO to make minor revisions to the Circular that will not entirely affect its contents and provisions.

The above is based on the Memorandum of the Vice President, Benefits Administration Division, dated 22 March 2023, coursed through Executive Vice President, Branch Operations Sector, with certification of compliance with policies, procedures and requirements and pertinent government rules and regulations.

CERTIFIED BY:


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

5. MPF members who are receiving their regular SSS benefit in monthly pension may receive their MPF retirement and total disability benefits as follows:
 - a. A fixed amount of monthly pension equal to the member's TAAV divided by 60, 120 or 180, at the option of the MPF member; or
 - b. Combination of lump sum and monthly pension provided that the lump sum amount shall not exceed 50% of the TAAV while the monthly pension shall be a fixed amount equal to the member's remaining TAAV divided by 60, 120 or 180, at the option of the MPF member.

Provided, however, that MPF members whose TAAVs are less than one hundred thousand pesos (P100,000.00) shall receive their MPF benefits in lump sum.

Note:

- The TAAVs of MPF pensioners shall continue to earn investment income and be subject to management fees. The fixed amount of monthly pension shall be paid until the account is fully exhausted.
6. The MPF benefit for death, regardless of amount, shall be given in lump sum to his/her beneficiaries.

Note:

- The MPF lump-sum death benefit is subject to the distribution rules under the Regular SSS Program. In case of multiple beneficiaries, any claim made by any beneficiary shall be processed and settled for his/her corresponding share, and any unclaimed share shall be withheld and considered under accrual.

H. MANAGEMENT AND ADMINISTRATION

1. The SSS shall exercise absolute control, direction, and management of the MPF Program.
2. The MPF management fee shall initially be at 1% per annum of the member's accumulated fund and shall be deducted from the MPF account upon crediting of investment income to cover all the expenses related to the operations of the Fund. The difference between the MPF management fee and the actual operational expenses, if any, shall be treated as income of the Regular SSS program.

The MPF management fee shall be reviewed every two (2) years, and any change in the rate shall subject to the approval of the SSC.

Note:

- Operational expenses (e.g., personnel services) that may be charged to the management fee include but are not limited to those related to the implementation of the following, as determined by the Benefits

Administration Division: marketing, special settlement procedures, MPF special projects and adjustments in the grant of investment income.

- Management fees less projected operational expenses for the year is remitted to the SSS Fund at the time of release of the Financial Statement.

3. The SSS, due to unusual circumstances, may adopt special settlement procedures and make use of any of the available modes of disbursement as it deems proper.

Note:

- The adoption of special settlement procedures shall be determined by the Benefits Administration Division for approval by the President and CEO.
 - The Handling of Special Settlement of MPF Benefit Claims, as described in Annex A, shall be implemented to disburse MPF benefits due to SSS members since 01 January 2021 and until such time that all necessary application systems have been developed and ready for deployment.
4. The SSS shall be relieved from carrying out its obligations on the MPF 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.
 5. Policies, including the terms and conditions, governing the MPF Program are subject to change as may be determined by the SSS and without prior notice to the public.

This Office Order supersedes Office Order Nos. 2020-074 dated 24 November 2020 on the Guidelines for the Implementation of the Mandatory Provident Fund (MPF) Program for SSS Members and 2020-074-b dated 22 December 2020 on the Amendments to the Guidelines for the Implementation of the Mandatory Provident Fund (MPF) Program for SSS Members.

Please be guided accordingly.

25 SEP 2023

Date

(Policy – Others)
Prepared by: MPF Task Force


ROLANDO LEDESMA MACASAET
President and CEO


EBC

ATTACHMENT: Annex A- Handling of Special Settlement of Mandatory Provident Fund (MPF) Benefit Claims

Revised Guidelines for the Implementation of the Mandatory Provident Fund (MPF) Program
for SSS Members

HANDLING OF SPECIAL SETTLEMENT OF MANDATORY PROVIDENT FUND (MPF) BENEFIT CLAIMS

For the disbursement of pending Mandatory Provident Fund (MPF) benefits due to SSS members since 01 January 2021 and until such time that all necessary application systems have been developed and ready for deployment, the following guidelines shall be implemented in accordance with Section H. 3 of this Office Order:

A. Policies

1. For MPF benefit claims from 01 January 2021 up to 31 July 2023, investment income (based on actual and/or indicative interest rates) and management fees shall be computed up to 31 July 2023 or up to the day prior to the processing of the MPF benefit claims, whichever comes later, and paid separately from the regular SSS benefit.
2. For MPF benefit claims after 31 July 2023, investment income and management fees shall be computed up to the date of approval of the final benefit claim under the Regular SSS Program and paid separately from the regular SSS benefit.
3. The above-mentioned MPF benefit claims shall be processed electronically through an interim application system, to be paid to the same disbursement account used for the regular SSS benefits.
4. Special cases of the above-mentioned MPF benefit claims shall be processed manually through disbursement voucher with the aid of an Excel-based simulator, to be paid through check, or direct payment through the Landbank of the Philippines (LBP) e-payment system for those with LBP disbursement accounts. These cases shall cover the following:
 - a. Exception cases of members and beneficiaries whose final benefits under the Regular SSS Program are paid through check, as provided under applicable policies:
 - i. Benefit claims handled through the Special Pension System and Special Voucher (e.g., withheld shares of death benefit);
 - ii. Confinement in an applicable institution (e.g., penitentiary, correctional); and
 - iii. Residing abroad.
 - b. Unavailability of the above-mentioned interim application system and/or the forthcoming MPF benefits disbursement system for more than three (3) working days, as per issued Systems Notice; and
 - c. Problem cases due to delay in the release of MPF benefits.

B. Electronic Processing through an Interim Application System

1. The following activities on electronic processing of MPF benefit claims shall be performed by the identified responsible units:

gaw
EBC

m

Activity	Responsible Unit
a. Submission of System Requirements Specifications (SRS) on the interim application system for MPF benefit disbursement including the following: <ul style="list-style-type: none"> i. Data extraction (i.e., based on date of approval of final benefit claim under the Regular SSS Program) ii. Notification iii. Report generation 	MPF Task Force; Benefits Administration Division (BenAD)
b. Development of the interim application system, with User Acceptance Testing (UAT) by all concerned units c. Extraction of required data on MPF benefit claims from 01 January 2021 to 31 July 2023 d. Daily extraction of required data on MPF benefit claims after 31 July 2023 e. Computation of MPF benefit amount f. Sending of text, e-mail and/or My.SSS inbox notification to MPF members and beneficiaries upon processing/settlement of their MPF benefits g. Updating of members' MPF Statement of Account with tagging of processed/settled MPF benefits and generation of reports	Information Technology Management Group (ITMG)

2. MPF benefit proceeds under electronic processing shall be released through the e-disbursement system following existing procedures.

C. Manual Processing of Special Cases through Disbursement Voucher

1. The following activities on manual processing of special cases of MPF benefit claims shall be performed by the identified responsible units:

Activity	Responsible Unit
a. Development and maintenance of an Excel-based simulator for interim use in MPF benefit computation by the concerned Processing Center (PC)	Actuarial Services Division (ASD)
b. Submission of SRS on the MPF special cases module for PCs including the following: <ul style="list-style-type: none"> i. Computation of MPF benefit amount ii. Encoding and tagging of processed MPF benefit claims iii. Notification iv. Report generation 	MPF Task Force; BenAD



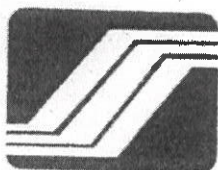
Jaw Ebe

Activity	Responsible Unit
c. Referral of special cases of MPF benefit claims under Section A.4.a herein to concerned PC/s	Receiving Branch (for final benefit claim)
d. Determination of special cases of MPF benefit claims under Sections A.4.b and A.4.c herein and referral to concerned PC/s	Voluntary Provident Fund Department (VPFD)
e. Computation of MPF benefit amount for special cases using the Excel-based simulator, or MPF special cases module (once available) f. Manual processing of special cases through Disbursement Voucher, or enhanced Benefits Special Voucher System (once available), and transmittal of disbursement documents to the Branch Accounting Department (BrAD) g. Encoding of manually processed MPF benefit claims in the SSC Case Module, or MPF special cases module (once available), immediately upon processing h. Electronic submission of daily report (Excel file/online form) on manually processed MPF benefit claims to ITMG and VPFD	Concerned PC
i. Processing of documents for disbursement through check or direct payment via the LBP e-payment system	BrAD
j. Sending of text, e-mail and/or My.SSS inbox notification to MPF members and beneficiaries upon processing/settlement of their MPF benefits k. Updating of members' MPF Statement of Account with tagging of processed/settled MPF benefits and generation of reports	ITMG

2. MPF benefit proceeds under manual processing shall be released through check or LBP e-payment system following existing procedures.

Jaw
EBC

CM



Republic of the Philippines
SOCIAL SECURITY SYSTEM

East Avenue, Diliman, Quezon City
Trunkline Number: (632) 8709-7198

E-mail: member_relations@sss.gov.ph ■ Web site: <http://www.sss.gov.ph>

CIRCULAR NO. 2023-003

FOR : ALL SSS MEMBERS, CLAIMANTS AND EMPLOYERS
SUBJECT : DOCUMENTARY REQUIREMENTS FOR MATERNITY BENEFIT

Pursuant to Social Security Commission (SSC) Resolution No. 143-s.2023 dated 29 March 2023, approving the Updated List of Documentary Requirements for Maternity Benefit to effectively implement the Online Filing of Maternity Benefit Application (MBA) and Maternity Benefit Reimbursement Application (MBRA) through the My.SSS Portal in the SSS Website, the following guidelines are hereby issued:

I. For contingencies that occurred on or after 11 March 2019, or the effectivity date of Republic Act No. (RA) 11210 or the Expanded Maternity Leave Law (EMLL)

A. The female member or employer shall be required to submit online the scanned copy of the original (colored) or certified true copy with good image quality of the following supporting documents, whichever is applicable:

1. For live childbirth (normal or caesarian) – Any of the following:

- a. Child's Certificate of Live Birth (CLB)/Certificate of Death (COD) duly registered with the Local Civil Registrar (LCR) with corresponding Official Receipt (OR), or Acknowledgement Receipt (AR) issued by the LCR, if the filing date of MBA/MBRA is within six (6) months from the date of delivery; or
- b. Child's CLB/COD issued by the Philippine Statistics Authority (PSA) with corresponding OR or AR if the filing date of MBA/MBRA is beyond six (6) months from the date of delivery; or
- c. Report of Child's Birth/Death issued by the Philippine Embassy/ Consulate General/PSA, or its equivalent document issued in a foreign country with English translation, if applicable.

Jan

Jan

MD

2. For stillbirth or fetal death – Any of the following:

- a. Certificate of Fetal Death (COFD) duly registered with the LCR with corresponding OR or AR issued by the LCR, if filing date of MBA/MBRA is within six (6) months from the date of delivery; or
- b. COFD issued by PSA with corresponding OR or AR if filing date of MBA/MBRA is beyond six (6) months from the date of delivery; or
- c. COFD issued by the Philippine Embassy/Consulate General/PSA, or its equivalent document issued in a foreign country with English translation, if applicable.

3. For miscarriage, emergency termination of pregnancy (ETP), ectopic pregnancy or hydatidiform mole – The following documents shall be required for submission:

- a. Any of the following proofs of pregnancy:
 - i. Result of pregnancy test duly signed by a physician/municipal health officer; or
 - ii. Result of other diagnostic tests with the corresponding report duly signed by a physician, which may include any of the following:
 - (a) Ultrasound;
 - (b) Blood Pregnancy test (Beta HCG); or
 - (c) Early Pregnancy factor; and
- b. Any of the following proofs of termination of pregnancy duly signed by a physician:
 - i. Pregnancy test result;
 - ii. Ultrasound result;
 - iii. Histopathological Report; or
 - iv. Operating Room Record (ORR); and
- c. Any of the following medical documents duly signed by a physician:
 - i. Medical Certificate;
 - ii. Records of Consultation; or
 - iii. Clinical Abstract/Discharge Summary.

B. For specific maternity case or circumstance of the female member or employer, the following are the additional rules and/or required supporting documents (i.e., scanned copy of the colored original or certified true copy with good image quality), whichever is applicable:

1. For maternity contingencies that occurred locally

- a. Medical documents that are electronically issued must be submitted together with the Official Receipt of the procedure.
- b. The physician's name and Professional Regulation Commission (PRC) license number must be indicated in the medical documents.

JAW

JS

NI

2. For maternity contingencies that occurred abroad

- a. Medical documents that are issued in the foreign country must be submitted with English translation, if applicable.
- b. Authentication by the Philippine Embassy/Consulate General or notary public in the foreign country, or issuance of apostille by a Foreign Ministry/Embassy/Consulate, for any supporting document shall not be required.

3. For qualified Solo Parents under RA 8972 or the Solo Parents' Welfare Act of 2000

- a. Any of the following documents issued by the Local Government Unit (LGU) and signed by the Social Worker and the City/Municipal Mayor shall be required for submission:
 - i. Valid Solo Parent ID; or
 - ii. Certification/e-Certification of eligibility of the Solo Parent, if the ID is not yet available.
- b. The date of delivery must be within the validity period of the Solo Parent ID/Certification/e-Certification of Eligibility, except for first-time solo parent whose document must have been issued within six (6) months from the date of delivery.
- c. Certification/e-Certification of eligibility must contain all the necessary details as reflected in the Solo Parent ID (e.g., name and address of solo parent, date of validity/issuance, name and date of birth of child/ren).

4. For Self-employed (SE)/Voluntary (VM)/Overseas Filipino Worker (OFW) members who were previously employed, or members already separated from employment – The following documents shall be required for submission, whichever is applicable:

- a. If the delivery/miscarriage/ETP occurs within the employment period or within six (6) months from her date of separation from employment: Certificate of Separation from Employment indicating the effective date of separation and that no advance payment was granted by the employer.
- b. If member cannot secure Certificate of Separation from Employment: Affidavit of Undertaking Form duly administered by the SSS branch official/employee or foreign representative authorized as administering officer, indicating the effective date of separation from employment and that no advance payment was granted by the employer, provided that the reason for separation is any of the following:

- i. Company is on strike;
 - ii. Company has been dissolved or has ceased operation;
 - iii. There is a pending case before a court regarding the member's separation from employment;
 - iv. Member is on Absence Without Official Leave (AWOL) or has strained relations with the employer;
 - v. Member's current address is more than 30 kilometers from the employer's address; or
 - vi. Member's record from her former employer is no longer available.
5. **For employers who already paid the maternity benefit in advance to their female employees but cannot provide the required documents under Section I.A since said employees did not return or report back to work after childbirth/miscarriage/ETP or are already separated from employment or deceased**
- a. The following documents shall be required for submission, whichever is applicable:
 - i. Any medical document issued by the hospital/medical facility indicating live childbirth; or proof of pregnancy or any medical document issued by the hospital/medical facility indicating miscarriage/ETP; and
 - ii. Certification from the employer that the employee did not return or report back to work after childbirth/miscarriage/ETP, or that the employee is already separated from employment; or deceased employee's COD issued by the PSA or LCR; and
 - iii. Any of the following proofs of advance payment by the employer of the SSS maternity benefit of the female member:
 - 1) Cash voucher or relevant document indicating receipt of advance payment signed by the member; or
 - 2) Proof of credit or transfer to the member's bank account with corresponding pay slip or relevant document indicating the advance payment.
 - b. For employers who cannot provide the child's CLB/COD or any medical document issued by the hospital/medical facility indicating live childbirth, the reimbursement shall only correspond to sixty (60) days of maternity benefit for miscarriage/ETP or still birth/fetal death.
6. **For female members or employers filing for adjustment of settled maternity benefits since the allocated leave credits were not used due to unemployment/separation from employment of the child's father or qualified alternate caregiver** – The following documents shall be required for submission, whichever is applicable:
- a. If unemployed prior to and during the period of maternity leave:
Duly notarized affidavit signed by the child's father or qualified alternate caregiver stating that he/she is unemployed prior to and during the period of maternity leave;

- b. If the date of separation is prior to the date of delivery of the member:
Certificate of Separation from Employment issued by the employer of the child's father or qualified alternate caregiver indicating the effective date of separation; or
- c. If the date of separation is after the date of delivery of the member:
Certificate/s issued by the employer of the child's father or qualified alternate caregiver indicating the effective date of separation and that the maternity leave credits allocated by the member were not used.

II. For contingencies that occurred prior to 11 March 2019, or the effectivity date of RA 11210 or the EMLL

The female member or employer shall be required to submit online the same supporting documents as enumerated under Section I above. The following **additional rules for caesarian delivery shall also apply:**

- A. Any of the following documents issued by the hospital/medical facility indicating the type of delivery:
 - 1. Operating room record (ORR);
 - 2. Surgical memorandum;
 - 3. Discharge summary report;
 - 4. Medical/Clinical abstract;
 - 5. Delivery report;
 - 6. Detailed invoice showing applicable charges, only if the caesarian delivery occurred abroad; or
 - 7. Similar medical documents.
- B. For employers who already paid the maternity benefit in advance to their female employees but cannot provide the above-mentioned additional supporting document since said employees did not return or report back to work after childbirth, or are already separated from employment or deceased, the reimbursement shall only correspond to sixty (60) days of maternity benefit for normal delivery.

III. For maternity benefit claims exempted from online filing

The female member, employer or claimant/payee whose maternity benefit claim falls under any of the following shall be required to accomplish the MBA/MBRA for Special Cases Form and submit the same, together with the applicable supporting documents as enumerated under Sections I and II above, over the counter (OTC) at any SSS Branch Office/Foreign Representative Office, or through e-mail to the OFW Contact Services Section for OFW members only, subject further to the corresponding rules:

- A. **Denied claim reconsidered for payment.** The reconsideration on the claim shall be determined by the SSS with corresponding notification to the member, employer or claimant/payee regarding the re-filing of claim.

- B. **Unclaimed benefit reimbursement of an inactive/closed/terminated employer.** The employer's status as inactive/closed/terminated shall be based on SSS records.
- C. **Unclaimed benefit of a deceased member (i.e., female member died prior to the filing of claim).** The child's father or qualified alternate caregiver, if the contingency occurred on or after 11 March 2019, or member's beneficiary/ies or legal heir/s, if the contingency occurred after 11 March 2019, shall be required to:
1. File the claim once the death benefit has been settled; and
 2. Submit his/her Affidavit of Undertaking Form duly administered by the SSS branch official/employee or foreign representative authorized as administering officer, indicating that the full amount of the SSS maternity benefit will be/was used for the care and support of the child.

IV. Fraud Prevention

- A. The SSS may conduct further verification processes from applicable government agencies/institutions such as PSA, LCR, Department of Social Welfare and Development (DSWD), LGU and medical institutions, to confirm the contingency of the female member and/or establish her relationship with the claimant, as warranted.
- B. Female members, employers and claimants/payees, including any person involved in committing any case of fraud based on the result of the verification processes conducted by the SSS, shall be held liable under all circumstances for any false information, misrepresentation and fraud in accordance with Section 28 of RA 11199 and other applicable laws, rules and regulations.

All other existing Circulars, implementing rules and guidelines not contrary to or inconsistent with the provisions hereof shall remain valid and in effect.

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.

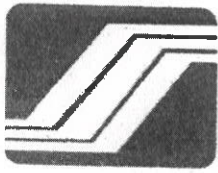
For the information of all concerned.

23 JUN 2023

Date


ELVIRA G. ALCANTARA-RESARE
Officer-In-Charge


(Policy – Maternity)
Prepared by: SMD Benefits Administration Department



Republic of the Philippines
SOCIAL SECURITY SYSTEM

East Avenue, Diliman, Quezon City
Trunkline Number: (632) 8709-7198

E-mail: member_relations@sss.gov.ph ■ Web site: <http://www.sss.gov.ph>

OFFICE ORDER NO. 2023-026

SUBJECT : DOCUMENTARY REQUIREMENTS FOR MATERNITY BENEFIT

Pursuant to Social Security Commission (SSC) Resolution No. 143-s.2023 dated 29 March 2023, approving the Updated List of Documentary Requirements for Maternity Benefit to effectively implement the Online Filing of Maternity Benefit Application (MBA) and Maternity Benefit Reimbursement Application (MBRA) through the My.SSS Portal in the SSS Website, the following guidelines are hereby issued:

- I. **For contingencies that occurred on or after 11 March 2019, or the effectivity date of Republic Act No. (RA) 11210 or the Expanded Maternity Leave Law (EMLL)**
 - A. The female member or employer shall be required to submit online the scanned copy of the original (colored) or certified true copy with good image quality of the following supporting documents, whichever is applicable:
 1. **For live childbirth (normal or caesarian) – Any of the following:**
 - a. Child's Certificate of Live Birth (CLB)/Certificate of Death (COD) duly registered with the Local Civil Registrar (LCR) with corresponding Official Receipt (OR), or Acknowledgement Receipt (AR) issued by the LCR, if the filing date of MBA/MBRA is within six (6) months from the date of delivery; or
 - b. Child's CLB/COD issued by the Philippine Statistics Authority (PSA) with corresponding OR or AR if the filing date of MBA/MBRA is beyond six (6) months from the date of delivery; or
 - c. Report of Child's Birth/Death issued by the Philippine Embassy/ Consulate General/PSA, or its equivalent document issued in a foreign country with English translation, if applicable.

Jan *Jan* *Jan*

2. For stillbirth or fetal death – Any of the following:

- a. Certificate of Fetal Death (COFD) duly registered with the LCR with corresponding OR or AR issued by the LCR, if filing date of MBA/MBRA is within six (6) months from the date of delivery; or
- b. COFD issued by PSA with corresponding OR or AR if filing date of MBA/MBRA is beyond six (6) months from the date of delivery; or
- c. COFD issued by the Philippine Embassy/Consulate General/PSA, or its equivalent document issued in a foreign country with English translation, if applicable.

3. For miscarriage, emergency termination of pregnancy (ETP), ectopic pregnancy or hydatidiform mole – The following documents shall be required for submission:

- a. Any of the following proofs of pregnancy:
 - i. Result of pregnancy test duly signed by a physician/municipal health officer; or
 - ii. Result of other diagnostic tests with the corresponding report duly signed by a physician, which may include any of the following:
 - (a) Ultrasound;
 - (b) Blood Pregnancy test (Beta HCG); or
 - (c) Early Pregnancy factor; and
- b. Any of the following proofs of termination of pregnancy duly signed by a physician:
 - i. Pregnancy test result;
 - ii. Ultrasound result;
 - iii. Histopathological Report; or
 - iv. Operating Room Record (ORR); and
- c. Any of the following medical documents duly signed by a physician:
 - i. Medical Certificate;
 - ii. Records of Consultation; or
 - iii. Clinical Abstract/Discharge Summary.

B. For specific maternity case or circumstance of the female member or employer, the following are the additional rules and/or required supporting documents (i.e., scanned copy of the colored original or certified true copy with good image quality), whichever is applicable:

1. For maternity contingencies that occurred locally

- a. Medical documents that are electronically issued must be submitted together with the Official Receipt of the procedure.
- b. The physician's name and Professional Regulation Commission (PRC) license number must be indicated in the medical documents.

Jan *Li* *ml*

2. For maternity contingencies that occurred abroad

- a. Medical documents that are issued in the foreign country must be submitted with English translation, if applicable.
- b. Authentication by the Philippine Embassy/Consulate General or notary public in the foreign country, or issuance of apostille by a Foreign Ministry/Embassy/Consulate, for any supporting document shall not be required.

3. For qualified Solo Parents under RA 8972 or the Solo Parents' Welfare Act of 2000

- a. Any of the following documents issued by the Local Government Unit (LGU) and signed by the Social Worker and the City/Municipal Mayor shall be required for submission:
 - i. Valid Solo Parent ID; or
 - ii. Certification/e-Certification of eligibility of the Solo Parent, if the ID is not yet available.
- b. The date of delivery must be within the validity period of the Solo Parent ID/Certification/e-Certification of Eligibility, except for first-time solo parent whose document must have been issued within six (6) months from the date of delivery.
- c. Certification/e-Certification of eligibility must contain all the necessary details as reflected in the Solo Parent ID (e.g., name and address of solo parent, date of validity/issuance, name and date of birth of child/ren).

4. For Self-employed (SE)/Voluntary (VM)/Overseas Filipino Worker (OFW) members who were previously employed, or members already separated from employment – The following documents shall be required for submission, whichever is applicable:

- a. If the delivery/miscarriage/ETP occurs within the employment period or within six (6) months from her date of separation from employment: Certificate of Separation from Employment indicating the effective date of separation and that no advance payment was granted by the employer.
- b. If member cannot secure Certificate of Separation from Employment: Affidavit of Undertaking Form duly administered by the SSS branch official/employee or foreign representative authorized as administering officer, indicating the effective date of separation from employment and that no advance payment was granted by the employer, provided that the reason for separation is any of the following:

Handwritten signatures and initials: JAW, J, MD

- i. Company is on strike;
 - ii. Company has been dissolved or has ceased operation;
 - iii. There is a pending case before a court regarding the member's separation from employment;
 - iv. Member is on Absence Without Official Leave (AWOL) or has strained relations with the employer;
 - v. Member's current address is more than 30 kilometers from the employer's address; or
 - vi. Member's record from her former employer is no longer available.
5. **For employers who already paid the maternity benefit in advance to their female employees but cannot provide the required documents under Section I.A since said employees did not return or report back to work after childbirth/miscarriage/ETP or are already separated from employment or deceased**
- a. The following documents shall be required for submission, whichever is applicable:
 - i. Any medical document issued by the hospital/medical facility indicating live childbirth; or proof of pregnancy or any medical document issued by the hospital/medical facility indicating miscarriage/ETP; and
 - ii. Certification from the employer that the employee did not return or report back to work after childbirth/miscarriage/ETP, or that the employee is already separated from employment; or deceased employee's COD issued by the PSA or LCR; and
 - iii. Any of the following proofs of advance payment by the employer of the SSS maternity benefit of the female member:
 - 1) Cash voucher or relevant document indicating receipt of advance payment signed by the member; or
 - 2) Proof of credit or transfer to the member's bank account with corresponding pay slip or relevant document indicating the advance payment.
 - b. For employers who cannot provide the child's CLB/COD or any medical document issued by the hospital/medical facility indicating live childbirth, the reimbursement shall only correspond to sixty (60) days of maternity benefit for miscarriage/ETP or still birth/fetal death.
6. **For female members or employers filing for adjustment of settled maternity benefits since the allocated leave credits were not used due to unemployment/separation from employment of the child's father or qualified alternate caregiver** – The following documents shall be required for submission, whichever is applicable:
- a. If unemployed prior to and during the period of maternity leave:
Duly notarized affidavit signed by the child's father or qualified alternate caregiver stating that he/she is unemployed prior to and during the period of maternity leave;

[Handwritten signatures and initials]

- b. If the date of separation is prior to the date of delivery of the member:
Certificate of Separation from Employment issued by the employer of the child's father or qualified alternate caregiver indicating the effective date of separation; or
- c. If the date of separation is after the date of delivery of the member:
Certificate/s issued by the employer of the child's father or qualified alternate caregiver indicating the effective date of separation and that the maternity leave credits allocated by the member were not used.

II. For contingencies that occurred prior to 11 March 2019, or the effectivity date of RA 11210 or the EMLL

The female member or employer shall be required to submit online the same supporting documents as enumerated under Section I above. The following **additional rules for caesarian delivery shall also apply:**

- A. Any of the following documents issued by the hospital/medical facility indicating the type of delivery:
 1. Operating room record (ORR);
 2. Surgical memorandum;
 3. Discharge summary report;
 4. Medical/Clinical abstract;
 5. Delivery report;
 6. Detailed invoice showing applicable charges, only if the caesarian delivery occurred abroad; or
 7. Similar medical documents.
- B. For employers who already paid the maternity benefit in advance to their female employees but cannot provide the above-mentioned additional supporting document since said employees did not return or report back to work after childbirth, or are already separated from employment or deceased, the reimbursement shall only correspond to sixty (60) days of maternity benefit for normal delivery.

III. For maternity benefit claims exempted from online filing

The female member, employer or claimant/payee whose maternity benefit claim falls under any of the following shall be required to accomplish the MBA/MBRA for Special Cases Form and submit the same, together with the applicable supporting documents as enumerated under Sections I and II above, over the counter (OTC) at any SSS Branch Office/Foreign Representative Office, or through e-mail to the OFW Contact Services Section for OFW members only, subject further to the corresponding rules:

- A. **Denied claim reconsidered for payment.** The reconsideration on the claim shall be determined by the SSS with corresponding notification to the member, employer or claimant/payee regarding the re-filing of claim.

[Handwritten signatures and initials]

- B. **Unclaimed benefit reimbursement of an inactive/closed/terminated employer.** The employer's status as inactive/closed/terminated shall be based on SSS records.
- C. **Unclaimed benefit of a deceased member (i.e., female member died prior to the filing of claim).** The child's father or qualified alternate caregiver, if the contingency occurred on or after 11 March 2019, or member's beneficiary/ies or legal heir/s, if the contingency occurred after 11 March 2019, shall be required to:
1. File the claim once the death benefit has been settled; and
 2. Submit his/her Affidavit of Undertaking Form duly administered by the SSS branch official/employee or foreign representative authorized as administering officer, indicating that the full amount of the SSS maternity benefit will be/was used for the care and support of the child.

IV. Fraud Prevention

- A. The SSS may conduct further verification processes from applicable government agencies/institutions such as PSA, LCR, Department of Social Welfare and Development (DSWD), LGU and medical institutions, to confirm the contingency of the female member and/or establish her relationship with the claimant, as warranted.
- B. Female members, employers and claimants/payees, including any person involved in committing any case of fraud based on the result of the verification processes conducted by the SSS, shall be held liable under all circumstances for any false information, misrepresentation and fraud in accordance with Section 28 of RA 11199 and other applicable laws, rules and regulations.

This Office Order amends the Documentary Requirements for Maternity Benefit Claims under Annex B of Office Order No. 2020-060 dated 02 October 2020.

All other existing Office Orders, implementing rules and guidelines not contrary to or inconsistent with the provisions hereof shall remain valid and in effect.

This Office Order shall take effect immediately.

For the information of all concerned.

23 JUN 2023

Date


ELVIRA G. ALCANTARA-RESARE
Officer-In-Charge

(Policy – Maternity)
Prepared by: SMD Benefits Administration Department

Documentary Requirements for Maternity Benefit

2023 Budget Utilization
As of September 30, 2023
(In Billion Pesos)

Account Title	SSC Approved	Exclusions*	DBM- Identified Variance	Authorized Reallocations***	Revised Approved (Final)	As of September 30, 2023			% Utilized	Budget Balance
	(Original)					Actual	Accrual	Total Actual		
Total Expenditures	16.61	- 0.00	16.61	- 0.00	16.61	6.67	1.68	8.35	50.25%	8.27
Operational Expenditures	14.74	-	14.74	0.08	14.82	6.52	1.68	8.19	55.28%	6.63
Personnel Services	10.55		10.55	-	10.55	4.83	1.58	6.40	60.69%	4.15
Maintenance & Other Operating Expenses	3.61		3.61	0.07	3.68	1.23	0.10	1.33	36.23%	2.35
Non-cash Expenses	0.59		0.59	0.01	0.60	0.46	-	0.46	77.09%	0.14
Capital Expenditures	1.87	- 0.00	1.87	- 0.08	1.79	0.15	-	0.15	8.57%	1.64

Disbursement Budget Utilization Rate
(net of Personnel Services):

Total Disbursements _____
DBM-Approved COB

(Total Expenditures Actual - PS Actual) _____
(Total Revised Approved COB - PS Budget)

1.95
6.07

32.1%