

LIST OF RANK & FILE PLANTILLA VACANCIES FOR FILLING-UP

OFFICE	SECTION	TEAM	POSITION	JOB GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	VACANCY CODE	PLACE OF ASSIGNMENT
COMMISSION SECRETARY, COMPLIANCE OFFICER AND EXECUTIVE COMMISSION CLERK								
COMMISSION SECRETARIAT DEPARTMENT	COMMISSION AGENDA AND MINUTES SECTION		CORPORATE EXECUTIVE OFFICER III	13	(Step 1) 108,013.00 to (Step 8) 135,016.00	The Corporate Executive Officer III, Commission Agenda and Minutes Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the preparation of agenda materials, documentation of proceedings, and provision of logistic support in Social Security Commission (SSC) Board meetings.	24DRF0001	MAKATI CITY
COMMISSION SECRETARIAT DEPARTMENT	COMMISSION AGENDA AND MINUTES SECTION	AGENDA TEAM	SOCIAL SECURITY OFFICER IV	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Social Security Officer IV, Agenda Team, Commission Agenda and Minutes Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the preparation of agenda materials and provision of other logistic requirements for Social Security Commission (SSC) Board meetings.	24DRF0002	MAKATI CITY
COMMISSION SECRETARIAT DEPARTMENT	COMMISSION AGENDA AND MINUTES SECTION	AGENDA TEAM	HEARING STENOGRAPHER I	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Hearing Stenographer I, Agenda Team, Commission Agenda and Minutes Section, prepares transcriptions of recorded proceedings of Social Security Commission (SSC) Board meetings.	24DRF0003	MAKATI CITY
COMMISSION SECRETARIAT DEPARTMENT	COMMITTEE AGENDA AND MINUTES SECTION	AGENDA TEAM	HEARING STENOGRAPHER I	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Hearing Stenographer I, Agenda Team, Committee Agenda and Minutes Section, prepares transcription of recorded proceedings of Social Security Commission (SSC) Committee, Special/Ad Hoc Committee and staff meetings.	24DRF0004	MAKATI CITY
POLICY RESEARCH AND GOVERNANCE DEPARTMENT	OFFICE OF THE HEAD		POLICY AND GOVERNANCE SPECIALIST II	14	(Step 1) 136,738.00 to (Step 8) 170,923.00	The Policy and Governance Specialist II, Policy Research and Governance Department, conducts research for the development/enhancement of corporate and operational policies and programs, legal manuals, templates and operating procedures of Social Security Commission (SSC) and Social Security System (SSS), and for adherence to or compliance with the Governance Commission for GOCCs (GCG)'s issuances and other submission/reportorial requirements.	24DRF0005	MAKATI CITY
DEPUTY COMMISSION CLERK								
NATIONAL CAPITAL REGION COMMISSION LEGAL DEPARTMENT	HEARING OFFICERS' SECTION		SENIOR HEARING OFFICER	14	(Step 1) 136,738.00 to (Step 8) 170,923.00	The Senior Hearing Officer, Hearing Officers' Section, presides over hearings and recommends appropriate resolutions of Social Security Commission (SSC) cases including preparation and filing of appropriate pleadings and motions before the appellate courts, and directs on other assignments subject to the oversight functions of the immediate head.	24DRF0006	MAKATI CITY
LUZON COMMISSION LEGAL DEPARTMENT	CASE PROCESSES AND ENFORCEMENT SECTION		SENIOR DEPUTY CLERK OF COURT	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Senior Deputy Clerk of Court, Case Processes and Enforcement Section, prepares summonses, subpoenas, endorsements, notices of orders/resolutions entered, entries of judgments, writs of execution, notices of hearings and other legal processes of the Social Security Commission (SSC), and provides assistance in the conduct of hearings of SSC cases.	24DRF0007	MAKATI CITY
VISAYAS COMMISSION LEGAL DEPARTMENT	HEARING OFFICERS' SECTION		JUNIOR HEARING OFFICER	13	(Step 1) 108,013.00 to (Step 8) 135,016.00	The Junior Hearing Officer, Hearing Officers' Section, presides over hearings and recommends appropriate resolutions of Social Security Commission (SSC) cases including preparation and filing of appropriate pleadings and motions before the appellate courts.	24DRF0008	MAKATI CITY
OFFICE OF THE PRESIDENT AND CEO								
OFFICE OF THE PRESIDENT AND CEO	ADMINISTRATIVE STAFF		SENIOR EXECUTIVE ASSISTANT	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Senior Executive Assistant, Administrative Staff, provides administrative support to the office such as the dissemination of official orders and the preparation of the annual budget of the OPCEO.	24DRF0009	QUEZON CITY
INTERNAL AUDIT SERVICE GROUP								
INTERNAL AUDIT SERVICE DIVISION I								
NCR AND FOREIGN AUDIT DEPARTMENT	OFFICE OF THE HEAD		JUNIOR EXECUTIVE ASSISTANT <i>To be detailed at Office of the Head, Internal Audit Service Division I</i>	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Junior Executive Assistant, NCR and Foreign Audit Department, provides administrative support to the unit.	24DRF0010	QUEZON CITY
NCR AND FOREIGN AUDIT DEPARTMENT	SECTION I		MANAGEMENT AND AUDIT OFFICER	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Management and Audit Officer, Section I/Section II, assists in the conduct of compliance, management and operations audit and Internal Quality Audit (IQA) of NCR branches and foreign offices based on the approved audit plan.	24DRF0011	QUEZON CITY

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LUZON, VISAYAS AND MINDANAO AUDIT DEPARTMENT	SECTION I		JUNIOR AUDITOR	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Junior Auditor, Section I/Section II, conducts compliance, management and operations audit and Internal Quality Audit (IQA) of Luzon, Visayas and Mindanao branches based on the approved audit plan.	24DRF0012	QUEZON CITY
LUZON, VISAYAS AND MINDANAO AUDIT DEPARTMENT	SECTION I		MANAGEMENT AND AUDIT OFFICER	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Management and Audit Officer, Section I/Section II, assists in the conduct of compliance, management and operations audit and Internal Quality Audit (IQA) of Luzon, Visayas and Mindanao branches based on the approved audit plan.	24DRF0013	QUEZON CITY
LUZON, VISAYAS AND MINDANAO AUDIT DEPARTMENT	SECTION I		MANAGEMENT AND AUDIT OFFICER	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Management and Audit Officer, Section I/Section II, assists in the conduct of compliance, management and operations audit and Internal Quality Audit (IQA) of Luzon, Visayas and Mindanao branches based on the approved audit plan.	24DRF0014	QUEZON CITY
LUZON, VISAYAS AND MINDANAO AUDIT DEPARTMENT	SECTION II		SENIOR AUDITOR	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Senior Auditor, Section I/Section II, supervises the audit team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the conduct of compliance, management and operations audit and Internal Quality Audit (IQA) of Luzon, Visayas and Mindanao branches based on the approved audit plan.	24DRF0015	QUEZON CITY
LUZON, VISAYAS AND MINDANAO AUDIT DEPARTMENT	SECTION II		MANAGEMENT AND AUDIT OFFICER	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Management and Audit Officer, Section I/Section II, assists in the conduct of compliance, management and operations audit and Internal Quality Audit (IQA) of Luzon, Visayas and Mindanao branches based on the approved audit plan.	24DRF0016	QUEZON CITY
LUZON, VISAYAS AND MINDANAO AUDIT DEPARTMENT	SECTION II		MANAGEMENT AND AUDIT OFFICER	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Management and Audit Officer, Section I/Section II, assists in the conduct of compliance, management and operations audit and Internal Quality Audit (IQA) of Luzon, Visayas and Mindanao branches based on the approved audit plan.	24DRF0017	QUEZON CITY
INTERNAL AUDIT SERVICE DIVISION II								
FINANCIAL AND INVESTMENTS AUDIT DEPARTMENT	SECTION I		JUNIOR AUDITOR	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Junior Auditor, Section I/Section II, conducts compliance, management and operations audit of units involved in financial and investments services based on the approved audit plan.	24DRF0018	QUEZON CITY
CORPORATE SERVICE AUDIT DEPARTMENT	SECTION I		MANAGEMENT AND AUDIT OFFICER	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Management and Audit Officer, Section I/Section II, assists in the conduct of compliance, management and operations audit of units involved in corporate services based on the approved audit plan.	24DRF0019	QUEZON CITY
INFORMATION SYSTEMS AUDIT DEPARTMENT	SECTION I		MANAGEMENT AND AUDIT OFFICER	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Management and Audit Officer, Section I/Section II, assists in the conduct of compliance, management and operations audit of units involved in information technology services based on the approved audit plan.	24DRF0020	QUEZON CITY
INFORMATION SYSTEMS AUDIT DEPARTMENT	SECTION II		MANAGEMENT AND AUDIT OFFICER	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Management and Audit Officer, Section I/Section II, assists in the conduct of compliance, management and operations audit of units involved in information technology services based on the approved audit plan.	24DRF0021	QUEZON CITY
PROCUREMENT AND SPECIAL AUDIT DEPARTMENT	SECTION II		JUNIOR AUDITOR	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Junior Auditor, Section I/Section II, conducts compliance, management and operations audit of units involved in procurement services and special audit as instructed by the Audit Committee based on the approved audit plan.	24DRF0022	QUEZON CITY
BENEFITS ADMINISTRATION DIVISION								
SICKNESS, MATERNITY AND DISABILITY BENEFITS ADMINISTRATION DEPARTMENT	OFFICE OF THE HEAD		JUNIOR EXECUTIVE ASSISTANT	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Junior Executive Assistant, Sickness, Maternity and Disability Benefits Administration Department, provides administrative support to the unit.	24DRF0023	QUEZON CITY
SICKNESS, MATERNITY AND DISABILITY BENEFITS ADMINISTRATION DEPARTMENT	MONITORING SECTION		JUNIOR PROGRAM SPECIALIST	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Junior Program Specialist, Monitoring Section, develops work plans, policies and procedures pertaining to the monitoring and evaluation of the pilot implementation of sickness, maternity and disability (SMD) benefit programs.	24DRF0024	QUEZON CITY
RETIREMENT, DEATH AND FUNERAL BENEFITS ADMINISTRATION DEPARTMENT	PROGRAM DEVELOPMENT SECTION		JUNIOR PROGRAM SPECIALIST	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Junior Program Specialist, Program Development Section, conceptualizes/formulates program policies, strategies and innovations, ensures completion and implementation of internal/external developed systems for RDF benefit programs, monitors legislative and regulatory pronouncements, and resolves cases and issues not clearly defined in existing guidelines, policies and procedures relative to RDF benefit programs.	24DRF0025	QUEZON CITY
RETIREMENT, DEATH AND FUNERAL BENEFITS ADMINISTRATION DEPARTMENT	PROGRAM DEVELOPMENT SECTION		SENIOR ANALYST **	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Senior Analyst, Program Development Section, gathers regular status reports and other relevant data from concerned units for the development of retirement, death and funeral (RDF) benefit programs and resolves issues and concerns based on existing guidelines, policies and procedures relative to RDF benefit programs.	24DRF0026	QUEZON CITY

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PENSIONS ADMINISTRATION DEPARTMENT	BANK/PENSIONERS COORDINATING SECTION		SENIOR ANALYST **	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Senior Analyst, Bank/Pensioners Coordinating Section, determines appropriate course of action on dormant account and other pension/bank related problems, prepares communications to collect penalties from banks for pensions not returned on time, prepares vouchers for payment of erroneously returned pensions from banks, and performs activities in relation with the Memorandum of Agreement (MOA) with accredited banks for pensioner programs.	24DRF0027	QUEZON CITY
PENSIONS ADMINISTRATION DEPARTMENT	PENSIONS MAINTENANCE AND MONITORING SECTION		CORPORATE EXECUTIVE OFFICER III	13	(Step 1) 108,013.00 to (Step 8) 135,016.00	The Corporate Executive Officer III, Pensions Maintenance and Monitoring Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the development and monitoring of the Annual Confirmation of Pensioners (ACOP) Program and the conduct of data matching of pensioners' records with the civil registry records of the Philippine Statistics Authority (PSA).	24DRF0028	QUEZON CITY
PENSIONS ADMINISTRATION DEPARTMENT	PENSIONS MAINTENANCE AND MONITORING SECTION		JUNIOR PROGRAM SPECIALIST	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Junior Program Specialist, Pensions Maintenance and Monitoring Section, handles activities relevant to Annual Confirmation of Pensioners (ACOP) Program/data matching of pensioners' records with the civil registry records of the Philippine Statistics Authority (PSA).	24DRF0029	QUEZON CITY
PENSIONS ADMINISTRATION DEPARTMENT	PENSIONS MAINTENANCE AND MONITORING SECTION		ASSISTANT PROGRAM SPECIALIST	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Assistant Program Specialist, Pensions Maintenance and Monitoring Section, handles activities relevant to Annual Confirmation of Pensioners (ACOP) Program/data matching of pensioners' records with the civil registry records of the Philippine Statistics Authority (PSA).	24DRF0030	QUEZON CITY
BENEFITS OVERSIGHT AND REVIEW DEPARTMENT	RETIREMENT, DEATH AND FUNERAL SECTION		ASSISTANT PROGRAM SPECIALIST	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Assistant Program Specialist, Retirement, Death and Funeral Section, performs monitoring, evaluation and other related activities on the implementation of existing retirement, death and funeral (RDF) benefit programs.	24DRF0031	QUEZON CITY
VOLUNTARY PROVIDENT FUND DEPARTMENT	OFFICE OF THE HEAD		SENIOR PROGRAM SPECIALIST	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Senior Program Specialist, Voluntary Provident Fund Department, develops voluntary provident fund (VPF) programs, policies and procedures as well as marketing plans, ensures completion and implementation of internal/external developed systems for VPF programs, monitors legislative and regulatory pronouncements, and resolves cases and issues not clearly defined in existing guidelines, policies and procedures relative to VPF programs.	24DRF0032	QUEZON CITY
VOLUNTARY PROVIDENT FUND DEPARTMENT	OFFICE OF THE HEAD		ASSISTANT PROGRAM SPECIALIST	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Assistant Program Specialist, Voluntary Provident Fund Department, monitors and evaluates the operational performance of voluntary provident fund (VPF) programs, coordinates with the appropriate organizational units to ensure proper production and dissemination of marketing and information materials, and resolves operational issues and concerns based on existing guidelines, policies and procedures.	24DRF0033	QUEZON CITY
MEMBER SERVICES AND SUPPORT GROUP								
RECORDS ARCHIVING AND SERVICING DEPARTMENT	RECORDS CONVERSION SECTION II (NIGHT SHIFT)	QUALITY ASSURANCE TEAM III	SOCIAL SECURITY OFFICER II	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Social Security Officer II, Quality Assurance Team III, Records Conversion Section II (Night Shift), supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the conduct of quality control of indexed/re-indexed images of Social Security System (SSS) records, and transfer of quality controlled images to the SSS' digital records archiving solution repository.	24DRF0034	QUEZON CITY
RECORDS ARCHIVING AND SERVICING DEPARTMENT	RECORDS LIBRARY SECTION	RECORDS SERVICING TEAM I (DAY SHIFT)	SOCIAL SECURITY OFFICER II	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Social Security Officer II, Records Servicing Team I (Day Shift), Records Library Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the provision of copies of back file* Social Security System (SSS) records to requesting organizational units based on set guidelines and procedures.	24DRF0035	QUEZON CITY
RECORDS ARCHIVING AND SERVICING DEPARTMENT	RECORDS LIBRARY SECTION	RECORDS SERVICING TEAM I (DAY SHIFT)	SENIOR DATA CONTROLLER	8	(Step 1) 32,121.00 to (Step 8) 35,976.00	The Senior Data Controller, Records Servicing Team I (Day Shift), Records Library Section, monitors the provision of copies of back file* Social Security System (SSS) records to requesting organizational units based on set guidelines and procedures.	24DRF0036	QUEZON CITY
RECORDS ARCHIVING AND SERVICING DEPARTMENT	RECORDS LIBRARY SECTION	RECORDS SERVICING TEAM I (DAY SHIFT)	SENIOR DATA CONTROLLER	8	(Step 1) 32,121.00 to (Step 8) 35,976.00	The Senior Data Controller, Records Servicing Team I (Day Shift), Records Library Section, monitors the provision of copies of back file* Social Security System (SSS) records to requesting organizational units based on set guidelines and procedures.	24DRF0037	QUEZON CITY
RECORDS ARCHIVING AND SERVICING DEPARTMENT	RECORDS LIBRARY SECTION	RECORDS MAINTENANCE AND DISPOSAL TEAM	SOCIAL SECURITY OFFICER II	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Social Security Officer II, Records Maintenance and Disposal Team, Records Library Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the maintenance and disposal of physical and microfilm rolls of back file* Social Security System (SSS) records based on set guidelines and procedures.	24DRF0038	QUEZON CITY
RECORDS ARCHIVING AND SERVICING DEPARTMENT	RECORDS LIBRARY SECTION	RECORDS MAINTENANCE AND DISPOSAL TEAM	SENIOR RECORDS CUSTODIAN	8	(Step 1) 32,121.00 to (Step 8) 35,976.00	The Senior Records Custodian, Records Maintenance and Disposal Team, Records Library Section, maintains and safekeeps physical and microfilm rolls of back file* Social Security System (SSS) records.	24DRF0039	QUEZON CITY

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RECORDS ARCHIVING AND SERVICING DEPARTMENT	LUZON NORTH RECORDS AND INFORMATION MANAGEMENT SECTION	DOCUMENT PREPARATION AND SCANNING TEAM	SOCIAL SECURITY OFFICER II	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Social Security Officer II, Document Preparation and Scanning Team, Luzon North Records and Information Management Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the scanning of back file* Social Security System (SSS) documents of organizational units under Luzon North area based on set guidelines and procedures.	24DRF0040	BAGUIO CITY
RECORDS ARCHIVING AND SERVICING DEPARTMENT	LUZON CENTRAL RECORDS AND INFORMATION MANAGEMENT SECTION	RECORDS SERVICING, MAINTENANCE AND DISPOSAL TEAM	SENIOR RECORDS CUSTODIAN	8	(Step 1) 32,121.00 to (Step 8) 35,976.00	The Senior Records Custodian, Records Servicing, Maintenance and Disposal Team, Luzon Central Records and Information Management Section, handles the provision of copies to requesting organizational units, maintenance and disposal of back fileb Social Security System (SSS) records of organizational units under Luzon Central area based on set guidelines and procedures.	24DRF0041	TARLAC CITY
RECORDS ARCHIVING AND SERVICING DEPARTMENT	LUZON SOUTH RECORDS AND INFORMATION MANAGEMENT SECTION	RECORDS SERVICING, MAINTENANCE AND DISPOSAL TEAM	SOCIAL SECURITY OFFICER II	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Social Security Officer II, Records Servicing, Maintenance and Disposal Team, Luzon South Records and Information Management Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the provision of copies to requesting organizational units, and maintenance and disposal of back filec Social Security System (SSS) records of organizational units under Luzon South area based on set guidelines and procedures.	24DRF0042	SAN PABLO CITY, LAGUNA
RECORDS ARCHIVING AND SERVICING DEPARTMENT	BICOL RECORDS AND INFORMATION MANAGEMENT SECTION	RECORDS SERVICING, MAINTENANCE AND DISPOSAL TEAM	SENIOR RECORDS CUSTODIAN	8	(Step 1) 32,121.00 to (Step 8) 35,976.00	The Senior Records Custodian, Records Servicing, Maintenance and Disposal Team, Bicol Records and Information Management Section, handles the provision of copies to requesting organizational units, maintenance and disposal of back fileb Social Security System (SSS) records of organizational units under Bicol area based on set guidelines and procedures.	24DRF0043	NAGA CITY
RECORDS ARCHIVING AND SERVICING DEPARTMENT	CENTRAL VISAYAS RECORDS AND INFORMATION MANAGEMENT SECTION	DOCUMENT PREPARATION AND SCANNING TEAM	SOCIAL SECURITY OFFICER II	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Social Security Officer II, Document Preparation and Scanning Team, Central Visayas Records and Information Management Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the scanning of back file* Social Security System (SSS) documents of organizational units under Central Visayas area based on set guidelines and procedures.	24DRF0044	CEBU CITY
RECORDS ARCHIVING AND SERVICING DEPARTMENT	WESTERN VISAYAS RECORDS AND INFORMATION MANAGEMENT SECTION	RECORDS SERVICING, MAINTENANCE AND DISPOSAL TEAM	SENIOR RECORDS CUSTODIAN	8	(Step 1) 32,121.00 to (Step 8) 35,976.00	The Senior Records Custodian, Records Servicing, Maintenance and Disposal Team, Western Visayas Records and Information Management Section, handles the provision of copies to requesting organizational units, maintenance and disposal of back file* Social Security System (SSS) records of organizational units under Western Visayas area based on set guidelines and procedures.	24DRF0045	BACOLOD CITY
RECORDS ARCHIVING AND SERVICING DEPARTMENT	NORTHERN MINDANAO RECORDS AND INFORMATION MANAGEMENT SECTION	RECORDS SERVICING, MAINTENANCE AND DISPOSAL TEAM	SOCIAL SECURITY OFFICER II	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Social Security Officer II, Records Servicing, Maintenance and Disposal Team, Northern Mindanao Records and Information Management Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the provision of copies to requesting organizational units, and maintenance and disposal of back file* Social Security System (SSS) records of organizational units under Northern Mindanao area based on set guidelines and procedures.	24DRF0046	CAGAYAN DE ORO CITY
RECORDS ARCHIVING AND SERVICING DEPARTMENT	SOUTHERN MINDANAO RECORDS AND INFORMATION MANAGEMENT SECTION	DOCUMENT PREPARATION AND SCANNING TEAM	SOCIAL SECURITY OFFICER II	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Social Security Officer II, Document Preparation and Scanning Team, Southern Mindanao Records and Information Management Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the scanning of back file* Social Security System (SSS) documents of organizational units under Southern Mindanao area based on set guidelines and procedures.	24DRF0047	DAVAO CITY
RECORDS ARCHIVING AND SERVICING DEPARTMENT	WESTERN MINDANAO RECORDS AND INFORMATION MANAGEMENT SECTION	RECORDS SERVICING, MAINTENANCE AND DISPOSAL TEAM	SOCIAL SECURITY OFFICER II	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Social Security Officer II, Records Servicing, Maintenance and Disposal Team, Western Mindanao Records and Information Management Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the provision of copies to requesting organizational units, and maintenance and disposal of back fileb Social Security System (SSS) records of organizational units under Western Mindanao area based on set guidelines and procedures.	24DRF0048	ZAMBOANGA CITY
IDENTITY MANAGEMENT DEPARTMENT	ENROLLMENT AND CARD PROCESSING SECTION	ENROLLMENT PROCESSING TEAM	JUNIOR SPECIALIST	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Junior Specialist, Enrollment Processing Team, processes Unified Multi-Purpose Identification (UMID) card enrollments, and provides assistance in the installation of UMID enrollment data capture workstation in Social Security System (SSS) branches and service offices including mobile and onsite data capture in coordination with appropriate organizational units and data capture provider.	24DRF0049	QUEZON CITY
IDENTITY MANAGEMENT DEPARTMENT	ENROLLMENT AND CARD PROCESSING SECTION	ENROLLMENT PROCESSING TEAM	SENIOR ANALYST	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Senior Analyst, Enrollment Processing Team, handles evaluation and referral of rejected enrollment records to appropriate organizational units (e.g., Special Investigation Department (SID), Social Security System (SSS) branches, service offices) and/or data capture provider.	24DRF0050	QUEZON CITY
IDENTITY MANAGEMENT DEPARTMENT	ENROLLMENT AND CARD PROCESSING SECTION	CARD PROCESSING TEAM II (SECOND SHIFT)	SOCIAL SECURITY OFFICER IV	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Social Security Officer IV, Card Processing Team II (Second Shift), supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the production of Unified Multi-purpose Identification (UMID) cards in coordination with card production provider, and evaluation of printed UMID cards to ensure card quality prior to packaging and releasing.	24DRF0051	QUEZON CITY

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MEMBER RELATIONS AND SUPPORT DIVISION								
MEMBER EDUCATION DEPARTMENT	SPEAKERS' BUREAU SECTION I (IN-HOUSE)		SENIOR COMMUNICATIONS ANALYST	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Senior Communications Analyst, Speakers' Bureau Section I (In-House), plans, designs and conducts in-house information seminars for Social Security System (SSS) members to increase their knowledge and appreciation of SSS programs, policies and procedures.	24DRF0052	QUEZON CITY
MEMBER COMMUNICATIONS AND ASSISTANCE DEPARTMENT	24/7 CALL CENTER SECTION	FIRST SHIFT	JUNIOR MEMBER SERVICE REPRESENTATIVE	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Junior Member Service Representative, First Shift/Second Shift, handles and prepares reports on communications (e.g., inquiries, complaints and requests for assistance) of Social Security System (SSS) members and other stakeholders (except Overseas Filipino Workers and other members, beneficiaries and pensioners based abroad) regarding SSS matters received via telephone hotline and domestic 1-800 toll-free numbers.	24DRF0053	QUEZON CITY
MEMBER COMMUNICATIONS AND ASSISTANCE DEPARTMENT	CORRESPONDENCE SECTION	E-COMM TEAM	ASSISTANT COMMUNICATIONS ANALYST	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Assistant Communications Analyst, E-Comm Team, attends to and provides response to simple communications (e.g., complaints, inquiries, requests for assistance) of Social Security System (SSS) members and other stakeholders (except those Overseas Filipino Workers and other members, beneficiaries and pensioners based abroad) pertaining to SSS matters received via SSS official electronic mail.	24DRF0054	QUEZON CITY
MEMBER COMMUNICATIONS AND ASSISTANCE DEPARTMENT	MEMBER ASSISTANCE SECTION	WALK-IN TEAM	SENIOR CLERK	7	(Step 1) 25,027.00 to (Step 8) 27,780.00	The Senior Clerk, Walk-in Team, performs general clerical functions such as receiving, filing, routing and preparation of simple correspondence, memoranda and reports.	24DRF0055	QUEZON CITY
MEMBER ELECTRONIC SERVICES DEPARTMENT	ELECTRONIC SERVICE FACILITY SECTION II (TEXT/IVRS/OTHERS)		JUNIOR SPECIALIST **	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Junior Specialist, Electronic Service Facility Section II (Text/IVRS/Others), conducts research and provides inputs for the development of project innovations/enhancements, and provides assistance on the implementation of electronic/self-service facilities (i.e., Interactive Voice Response System (IVRS), Text-SSS) and other upcoming electronic/self-service facilities which may be developed by the unit.	24DRF0056	QUEZON CITY
ACCOUNT MANAGEMENT GROUP								
PROFESSIONAL SECTOR DEPARTMENT	OFFICE OF THE HEAD		JUNIOR EXECUTIVE ASSISTANT	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Junior Executive Assistant, Professional Sector Department, provides administrative support to the head of the department.	24DRF0057	QUEZON CITY
PROFESSIONAL SECTOR DEPARTMENT	RESEARCH AND DEVELOPMENT SECTION		SENIOR SPECIALIST	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Senior Specialist, Research and Development Section, conducts market surveys and researches relative to the development and enhancement of program guidelines and performance standards in the professional sector.	24DRF0058	QUEZON CITY
COOPERATIVES AND INFORMAL SECTOR DEPARTMENT	RESEARCH AND DEVELOPMENT SECTION		CORPORATE EXECUTIVE OFFICER III	13	(Step 1) 108,013.00 to (Step 8) 135,016.00	The Corporate Executive Officer III, Research and Development Section, supervises the section's activities in the development and enhancement of program guidelines and performance standards relative to the effective and efficient work processes for coverage and collection in the cooperatives and informal sector.	24DRF0059	QUEZON CITY
LARGE ACCOUNTS DIVISION								
LARGE ACCOUNTS DIVISION	OFFICE OF THE HEAD		SENIOR ADMINISTRATIVE ASSISTANT	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Senior Administrative Assistant, Large Accounts Division, provides administrative support to the head of the division.	24DRF0060	QUEZON CITY
NCR LARGE ACCOUNTS DEPARTMENT	NCR SOUTH SECTION		SENIOR ANALYST	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Senior Analyst, NCR South Section, handles the implementation of marketing plans and programs pertaining to coverage and collection in the NCR South area.	24DRF0061	QUEZON/ MAKATI CITY
NCR LARGE ACCOUNTS DEPARTMENT	NCR NORTH SECTION		CORPORATE EXECUTIVE OFFICER II	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Corporate Executive Officer II, NCR North Section, supervises the section's activities in the implementation of coverage and collection strategies to large account employers and employees in the NCR North area.	24DRF0062	QUEZON CITY
NCR LARGE ACCOUNTS DEPARTMENT	NCR NORTH SECTION		SENIOR ANALYST	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Senior Analyst, NCR North Section, handles the implementation of marketing plans and programs pertaining to coverage and collection in the NCR North area.	24DRF0063	QUEZON/ MAKATI CITY
LUZON LARGE ACCOUNTS DEPARTMENT	LUZON NORTH SECTION		SENIOR ANALYST	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Senior Analyst, Luzon North Section, handles the implementation of marketing plans and programs pertaining to coverage and collection in the Luzon North area.	24DRF0064	BALIUAG, BULACAN/ ANGELES, PAMPANGA

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LIST OF RANK & FILE PLANTILLA VACANCIES FOR FILLING-UP

OFFICE	SECTION	TEAM	POSITION	JOB GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	VACANCY CODE	PLACE OF ASSIGNMENT
VISAYAS AND MINDANAO LARGE ACCOUNTS DEPARTMENT	VISAYAS SECTION		SENIOR ANALYST	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Senior Analyst, Visayas Section, handles the implementation of marketing plans and programs pertaining to coverage and collection in the Visayas Section area.	24DRF0065	ZAMBOANGA/ DIPOLOG CITY
INTERNATIONAL OPERATIONS GROUP								
FOREIGN OPERATIONS SUPPORT SERVICES DEPARTMENT	BUDGET AND FINANCE SECTION		JUNIOR ANALYST	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Junior Analyst, Budget and Finance Section, prepares disbursement vouchers of the department and different Foreign Representative Offices (FROs) and handles overseas allowance of foreign representatives and local hire personnel.	24DRF0066	QUEZON CITY
MIDDLE EAST AND EUROPE OPERATIONS DIVISION								
MIDDLE EAST AND EUROPE OPERATIONS DIVISION	FOREIGN OFFICES		FOREIGN REPRESENTATIVE I	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Foreign Representative I, Foreign Representative Offices, handles the operations and activities of a small Foreign Representative Offices (FROs) and ensures fast and quality services delivered to Overseas Filipino Worker (OFW) members in its area of jurisdiction.	24DRF0067	MAY BE DEPLOYED OVERSEAS
ASIA, AMERICAS AND PACIFIC OPERATIONS DIVISION								
ASIA, AMERICAS AND PACIFIC OPERATIONS DIVISION	FOREIGN OFFICES		SENIOR MEMBER SERVICE REPRESENTATIVE **	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Senior Member Service Representative, Foreign Representative Offices, provides prompt and quality member services to Overseas Filipino Workers (OFWs).	24DRF0068	QUEZON CITY
INVESTMENTS SECTOR								
INVESTMENTS SECTOR	OFFICE OF THE HEAD		SENIOR EXECUTIVE ASSISTANT	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Senior Executive Assistant, Investments Sector, provides technical and administrative support to the sector.	24DRF0069	QUEZON CITY
INVESTMENTS SUPPORT DIVISION								
INVESTMENTS SUPPORT DIVISION	OFFICE OF THE HEAD		JUNIOR TECHNICAL ASSISTANT	13	(Step 1) 108,013.00 to (Step 8) 135,016.00	The Junior Technical Assistant, Investments Support Division, supervises the activities of the administrative staff in the unit and provides technical support to the head of division.	24DRF0070	QUEZON CITY
STRATEGIC DECISION AND TECHNICAL SUPPORT DEPARTMENT	OFFICE OF THE HEAD		JUNIOR EXECUTIVE ASSISTANT	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Junior Executive Assistant, Strategic Decision and Technical Support Department, provides administrative support to the unit.	24DRF0071	QUEZON CITY
ACCREDITATION DEPARTMENT	BANKS AND OTHER COLLECTING AGENTS SECTION		SENIOR ANALYST	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Senior Analyst, Banks and Other Collecting Agents Section, reviews and evaluates accreditation of Non-Life Insurance Companies (NLIC), and applications for accreditation of thrift banks, including the suspension, termination and non-renewal of accreditation, facilitates the conduct of orientation session on cash collection procedures, and monitors and enforces Collection Agency Agreement.	24DRF0072	QUEZON CITY
TREASURY DIVISION								
TREASURY DIVISION	OFFICE OF THE HEAD		JUNIOR TECHNICAL ASSISTANT	13	(Step 1) 108,013.00 to (Step 8) 135,016.00	The Junior Technical Assistant, Treasury Division, supervises the activities of the administrative staff in the unit and provides technical support to the head of division.	24DRF0073	QUEZON CITY
SECURITIES SETTLEMENT AND CUSTODY DEPARTMENT	EQUITIES SECURITIES SETTLEMENT SECTION		JUNIOR SPECIALIST	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Junior Specialist, Equities Securities Settlement Section, processes the delivery and securities settlement of investments in equities.	24DRF0074	QUEZON CITY
SECURITIES SETTLEMENT AND CUSTODY DEPARTMENT	FIXED INCOME SECURITIES SETTLEMENT SECTION		JUNIOR SPECIALIST	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Junior Specialist, Fixed Income Securities Settlement Section, processes the delivery and securities settlement of investments in fixed income instruments.	24DRF0075	QUEZON CITY

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LIST OF RANK & FILE PLANTILLA VACANCIES FOR FILLING-UP

OFFICE	SECTION	TEAM	POSITION	JOB GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	VACANCY CODE	PLACE OF ASSIGNMENT
SECURITIES SETTLEMENT AND CUSTODY DEPARTMENT	SECURITIES CUSTODIANSHIP SECTION		SENIOR SECURITIES CUSTODIAN	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Senior Securities Custodian, Securities Custodianship Section, receives, screens, maintain, controls and monitors investment securities, bonds, notes, properties, Transfer Certificate of Titles (TCTs), stock certificates, and other documents relevant to the System's Investments and Real Estate Properties in the NCR as well as those classified under Real and Other Properties Acquired (ROPA).	24DRF0076	QUEZON CITY
LIQUIDITY MANAGEMENT AND BANK DEPOSITS DEPARTMENT	TREASURY BILLS SECTION		SENIOR SPECIALIST	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Senior Specialist, Treasury Bills Section, reviews and authorizes the System's transactions relative to the processing and cash settlement of investments in equities, treasury bills and other government securities instruments.	24DRF0077	QUEZON CITY
CASH MANAGEMENT DEPARTMENT	OFFICE OF THE HEAD		JUNIOR EXECUTIVE ASSISTANT	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Junior Executive Assistant, Cash Management Department, provides administrative support to the head of the department.	24DRF0078	QUEZON CITY
CASH MANAGEMENT DEPARTMENT	RECEIPT SECTION	PAYMENT VALIDATION AND ANALYSIS TEAM	CASHIER	8	(Step 1) 32,121.00 to (Step 8) 35,976.00	The Cashier, Payment Validation and Analysis Team, Receipt Section, receives, processes and safekeeps daily cash and check collections of the System.	24DRF0079	QUEZON CITY
CASH MANAGEMENT DEPARTMENT	RECEIPT SECTION	PAYMENT VALIDATION AND ANALYSIS TEAM	CASHIER	8	(Step 1) 32,121.00 to (Step 8) 35,976.00	The Cashier, Payment Validation and Analysis Team, Receipt Section, receives, processes and safekeeps daily cash and check collections of the System.	24DRF0080	QUEZON CITY
CASH MANAGEMENT DEPARTMENT	DISBURSEMENT SECTION	CHECK/DEBIT ADVICE DISBURSEMENT TEAM	PROCESSOR	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Processor, Check/Debit Advice Disbursement Team, Disbursement Section, analyzes and reconciles disbursements thru checks and letters of instruction.	24DRF0081	QUEZON CITY
CASH MANAGEMENT DEPARTMENT	COLLECTION MONITORING SECTION	MONITORING TEAM I	SOCIAL SECURITY OFFICER II	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Social Security Officer II, Monitoring Team I, Collection Monitoring Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to analysis, reconciliation and monitoring of collection reports and remittances received from accredited collecting banks/non-bank partners, and evaluation and processing of requests for posting/adjustment and confirmation of SSS payments made thru electronic channels.	24DRF0082	QUEZON CITY
CASH MANAGEMENT DEPARTMENT	COLLECTION MONITORING SECTION	MONITORING TEAM I	JUNIOR ANALYST	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Junior Analyst, Monitoring Team I, Collection Monitoring Section, analyzes, reconciles and monitors collection reports and remittances received from accredited collecting banks/non-bank partners, and evaluates and processes requests for posting/adjustment and confirms SSS payments made through electronic channels.	24DRF0083	QUEZON CITY
CASH MANAGEMENT DEPARTMENT	SBR MONITORING SECTION	SBR MAINTENANCE AND POST-AUDIT TEAM	JUNIOR ANALYST	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Junior Analyst, SBR Maintenance and Post-Audit Team, SBR Monitoring Section, analyzes and monitors Special Bank Receipts (SBRs) issued to accredited collecting banks and SSS tellering branches.	24DRF0084	QUEZON CITY
FUND MANAGEMENT GROUP								
FUND MANAGEMENT GROUP	OFFICE OF THE HEAD		INVESTMENT OFFICER	16	(Step 1) 239,960.00 to (Step 8) 299,950.00	The Investment Officer, Fund Management Group, manages the investment strategy, allocation and performance of assigned fund (i.e., SS Fund, State Insurance Fund (EC), Employees Defined Contribution Fund (Provident), Members Defined Contribution Fund (Flexi and PESO) and Mortgagors' Insurance Account (MIA)) to achieve established objectives of the Group.	24DRF0085	QUEZON CITY
FUND MANAGEMENT GROUP	OFFICE OF THE HEAD		INVESTMENT OFFICER	16	(Step 1) 239,960.00 to (Step 8) 299,950.00	The Investment Officer, Fund Management Group, manages the investment strategy, allocation and performance of assigned fund (i.e., SS Fund, State Insurance Fund (EC), Employees Defined Contribution Fund (Provident), Members Defined Contribution Fund (Flexi and PESO) and Mortgagors' Insurance Account (MIA)) to achieve established objectives of the Group.	24DRF0086	QUEZON CITY
FUND MANAGEMENT GROUP	OFFICE OF THE HEAD		PORTFOLIO MANAGER	15	(Step 1) 173,645.00 to (Step 8) 217,057.00	The Portfolio Manager, Fund Management Group, manages the investment portfolio of assigned fund (i.e., SS Fund, State Insurance Fund (EC), Employees Defined Contribution Fund (Provident), Members Defined Contribution Fund (Flexi and PESO) and Mortgagors' Insurance Account (MIA)) to achieve established objectives of the Group.	24DRF0087	QUEZON CITY
FUND MANAGEMENT GROUP	OFFICE OF THE HEAD		PORTFOLIO MANAGER	15	(Step 1) 173,645.00 to (Step 8) 217,057.00	The Portfolio Manager, Fund Management Group, manages the investment portfolio of assigned fund (i.e., SS Fund, State Insurance Fund (EC), Employees Defined Contribution Fund (Provident), Members Defined Contribution Fund (Flexi and PESO) and Mortgagors' Insurance Account (MIA)) to achieve established objectives of the Group.	24DRF0088	QUEZON CITY
FUND MANAGEMENT GROUP	OFFICE OF THE HEAD		PORTFOLIO MANAGER	15	(Step 1) 173,645.00 to (Step 8) 217,057.00	The Portfolio Manager, Fund Management Group, manages the investment portfolio of assigned fund (i.e., SS Fund, State Insurance Fund (EC), Employees Defined Contribution Fund (Provident), Members Defined Contribution Fund (Flexi and PESO) and Mortgagors' Insurance Account (MIA)) to achieve established objectives of the Group.	24DRF0089	QUEZON CITY

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OFFICE	SECTION	TEAM	POSITION	JOB GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	VACANCY CODE	PLACE OF ASSIGNMENT
FUND MANAGEMENT GROUP	OFFICE OF THE HEAD		PORTFOLIO MANAGER	15	(Step 1) 173,645.00 to (Step 8) 217,057.00	The Portfolio Manager, Fund Management Group, manages the investment portfolio of assigned fund (i.e., SS Fund, State Insurance Fund (EC), Employees Defined Contribution Fund (Provident), Members Defined Contribution Fund (Flexi and PESO) and Mortgagors' Insurance Account (MIA)) to achieve established objectives of the Group.	24DRF0090	QUEZON CITY
FUND MANAGEMENT GROUP	OFFICE OF THE HEAD		SENIOR ADMINISTRATIVE ASSISTANT	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Senior Administrative Assistant, Fund Management Group, provides administrative support to the group.	24DRF0091	QUEZON CITY
CAPITAL MARKETS GROUP								
EQUITIES INVESTMENTS DIVISION								
EQUITIES INVESTMENTS DIVISION	OFFICE OF THE HEAD		TRADER I	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Trader I, Equities Investments Division, evaluates research information provided by in-house research/accredited brokers, and performs/confirms, in accordance with the limits established for a Trader I, trading transactions (i.e., buy and sell of stocks) to generate funds and to ensure profitability of stock portfolio.	24DRF0092	QUEZON CITY
EQUITIES INVESTMENTS DIVISION	OFFICE OF THE HEAD		SENIOR SPECIALIST	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Senior Specialist, Equities Investments Division, prepares fundamental analysis reports and studies on the upper two (2) quartiles in terms of market capitalization of the System's investments in stocks as well as stocks of consideration by the System.	24DRF0093	QUEZON CITY
EQUITIES INVESTMENTS DIVISION	OFFICE OF THE HEAD		JUNIOR SPECIALIST	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Junior Specialist, Equities Investments Division, prepares technical analysis reports and studies on the upper two (2) quartiles in terms of market capitalization of the System's investments in stocks as well as stocks of consideration by the System.	24DRF0094	QUEZON CITY
EQUITIES INVESTMENTS DIVISION	OFFICE OF THE HEAD		JUNIOR SPECIALIST	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Junior Specialist, Equities Investments Division, prepares technical analysis reports and studies on the upper two (2) quartiles in terms of market capitalization of the System's investments in stocks as well as stocks of consideration by the System.	24DRF0095	QUEZON CITY
EQUITIES INVESTMENTS DIVISION	OFFICE OF THE HEAD		SENIOR ADMINISTRATIVE ASSISTANT	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Senior Administrative Assistant, Equities Investments Division, provides administrative support to the unit.	24DRF0096	QUEZON CITY
FIXED INCOME INVESTMENTS DIVISION								
FIXED INCOME INVESTMENTS DIVISION	OFFICE OF THE HEAD		SENIOR SPECIALIST	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Senior Specialist, Fixed Income Investments Division, prepares fundamental analysis/research and studies on government securities to optimize investment opportunities in generating income.	24DRF0097	QUEZON CITY
FIXED INCOME INVESTMENTS DIVISION	OFFICE OF THE HEAD		JUNIOR SPECIALIST	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Junior Specialist, Fixed Income Investments Division, prepares fundamental analysis/research and studies on corporate bonds to optimize investment opportunities in generating income.	24DRF0098	QUEZON CITY
FIXED INCOME INVESTMENTS DIVISION	OFFICE OF THE HEAD		SENIOR ANALYST	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Senior Analyst, Fixed Income Investments Division, prepares technical analysis/research and portfolio monitoring on government securities to optimize investment opportunities in generating income.	24DRF0099	QUEZON CITY
ALTERNATIVE INVESTMENTS DIVISION								
ALTERNATIVE INVESTMENTS DIVISION	OFFICE OF THE HEAD		FOREIGN INVESTMENTS PROGRAM OFFICER II	14	(Step 1) 136,738.00 to (Step 8) 170,923.00	The Foreign Investments Program Officer II, Alternative Investments Division, conducts research and studies in foreign collective investment schemes and other foreign alternative investments, including the recommendation of hiring external foreign fund managers for foreign alternative investments	24DRF0100	QUEZON CITY
ALTERNATIVE INVESTMENTS DIVISION	OFFICE OF THE HEAD		OUTSOURCED DOMESTIC INVESTMENTS PROGRAM OFFICER I	13	(Step 1) 108,013.00 to (Step 8) 135,016.00	The Outsourced Domestic Investments Program Officer I, Alternative Investments Division, evaluates and analyzes domestic alternative investment proposals and other potential domestic alternative related instruments within the System's established legal framework and alternative investment policies/guidelines.	24DRF0101	QUEZON CITY
ALTERNATIVE INVESTMENTS DIVISION	OFFICE OF THE HEAD		FOREIGN INVESTMENTS PROGRAM OFFICER I	13	(Step 1) 108,013.00 to (Step 8) 135,016.00	The Foreign Investments Program Officer I, Alternative Investments Division, evaluates and analyzes foreign alternative investment proposals and other potential foreign alternative related instruments within the System's established legal framework and alternative investment policies/guidelines.	24DRF0102	QUEZON CITY

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ALTERNATIVE INVESTMENTS DIVISION	OFFICE OF THE HEAD		SENIOR SPECIALIST	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Senior Specialist, Alternative Investments Division, prepares fundamental analysis reports and studies on collective investment schemes (e.g., Exchange-Traded Funds, Mutual Funds, Unit Investment Trust Fund) and other alternative investments (e.g., Real Investment Trust Funds, commodities, private equities, hedge funds, infrastructure funds, distressed securities), and evaluates alternative investment proposals (e.g., collective/seggregated funds).	24DRF0103	QUEZON CITY
ALTERNATIVE INVESTMENTS DIVISION	OFFICE OF THE HEAD		JUNIOR SPECIALIST	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Junior Specialist, Alternative Investments Division, prepares technical analysis reports and studies on collective investment schemes (e.g., Exchange-Traded Funds, Mutual Funds, Unit Investment Trust Fund) and other alternative investments (e.g., Real Investment Trust Funds, commodities, private equities, hedge funds, infrastructure funds, distressed securities).	24DRF0104	QUEZON CITY
LENDING AND ASSET MANAGEMENT GROUP								
BUSINESS AND DEVELOPMENT LOANS DEPARTMENT	OFFICE OF THE HEAD		JUNIOR EXECUTIVE ASSISTANT	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Junior Executive Assistant, Business and Development Loans Department, provides administrative support to the unit.	24DRF0105	QUEZON CITY
MEMBER LOANS DEPARTMENT	SHORT-TERM LOAN MANAGEMENT SECTION I	TEAM I	SOCIAL SECURITY OFFICER V	13	(Step 1) 108,013.00 to (Step 8) 135,016.00	The Social Security Officer V, Team I, Short-Term Loan Management Section I, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the conceptualization/formulation, enhancement and monitoring of short-term loan program guidelines, policies and procedures, and provision of support to concerned units relative to the new or enhanced short-term loan programs.	24DRF0106	QUEZON CITY
MEMBER LOANS DEPARTMENT	SHORT-TERM LOAN MANAGEMENT SECTION I	TEAM I	JUNIOR SPECIALIST	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Junior Specialist, Team I, Short-Term Loan Management Section I, updates and maintains existing guidelines, policies and procedures on short-term loan programs, facilitates group discussions and conducts interview with concerned personnel regarding the implemented short-term loan program systems, policies and procedures, and monitors proper and uniform implementation of short-term loan programs through branch visits.	24DRF0107	QUEZON CITY
MEMBER LOANS DEPARTMENT	SHORT-TERM LOAN MANAGEMENT SECTION I	TEAM II	JUNIOR ANALYST	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Junior Analyst, Team II, Short-Term Loan Management Section I, receives and screens option to sell shares of stock applications, prepares member loan payment return form (SSS Form ML-1), check clearance request and adjustment memo, and coordinates any discrepancies on stock certificates, option to sell shares of stock application forms and submitted supporting documents with Stock Transfer Office (STO)/brokers/member-borrowers/representatives.	24DRF0108	QUEZON CITY
MEMBER LOANS DEPARTMENT	SHORT-TERM LOAN MANAGEMENT SECTION I	TEAM II	JUNIOR ANALYST	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Junior Analyst, Team II, Short-Term Loan Management Section I, receives and screens option to sell shares of stock applications, prepares member loan payment return form (SSS Form ML-1), check clearance request and adjustment memo, and coordinates any discrepancies on stock certificates, option to sell shares of stock application forms and submitted supporting documents with Stock Transfer Office (STO)/brokers/member-borrowers/representatives.	24DRF0109	QUEZON CITY
MEMBER LOANS DEPARTMENT	SHORT-TERM LOAN MANAGEMENT SECTION II	TEAM I	JUNIOR SPECIALIST	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Junior Specialist, Team I, Short-Term Loan Management Section II, updates and maintains existing guidelines, policies and procedures on short-term loan programs, facilitates group discussions and conducts interview with concerned personnel regarding the implemented short-term loan program systems, policies and procedures, and monitors proper and uniform implementation of short-term loan programs through branch visits.	24DRF0110	QUEZON CITY
MEMBER LOANS DEPARTMENT	SHORT-TERM LOAN MANAGEMENT SECTION II	TEAM I	SENIOR ANALYST	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Senior Analyst, Team I, Short-Term Loan Management Section II, gathers, collates and monitors all pertinent data including official issuances, manuals and status reports that may be used in the evaluation, conceptualization/formulation and updating of short-term loan programs, and disseminates information on new or enhanced short-term loan program guidelines, policies and procedures through uploading to SSS website in coordination with concerned organizational unit.	24DRF0111	QUEZON CITY
MEMBER LOANS DEPARTMENT	SHORT-TERM LOAN MANAGEMENT SECTION II	TEAM II	SENIOR SPECIALIST	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Senior Specialist, Team II, Short-Term Loan Management Section II, conceptualizes/formulates program policies, strategies and process innovations on short-term loan programs, develops project plans and timetable, and identifies resources needed for program development or enhancement, monitors legislative and regulatory pronouncements, and establishes effective performance monitoring or tracking system for short-term loan programs.	24DRF0112	QUEZON CITY
MEMBER LOANS DEPARTMENT	HOUSING LOAN MANAGEMENT SECTION	RELEASE AND MONITORING TEAM	SENIOR ANALYST	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Senior Analyst, Release and Monitoring Team, Housing Loan Management Section, evaluates approved housing loan applications on various housing loan programs, prepares loan releases, analyzes construction progress appraisal report (CPAR) of housing loan accounts with interim releases, and prepares documentary requirements and disbursement vouchers for the enrollment and renewal of guaranty of housing loan accounts under Direct Housing Loan Facility for Overseas Filipino Workers (OFWs) and Trade Union Members (TUMs) to Home Guaranty Corporation (HGC).	24DRF0113	QUEZON CITY

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LIST OF RANK & FILE PLANTILLA VACANCIES FOR FILLING-UP

OFFICE	SECTION	TEAM	POSITION	JOB GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	VACANCY CODE	PLACE OF ASSIGNMENT
MEMBER LOANS DEPARTMENT	HOUSING LOAN MANAGEMENT SECTION	RELEASE AND MONITORING TEAM	PROCESSOR	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Processor, Release and Monitoring Team, Housing Loan Management Section, monitors and updates housing loan accounts on Direct Housing Loan Facility for Overseas Filipino Workers (OFWs) and Trade Union Members (TUMs), and prepares and sends collection notices to housing loan borrowers through post mail.	24DRF0114	QUEZON CITY
MEMBER LOANS DEPARTMENT	HOUSING LOAN MANAGEMENT SECTION	HOUSING LOAN SUPPORT TEAM	SENIOR ANALYST	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Senior Analyst, Housing Loan Support Team, Housing Loan Management Section, develops and updates procedures and guidelines on the use of Housing Loan Management System (HLMS), participates in User Acceptance Test (UAT) of front-end system on housing loan payment validation of newly accredited collecting banks/agents/partners, and monitors electronic payment report to determine compliance with the reporting standards.	24DRF0115	QUEZON CITY
ASSET MANAGEMENT DIVISION								
INVESTMENT PROPERTY DEPARTMENT	OFFICE OF THE HEAD		JUNIOR EXECUTIVE ASSISTANT	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Junior Executive Assistant, Investment Property Department, provides administrative support to the unit.	24DRF0116	QUEZON CITY
INVESTMENT PROPERTY DEPARTMENT	ACQUISITION AND MARKETING SECTION		CORPORATE EXECUTIVE OFFICER IV	14	(Step 1) 136,738.00 to (Step 8) 170,923.00	The Corporate Executive Officer IV, Acquisition and Marketing Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the acquisition, development, marketing, disposal and leasing of investment properties.	24DRF0117	QUEZON CITY
INVESTMENT PROPERTY DEPARTMENT	ACQUISITION AND MARKETING SECTION	ACQUISITION AND MARKETING TEAM II	SOCIAL SECURITY OFFICER V	13	(Step 1) 108,013.00 to (Step 8) 135,016.00	The Social Security Officer V, Acquisition and Marketing Team I/II, Acquisition and Marketing Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the acquisition, development, marketing, disposal and leasing of investment properties.	24DRF0118	QUEZON CITY
INVESTMENT PROPERTY DEPARTMENT	ACQUISITION AND MARKETING SECTION	ACQUISITION AND MARKETING TEAM II	JUNIOR SPECIALIST	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Junior Specialist, Acquisition and Marketing Team I/II, Acquisition and Marketing Section, markets investment properties for sale/lease, conducts inspection on leased properties and investment properties for sale/development/lease, and prepares, monitors and controls budget on marketing.	24DRF0119	QUEZON CITY
ROPA AND ACQUIRED ASSETS DEPARTMENT	ACQUISITION AND MARKETING SECTION	ACQUISITION AND MARKETING TEAM I	JUNIOR SPECIALIST	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Junior Specialist, Acquisition and Marketing Team I/II, Acquisition and Marketing Section, markets Real and Other Properties Acquired (ROPA) and acquired asset properties for sale/lease, conducts inspection on leased and possible for sale/lease ROPA and acquired asset properties, and prepares, monitors and controls budget on marketing.	24DRF0120	QUEZON CITY
ROPA AND ACQUIRED ASSETS DEPARTMENT	ACQUISITION AND MARKETING SECTION	ACQUISITION AND MARKETING TEAM II	SENIOR SPECIALIST	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Senior Specialist, Acquisition and Marketing Team I/II, Acquisition and Marketing Section, conducts market surveys on Real and Other Properties Acquired (ROPA) and acquired asset properties, prepares cost estimates and funding requirements and identifies rental/selling rates of properties to optimize investments, and evaluates potential buyers'/lessees' proposals.	24DRF0121	QUEZON CITY
HOUSING AND ACQUIRED ASSETS MANAGEMENT DEPARTMENT	LUZON HAAMS	TARLAC - LOANS, FORECLOSURE AND DISPOSAL TEAM	JUNIOR APPRAISER	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Junior Appraiser, Naga – Loans, Foreclosure and Disposal Team/San Pablo – Loans, Foreclosure and Disposal Team/Tarlac – Loans, Foreclosure and Disposal Team, Luzon HAAMS, conducts appraisal on various real estate properties within area of jurisdiction, and prepares appraisal reports and construction progress appraisal report (CPAR).	24DRF0122	TARLAC CITY
HOUSING AND ACQUIRED ASSETS MANAGEMENT DEPARTMENT	LUZON HAAMS	TARLAC - LOANS, FORECLOSURE AND DISPOSAL TEAM	JUNIOR ANALYST	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Junior Analyst, Naga – Loans, Foreclosure and Disposal Team/San Pablo – Loans, Foreclosure and Disposal Team/Tarlac – Loans, Foreclosure and Disposal Team, Luzon HAAMS, markets housing acquired asset properties for sale, monitors and maintains housing and acquired asset loan repayments, and handles foreclosure activities on delinquent housing loan accounts and consolidation of ownership of foreclosed properties.	24DRF0123	TARLAC CITY
HOUSING AND ACQUIRED ASSETS MANAGEMENT DEPARTMENT	VISAYAS HAAMS	CEBU - LOANS, FORECLOSURE AND DISPOSAL TEAM	JUNIOR APPRAISER	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Junior Appraiser, Bacolod – Loans, Foreclosure and Disposal Team/Cebu – Loans, Foreclosure and Disposal Team, Visayas HAAMS, conducts appraisal on various real estate properties within area of jurisdiction, and prepares appraisal reports and construction progress appraisal report (CPAR).	24DRF0124	CEBU CITY
HOUSING AND ACQUIRED ASSETS MANAGEMENT DEPARTMENT	MINDANAO HAAMS	DAVAO TEAM I - LOANS MANAGEMENT	JUNIOR ANALYST	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Junior Analyst, Davao Team I – Loans Management, Mindanao HAAMS, monitors and maintains housing and acquired asset loan repayments.	24DRF0125	DAVAO CITY
HOUSING AND ACQUIRED ASSETS MANAGEMENT DEPARTMENT	MINDANAO HAAMS	DAVAO TEAM II - FORECLOSURE AND DISPOSAL	JUNIOR APPRAISER	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Junior Appraiser, Davao Team II – Foreclosure and Disposal, Mindanao HAAMS, conducts appraisal on various real estate properties within area of jurisdiction, and prepares appraisal reports and construction progress appraisal report (CPAR).	24DRF0126	DAVAO CITY
HOUSING AND ACQUIRED ASSETS MANAGEMENT DEPARTMENT	MINDANAO HAAMS	DAVAO TEAM II - FORECLOSURE AND DISPOSAL	JUNIOR APPRAISER	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Junior Appraiser, Davao Team II – Foreclosure and Disposal, Mindanao HAAMS, conducts appraisal on various real estate properties within area of jurisdiction, and prepares appraisal reports and construction progress appraisal report (CPAR).	24DRF0127	DAVAO CITY

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LIST OF RANK & FILE PLANTILLA VACANCIES FOR FILLING-UP

OFFICE	SECTION	TEAM	POSITION	JOB GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	VACANCY CODE	PLACE OF ASSIGNMENT
HOUSING AND ACQUIRED ASSETS MANAGEMENT DEPARTMENT	MINDANAO HAAMS	CAGAYAN DE ORO - LOANS, FORECLOSURE AND DISPOSAL TEAM	SENIOR ANALYST	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Senior Analyst, Cagayan De Oro – Loans, Foreclosure and Disposal Team, Mindanao HAAMS, markets housing acquired asset properties for sale, evaluates proposal of applicants to repurchase/purchase acquired asset properties, monitors and maintains housing and acquired asset loan repayments, and handles foreclosure activities on delinquent housing loan accounts and consolidation of ownership of foreclosed properties.	24DRF0128	CAGAYAN DE ORO CITY
VALUATION SERVICES DEPARTMENT	NCR HOUSING SECTION		CORPORATE EXECUTIVE OFFICER III	13	(Step 1) 108,013.00 to (Step 8) 135,016.00	The Corporate Executive Officer III, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the conduct of appraisal on various real estate properties including SSS properties used in operations such as vehicles, machinery and equipment, preparation of appraisal reports and construction progress appraisal reports (CPAR), and development/updating/enhancement of standards for appraisal of various real estate properties.	24DRF0129	QUEZON CITY
CORPORATE SERVICES SECTOR								
CONTROLLERSHIP GROUP								
FINANCIAL AND BUDGET DIVISION								
FINANCIAL AND BUDGET DIVISION	OFFICE OF THE HEAD		JUNIOR TECHNICAL ASSISTANT	13	(Step 1) 108,013.00 to (Step 8) 135,016.00	The Junior Technical Assistant, Financial and Budget Division, supervises the activities of the administrative staff in the unit and provides technical support to the head of division.	24DRF0130	QUEZON CITY
GENERAL ACCOUNTING DEPARTMENT	OPERATIONAL FUND SECTION I	PROCESSING TEAM I	SOCIAL SECURITY OFFICER III	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Social Security Officer III, Processing Team I, Operational Fund Section I, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the accounting and control of operational expenses for maintenance and repairs of building, furniture and equipment, donations, publications, cash advances, reimbursements (NCR branches), fidelity bond, data capture and printing, audit fees and Social Security Commission expenses (per diem) under Maintenance and Other Operating Expenses (MOOE) and Capital Expenditures (CAPEX).	24DRF0131	QUEZON CITY
GENERAL ACCOUNTING DEPARTMENT	OPERATIONAL FUND SECTION I	PROCESSING TEAM I	BOOKKEEPER	8	(Step 1) 32,121.00 to (Step 8) 35,976.00	The Bookkeeper, Processing Team I, Operational Fund Section I, evaluates and processes simple financial transactions of maintenance and repairs of building, furniture and equipment, donations, publications, cash advances, reimbursements (NCR branches), fidelity bond, data capture and printing, audit fees and Social Security Commission expenses (per diem) under Maintenance and Other Operating Expenses (MOOE).	24DRF0132	QUEZON CITY
GENERAL ACCOUNTING DEPARTMENT	OPERATIONAL FUND SECTION II	CENTRALIZED MOOE TEAM	SOCIAL SECURITY OFFICER III	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Social Security Officer III, Centralized MOOE Team, Operational Fund Section II, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the accounting and control of operational expenses for centralized Maintenance and Other Operating Expenses (MOOE) accounts.	24DRF0133	QUEZON CITY
GENERAL ACCOUNTING DEPARTMENT	TAXES AND REMITTANCES SECTION	TAXES TEAM	BOOKKEEPER	8	(Step 1) 32,121.00 to (Step 8) 35,976.00	The Bookkeeper, Taxes Team, Taxes and Remittances Section, generates and distributes Bureau of Internal Revenue (BIR) certificate of taxes withheld (i.e., BIR Forms 2306-Certificate of Final Tax Withheld at Source, 2307-Certificate of Creditable Tax Withheld at Source and 2316-Certificate of Compensation Payment or Income Tax Withheld).	24DRF0134	QUEZON CITY
GENERAL ACCOUNTING DEPARTMENT	GENERAL ACCOUNTS SECTION	INVESTMENT TEAM	SOCIAL SECURITY OFFICER III	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Social Security Officer III, Investment Team, General Accounts Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the accounting and control of investment related accounts.	24DRF0135	QUEZON CITY
GENERAL ACCOUNTING DEPARTMENT	GENERAL ACCOUNTS SECTION	DATA CONSOLIDATION AND REPORT TEAM	SOCIAL SECURITY OFFICER III	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Social Security Officer III, Data Consolidation and Report Team, General Accounts Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the preparation and consolidation of financial reports for the Social Security System (SSS), Employees' Compensation (EC) fund, Mortgagor's Insurance Account (MIA), Flexi-fund, and Personal Equity Savings Option (PESO) fund accounts, and accounting and control of property, equipment and intangible assets accounts.	24DRF0136	QUEZON CITY
GENERAL ACCOUNTING DEPARTMENT	GENERAL ACCOUNTS SECTION	DATA CONSOLIDATION AND REPORT TEAM	ACCOUNTANT	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Accountant, Data Consolidation and Report Team, General Accounts Section, prepares, consolidates and analyzes various financial reports for Social Security System (SSS), Employees' Compensation (EC) fund, Mortgagor's Insurance Account (MIA), Flexi-fund, and Personal Equity Savings Option (PESO) fund accounts.	24DRF0137	QUEZON CITY

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OFFICE	SECTION	TEAM	POSITION	JOB GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	VACANCY CODE	PLACE OF ASSIGNMENT
GENERAL ACCOUNTING DEPARTMENT	REVENUE SECTION	ANALYSIS TEAM	ACCOUNTANT	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Accountant, Analysis Team, Revenue Section, analyzes and reconciles financial transactions on other current liabilities of Overseas Filipino Workers (OCL-OFW).	24DRF0138	QUEZON CITY
GENERAL ACCOUNTING DEPARTMENT	RECONCILIATION SECTION		CORPORATE EXECUTIVE OFFICER II	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Corporate Executive Officer II, Reconciliation Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and in the attainment of commitment targets relative to the analysis and reconciliation of accounts for cash collecting officers, flexi-fund and SSS depository banks, and financial transactions for operational expenditures.	24DRF0139	QUEZON CITY
GENERAL ACCOUNTING DEPARTMENT	RECONCILIATION SECTION	RECONCILIATION TEAM	SOCIAL SECURITY OFFICER III	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Social Security Officer III, Reconciliation Team, Reconciliation Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the analysis and reconciliation of accounts for cash collecting officers, flexi-fund and SSS depository banks, and preparation of reconciliation statements.	24DRF0140	QUEZON CITY
GENERAL ACCOUNTING DEPARTMENT	RECONCILIATION SECTION	ANALYSIS TEAM	ACCOUNTANT	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Accountant, Analysis Team, Reconciliation Section, uploads budget and updates accounts controlled by the unit in the Financial Accounting System (FAS), prepares accounting schedules and other accounting reports needed by internal and external units (e.g., Commission on Audit (COA), Internal Audit Service Group (IASG)).	24DRF0141	QUEZON CITY
BRANCH ACCOUNTING DEPARTMENT	NCR BRANCH ACCOUNTS SECTION		ACCOUNTANT	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Accountant, NCR Branch Accounts Section, analyzes financial transactions on operational fund of National Capital Region (NCR) branches in general ledger, and evaluates Audit Observation Memorandum (AOM), Notice of Suspensions/Disallowances and other notices from Commission on Audit (COA) on NCR branch transactions.	24DRF0142	QUEZON CITY
BRANCH ACCOUNTING DEPARTMENT	LUZVISMIN AND FOREIGN BRANCH ACCOUNTS SECTION	LUZVISMIN BRANCH OPERATIONAL FUND TEAM	ACCOUNTANT	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Accountant, LuzVisMin Branch Operational Fund Team, LuzVisMin and Foreign Branch Accounts Section, analyzes financial transactions on working fund replenishment of Luzon/Visayas/Mindanao branches in general ledger, and evaluates Audit Observation Memorandum (AOM), Notice of Suspensions/Disallowances and other notices from Commission on Audit (COA) on Luzon/Visayas/Mindanao branch transactions.	24DRF0143	QUEZON CITY
BRANCH ACCOUNTING DEPARTMENT	LUZVISMIN AND FOREIGN BRANCH ACCOUNTS SECTION	FOREIGN BRANCH OPERATIONAL FUND TEAM	ACCOUNTANT	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Accountant, Foreign Branch Operational Fund Team, LuzVisMin and Foreign Branch Accounts Section, analyzes financial transactions on revolving fund replenishment of foreign offices in general ledger, and evaluates Audit Observation Memorandum (AOM), Notice of Suspensions/Disallowances and other notices from Commission on Audit (COA) on foreign branch transactions.	24DRF0144	QUEZON CITY
BRANCH ACCOUNTING DEPARTMENT	LUZVISMIN AND FOREIGN BRANCH ACCOUNTS SECTION	FOREIGN BRANCH OPERATIONAL FUND TEAM	SENIOR FINANCIAL SPECIALIST	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Senior Financial Specialist, Foreign Branch Operational Fund Team, LuzVisMin and Foreign Branch Accounts Section, evaluates, processes and reconciles complex financial transactions on revolving fund replenishments of foreign offices and requests for creation and updating of vendor accounts, enrollment of suppliers/payees bank account information and inclusion of disbursement voucher signatory.	24DRF0145	QUEZON CITY
BRANCH ACCOUNTING DEPARTMENT	MEMBER BENEFITS/LOANS DISBURSEMENT AND CERTIFICATION SERVICING SECTION	MEMBER BENEFITS/LOANS DISBURSEMENT TEAM	SOCIAL SECURITY OFFICER III	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Social Security Officer III, Member Benefits/Loans Disbursement Team, Member Benefits/Loans Disbursement and Certification Servicing Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the accounting and control of member benefit and loan disbursements.	24DRF0146	QUEZON CITY
BRANCH ACCOUNTING DEPARTMENT	MEMBER BENEFITS/LOANS DISBURSEMENT AND CERTIFICATION SERVICING SECTION	MEMBER BENEFITS/LOANS DISBURSEMENT TEAM	ACCOUNTANT	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Accountant, Member Benefits/Loans Disbursement Team, Member Benefits/Loans Disbursement and Certification Servicing Section, analyzes financial transactions, prepares office orders and manual of procedures, evaluates Audit Observation Memorandum (AOM), Notice of Suspensions/Disallowances and other notices from Commission on Audit (COA) on member benefit and loan disbursements, and prepares remittance list of Employees Compensation (EC) Medical Expanded Withholding Tax and Value-Added Tax for medical practitioners.	24DRF0147	QUEZON CITY
BRANCH ACCOUNTING DEPARTMENT	MEMBER BENEFITS/LOANS DISBURSEMENT AND CERTIFICATION SERVICING SECTION	MEMBER BENEFITS/LOANS DISBURSEMENT TEAM	BOOKKEEPER	8	(Step 1) 32,121.00 to (Step 8) 35,976.00	The Bookkeeper, Member Benefits/Loans Disbursement Team, Member Benefits/Loans Disbursement and Certification Servicing Section, evaluates, processes, records, uploads and monitors financial transactions on member benefit and loan disbursements, analyzes and journalizes reports on returned pensions thru accredited collecting banks, and processes return-to-sender (RTS) member benefit and loan checks.	24DRF0148	QUEZON CITY
BRANCH ACCOUNTING DEPARTMENT	SICMAT, DDR AND FUNERAL ACCOUNTS RECONCILIATION SECTION		BOOKKEEPER	8	(Step 1) 32,121.00 to (Step 8) 35,976.00	The Bookkeeper, SicMat, DDR and Funeral Accounts Reconciliation Section, analyzes and reconciles death, disability and retirement (DDR) regular pension checks issued, encashed and cancelled, and prepares bank reconciliation statements and other supporting documents.	24DRF0149	QUEZON CITY
BUDGET DEPARTMENT	BUDGET DEVELOPMENT AND EVALUATION SECTION I (PERSONNEL SERVICES AND CAPEX)		SENIOR ANALYST	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Senior Analyst, Budget Development and Evaluation Section I (Personnel Services and CAPEX), analyzes budget proposals, and prepares and monitors utilization of budget for Personnel Services (PS), PS related expenses and Capital Expenditure (CAPEX) budget categorized as complex accounts.	24DRF0150	QUEZON CITY

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OFFICE	SECTION	TEAM	POSITION	JOB GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	VACANCY CODE	PLACE OF ASSIGNMENT
OPERATIONS ACCOUNTING DIVISION								
INVESTMENTS ACCOUNTING DEPARTMENT	OFFICE OF THE HEAD		JUNIOR EXECUTIVE ASSISTANT	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Junior Executive Assistant, Investments Accounting Department, provides administrative support to the unit.	24DRF0151	QUEZON CITY
INVESTMENTS ACCOUNTING DEPARTMENT	OFFICE OF THE HEAD	INSURANCE TEAM	SENIOR ANALYST	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Senior Analyst, Insurance Team, analyzes requests for fire insurance (FI) and mortgage redemption insurance (MRI) claims, maintains and reconciles financial transactions and information on real estate loan accounts with FI and MRI claims in subsidiary ledger against general ledger from General Accounting Department, and prepares remittance reports on FI and MRI within established schedule.	24DRF0152	QUEZON CITY
INVESTMENTS ACCOUNTING DEPARTMENT	REAL AND OTHER PROPERTIES ACQUIRED (ROPA) AND INVESTMENT PROPERTY SECTION	REAL ESTATE AND PROPERTIES ACQUIRED (ROPA) TEAM	SENIOR ANALYST	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Senior Analyst, Real Estate and Properties Acquired (ROPA) Team, Real and Other Properties Acquired (ROPA) and Investment Property Section, analyzes, processes, maintains and reconciles financial transactions and information on real and other properties acquired (ROPA) accounts in subsidiary ledger against general ledger from other organizational unit.	24DRF0153	QUEZON CITY
INVESTMENTS ACCOUNTING DEPARTMENT	REAL AND OTHER PROPERTIES ACQUIRED (ROPA) AND INVESTMENT PROPERTY SECTION	INVESTMENT PROPERTY TEAM	SOCIAL SECURITY OFFICER III	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Social Security Officer III, Investment Property Team, Real and Other Properties Acquired (ROPA) and Investment Property Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the accounting, maintenance, reconciliation and control of financial transaction on investment property (IP) accounts.	24DRF0154	QUEZON CITY
INVESTMENTS ACCOUNTING DEPARTMENT	REAL AND OTHER PROPERTIES ACQUIRED (ROPA) AND INVESTMENT PROPERTY SECTION	INVESTMENT PROPERTY TEAM	SENIOR ANALYST	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Senior Analyst, Investment Property Team, Real and Other Properties Acquired (ROPA) and Investment Property Section, analyzes, processes, maintains and reconciles financial transactions and information on investment property (IP) accounts in subsidiary ledger against general ledger from other organizational unit.	24DRF0155	QUEZON CITY
INVESTMENTS ACCOUNTING DEPARTMENT	HOUSING LOANS SECTION	REL TEAM	SOCIAL SECURITY OFFICER III	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Social Security Officer III, REL Team, Housing Loans Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the accounting, maintenance, reconciliation and control of financial transactions on real estate loan accounts.	24DRF0156	QUEZON CITY
INVESTMENTS ACCOUNTING DEPARTMENT	HOUSING LOANS SECTION	PARI-PASSU/PFI/CORPORATE AND EMPLOYEES HOUSING LOANS TEAM	SENIOR ANALYST	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Senior Analyst, Pari-Passu/PFI/Corporate and Employees Housing Loans Team, Housing Loans Section, analyzes, processes, maintains and reconciles financial transactions and information on pari-passu, Participating Financial Institutions (PFIs), Overseas Filipino Workers (OFW)/Trade Union Members (TUM)/Workers Organization Member (WOM), corporate and employees housing loan accounts in subsidiary ledgers against general ledger from other organizational unit.	24DRF0157	QUEZON CITY
INVESTMENTS ACCOUNTING DEPARTMENT	HOUSING LOANS SECTION	PARI-PASSU/PFI/CORPORATE AND EMPLOYEES HOUSING LOANS TEAM	SENIOR ANALYST	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Senior Analyst, Pari-Passu/PFI/Corporate and Employees Housing Loans Team, Housing Loans Section, analyzes, processes, maintains and reconciles financial transactions and information on pari-passu, Participating Financial Institutions (PFIs), Overseas Filipino Workers (OFW)/Trade Union Members (TUM)/Workers Organization Member (WOM), corporate and employees housing loan accounts in subsidiary ledgers against general ledger from other organizational unit.	24DRF0158	QUEZON CITY
INVESTMENTS ACCOUNTING DEPARTMENT	MEMBER LOANS SECTION		CORPORATE EXECUTIVE OFFICER I	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Corporate Executive Officer I, Member Loans Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the accounting, maintenance, reconciliation and control of all financial transactions on short-term member loan accounts.	24DRF0159	QUEZON CITY
INVESTMENTS ACCOUNTING DEPARTMENT	MEMBER LOANS SECTION	EE RECONCILIATION TEAM	PROCESSOR	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Processor, EE Reconciliation Team, Member Loans Section, processes, maintains and reconciles financial transactions and information on short-term member loan accounts of individual borrowers (e.g., self-employed, voluntary member) including accounts on other short-term member loan programs such as Study Now Pay Later (SNPL), Vocational and Technical (VOC-TECH), Stock Investment Loan Program (SILP), Special Educational Loan Program (Y2K), Privatization Fund Loan Program (PFLP) and others in subsidiary ledgers against records from other organizational unit.	24DRF0160	QUEZON CITY
INVESTMENTS ACCOUNTING DEPARTMENT	MEMBER LOANS SECTION	ER RECONCILIATION TEAM	PROCESSOR	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Processor, ER Reconciliation Team, Member Loans Section, analyzes reports on the discrepancies of employer payments on short-term member loan accounts (exception reports), and maintains and reconciles financial transactions and information on short-term member loan accounts of employer payments in subsidiary ledger against records from other organizational unit.	24DRF0161	QUEZON CITY
CONTRIBUTIONS ACCOUNTING DEPARTMENT	RECONCILIATION AND MONITORING SECTION	R3/R5 RECONCILIATION AND MONITORING TEAM I (NCR)	PROCESSOR	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Processor, R3/R5 Reconciliation and Monitoring Team I (NCR), Reconciliation and Monitoring Section, analyzes and reconciles contribution payment records of employer (ER), household employer (HR), self-employed (SE) and voluntary member (VM) posted in subsidiary ledger against general ledger, and validates monthly automated ER contribution collection lists (R3)/ER contribution payments (R5) reconciliation reports from National Capital Region (NCR) branches and Large Accounts Department.	24DRF0162	QUEZON CITY

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LIST OF RANK & FILE PLANTILLA VACANCIES FOR FILLING-UP

OFFICE	SECTION	TEAM	POSITION	JOB GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	VACANCY CODE	PLACE OF ASSIGNMENT
CONTRIBUTIONS ACCOUNTING DEPARTMENT	RECONCILIATION AND MONITORING SECTION	R3/R5 RECONCILIATION AND MONITORING TEAM I (NCR)	PROCESSOR	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Processor, R3/R5 Reconciliation and Monitoring Team I (NCR), Reconciliation and Monitoring Section, analyzes and reconciles contribution payment records of employer (ER), household employer (HR), self-employed (SE) and voluntary member (VM) posted in subsidiary ledger against general ledger, and validates monthly automated ER contribution collection lists (R3)/ER contribution payments (R5) reconciliation reports from National Capital Region (NCR) branches and Large Accounts Department.	24DRF0163	QUEZON CITY
CONTRIBUTIONS ACCOUNTING DEPARTMENT	ER/HR MAINTENANCE SECTION		CORPORATE EXECUTIVE OFFICER I	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Corporate Executive Officer I, ER/HR Maintenance Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the evaluation of requests for adjustment or correction of posted employer (ER) and household employer (HR) contribution, preparation and monitoring of adjustment memo on the correction of employer contribution payments, and maintenance and controlling of records of the unit.	24DRF0164	QUEZON CITY
ADMINISTRATION GROUP								
ADMINISTRATION GROUP	OFFICE OF THE HEAD		SENIOR EXECUTIVE ASSISTANT	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Senior Executive Assistant, Administration Group, provides technical and administrative support to the group.	24DRF0165	QUEZON CITY
GENERAL SERVICES DIVISION								
OFFICE SERVICES DEPARTMENT	MAILS AND CHECKS RELEASE SECTION	OUTGOING MAILS TEAM	SOCIAL SECURITY OFFICER II	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Social Security Officer II, Outgoing Mails Team, Mails and Checks Release Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the receiving, processing and delivery of outgoing mails, correspondence, checks, packages and other items from different organizational unit in the Main Office to postal office or courier service providers, and processing and monitoring of centralized payment on postage.	24DRF0166	QUEZON CITY
OFFICE SERVICES DEPARTMENT	SUPPLIES MANAGEMENT AND PRINTING SECTION	WAREHOUSING TEAM	SENIOR PROPERTY CUSTODIAN	8	(Step 1) 32,121.00 to (Step 8) 35,976.00	The Senior Property Custodian, Warehousing Team, Supplies Management and Printing Section, handles supplies and materials delivered by suppliers, monitors schedule of deliveries, and conducts annual inventory of supplies and materials (carried on stock) in coordination with concerned unit.	24DRF0167	QUEZON CITY
OFFICE SERVICES DEPARTMENT	SUPPLIES MANAGEMENT AND PRINTING SECTION	WAREHOUSING TEAM	WAREHOUSEMAN	3	(Step 1) 15,761.00 to (Step 8) 17,495.00	The Warehouseman, Warehousing Team, Supplies Management and Printing Section, maintains and updates records on supplies and materials (carried on stock) in the SSS warehouses, and monitors and coordinates proper disposal of supplies and materials.	24DRF0168	QUEZON CITY
OFFICE SERVICES DEPARTMENT	SUPPLIES MANAGEMENT AND PRINTING SECTION	PRINTING TEAM	SOCIAL SECURITY OFFICER II	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Social Security Officer II, Printing Team, Supplies Management and Printing Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the printing, reproduction, cutting and binding of forms and other related documents.	24DRF0169	QUEZON CITY
OFFICE SERVICES DEPARTMENT	SUPPLIES MANAGEMENT AND PRINTING SECTION	PRINTING TEAM	SENIOR MACHINE OPERATOR	6	(Step 1) 22,288.00 to (Step 8) 24,740.00	The Senior Machine Operator, Printing Team, Supplies Management and Printing Section, prints, reproduces, cuts and binds forms and other related documents based on established standards.	24DRF0170	QUEZON CITY
OFFICE SERVICES DEPARTMENT	INVENTORY MANAGEMENT SECTION	MAIN OFFICE TEAM	SENIOR PROPERTY CUSTODIAN	8	(Step 1) 32,121.00 to (Step 8) 35,976.00	The Senior Property Custodian, Main Office Team, Inventory Management Section, creates and settles internal order, receives and identifies asset class of newly purchased/acquired property, equipment and intangible assets, prepares and monitors budget on insurance of all properties insured to Government Service Insurance System (GSIS), maintains and updates records on property, equipment and intangible assets, and conducts annual physical inventory in all units in the Main Office (which covers the SSS Building, Bagbag Records Center, East Triangle Livelihood Trade Center, Motor Pool and Makati Ayala Building) to validate the existence of assets and to determine accuracy of accounting inventory records.	24DRF0171	QUEZON CITY
ENGINEERING AND FACILITIES MANAGEMENT DEPARTMENT	OFFICE OF THE HEAD	JANITORIAL AND MAINTENANCE CONTRACTS ADMINISTRATION TEAM	SENIOR ANALYST	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Senior Analyst, Janitorial and Maintenance Contracts Administration Team, monitors the implementation of the provisions of janitorial and maintenance services contracts, and ensures compliance of service providers to contract agreements.	24DRF0172	QUEZON CITY
ENGINEERING AND FACILITIES MANAGEMENT DEPARTMENT	ENGINEERING SECTION	CIVIL AND ARCHITECTURAL TEAM	SENIOR ENGINEER	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Senior Engineer, Civil and Architectural Team, Engineering Section, prepares civil engineering matters for the construction, relocation, rehabilitation or improvement of offices and building facilities.	24DRF0173	QUEZON CITY

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LIST OF RANK & FILE PLANTILLA VACANCIES FOR FILLING-UP

OFFICE	SECTION	TEAM	POSITION	JOB GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	VACANCY CODE	PLACE OF ASSIGNMENT
ENGINEERING AND FACILITIES MANAGEMENT DEPARTMENT	ENGINEERING SECTION	ELECTRO-MECHANICAL TEAM	SOCIAL SECURITY OFFICER V	13	(Step 1) 108,013.00 to (Step 8) 135,016.00	The Social Security Officer V, Electro-Mechanical Team, Engineering Section supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the preparation and evaluation of electrical/mechanical plans and designs for the construction, relocation, rehabilitation or improvement of electrical and mechanical facilities and equipment, monitoring of the implementation of outsourced exclusive preventive maintenance service provider contracts and handling of monthly electricity billing statements of all SSS accounts under Meralco franchise.	24DRF0174	QUEZON CITY
ENGINEERING AND FACILITIES MANAGEMENT DEPARTMENT	ENGINEERING SECTION	ELECTRO-MECHANICAL TEAM	SENIOR ANALYST	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Senior Analyst, Electro-Mechanical Team, Engineering Section, evaluates requests for pre/post repair inspection of vehicles from National Capital Region (NCR) branches and other electro-mechanical equipment/facilities, monitors the implementation of outsourced exclusive preventive maintenance service provider contracts, and handles monthly electricity billing statements of all SSS accounts under Meralco franchise.	24DRF0175	QUEZON CITY
ENGINEERING AND FACILITIES MANAGEMENT DEPARTMENT	FACILITIES MANAGEMENT SECTION I	MAIN BUILDING AND EQUIPMENT TEAM	JUNIOR ENGINEER	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Junior Engineer, Main Building and Equipment Team, Facilities Management Section I, inspects operation, maintenance and repair of building facilities, fixtures and office equipment, and evaluates proposals of outsourced contractors for the maintenance or repair of building facilities, fixtures, furniture and office equipment.	24DRF0176	QUEZON CITY
ENGINEERING AND FACILITIES MANAGEMENT DEPARTMENT	FACILITIES MANAGEMENT SECTION I	MAIN BUILDING AND EQUIPMENT TEAM	SENIOR PROPERTY CUSTODIAN	8	(Step 1) 32,121.00 to (Step 8) 35,976.00	The Senior Property Custodian, Main Building and Equipment Team, Facilities Management Section I, receives, issues, safekeeps, monitors and maintains records on furniture, office equipment, tools and materials.	24DRF0177	QUEZON CITY
ENGINEERING AND FACILITIES MANAGEMENT DEPARTMENT	FACILITIES MANAGEMENT SECTION I	MAIN BUILDING AND EQUIPMENT TEAM	PLUMBER	7	(Step 1) 25,027.00 to (Step 8) 27,780.00	The Plumber, Main Building and Equipment Team, Facilities Management Section I, installs or assembles and repairs pipes of water and sanitary lines, and other plumbing fixtures.	24DRF0178	QUEZON CITY
ENGINEERING AND FACILITIES MANAGEMENT DEPARTMENT	FACILITIES MANAGEMENT SECTION I	TRANSPORTATION AND COMMUNICATION SERVICES TEAM	SOCIAL SECURITY OFFICER III	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Social Security Officer III, Transportation and Communication Services Team, Facilities Management Section I, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the providing data for the purchase of Main Office vehicles, handling of operations, maintenance, repair and annual renewal of registration of service vehicles, and providing of telephone operation services.	24DRF0179	QUEZON CITY
ENGINEERING AND FACILITIES MANAGEMENT DEPARTMENT	FACILITIES MANAGEMENT SECTION I	TRANSPORTATION AND COMMUNICATION SERVICES TEAM	JUNIOR AUTO MECHANIC	6	(Step 1) 22,288.00 to (Step 8) 24,740.00	The Junior Auto Mechanic, Transportation and Communication Services Team, Facilities Management Section I, performs simple to complex repair works on service vehicles assigned in the Main Office.	24DRF0180	QUEZON CITY
ENGINEERING AND FACILITIES MANAGEMENT DEPARTMENT	FACILITIES MANAGEMENT SECTION I	TRANSPORTATION AND COMMUNICATION SERVICES TEAM	DRIVER	6	(Step 1) 22,288.00 to (Step 8) 24,740.00	The Driver, Transportation and Communication Services Team, Facilities Management Section I, drives and maintains assigned service vehicle in the Main Office.	24DRF0181	QUEZON CITY
ENGINEERING AND FACILITIES MANAGEMENT DEPARTMENT	FACILITIES MANAGEMENT SECTION I	TRANSPORTATION AND COMMUNICATION SERVICES TEAM	DRIVER	6	(Step 1) 22,288.00 to (Step 8) 24,740.00	The Driver, Transportation and Communication Services Team, Facilities Management Section I, drives and maintains assigned service vehicle in the Main Office.	24DRF0182	QUEZON CITY
ENGINEERING AND FACILITIES MANAGEMENT DEPARTMENT	FACILITIES MANAGEMENT SECTION I	TRANSPORTATION AND COMMUNICATION SERVICES TEAM	DRIVER	6	(Step 1) 22,288.00 to (Step 8) 24,740.00	The Driver, Transportation and Communication Services Team, Facilities Management Section I, drives and maintains assigned service vehicle in the Main Office.	24DRF0183	QUEZON CITY
ENGINEERING AND FACILITIES MANAGEMENT DEPARTMENT	FACILITIES MANAGEMENT SECTION II	ROPA FACILITIES MANAGEMENT TEAM	SOCIAL SECURITY OFFICER V	13	(Step 1) 108,013.00 to (Step 8) 135,016.00	The Social Security Officer V, ROPA Facilities Management Team, Facilities Management Section II, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the conduct of repair and maintenance on building facilities, fixtures, furniture and office/electrical/mechanical equipment in SSS Makati Building, HK Sun Plaza, Urdaneta and other investment and real properties.	24DRF0184	QUEZON CITY
BRANCH SUPPORT SERVICES DEPARTMENT	CONSTRUCTION MANAGEMENT SECTION		SENIOR ENGINEER	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Senior Engineer, Construction Management Section, monitors the implementation of SSS-funded bidded-out project contracts for construction of branch office units, and rehabilitation, renovation and retrofitting of all branch office units for project amount of above P500,000.00 through site inspections, and ensures that all engineering requirements in the technical plans are carried out.	24DRF0185	QUEZON CITY
BRANCH SUPPORT SERVICES DEPARTMENT	CONSTRUCTION MANAGEMENT SECTION		JUNIOR ENGINEER	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Junior Engineer, Construction Management Section, evaluates and provides technical specifications for branch office units' requests for equipment and electro-mechanical facilities based on guidelines and standards on building and branch design for procurement through Local Bids and Awards Committee (LBAC).	24DRF0186	QUEZON CITY

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OFFICE	SECTION	TEAM	POSITION	JOB GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	VACANCY CODE	PLACE OF ASSIGNMENT
PROCUREMENT MANAGEMENT DIVISION								
PROCUREMENT PLANNING AND MANAGEMENT DEPARTMENT	PURCHASING SECTION	PURCHASING TEAM II	SOCIAL SECURITY OFFICER V	13	(Step 1) 108,013.00 to (Step 8) 135,016.00	The Social Security Officer V, Purchasing Team II, Purchasing Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to relative to canvass and purchase of consulting services and infrastructure projects in accordance with Project Procurement Management Plan (PPMP) and Annual Procurement Plan (APP) of different organizational units and compliance of consultants/contractors to procurement requirements.	24DRF0187	QUEZON CITY
PROCUREMENT PLANNING AND MANAGEMENT DEPARTMENT	PURCHASING SECTION	PURCHASING TEAM II	JUNIOR SPECIALIST	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Junior Specialist, Purchasing Team II, Purchasing Section, evaluates simple items of infrastructure and consulting services in the Project Procurement Management Plans (PPMPs) for consulting services and infrastructure projects, analyzes and encodes procurement data using the appropriate application system, and prepares memo requests for preparation of internal order and setting-up of vendor accounts.	24DRF0188	QUEZON CITY
PROCUREMENT PLANNING AND MANAGEMENT DEPARTMENT	BILLING SECTION	BILLING TEAM I	SOCIAL SECURITY OFFICER V	13	(Step 1) 108,013.00 to (Step 8) 135,016.00	The Social Security Officer V, Billing Team I, Billing Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the processing of billings for payment of procured goods, preparation of reports for submission to organizational units and external agencies, and updating of relevant databases.	24DRF0189	QUEZON CITY
PROCUREMENT PLANNING AND MANAGEMENT DEPARTMENT	BILLING SECTION	BILLING TEAM I	JUNIOR ANALYST	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Junior Analyst, Billing Team I, Billing Section, processes billings for payment of purchased goods made through Letter Order and Agency Procurement Request (APR), and monitors and processes refund of cash performance bond.	24DRF0190	QUEZON CITY
PROCUREMENT PLANNING AND MANAGEMENT DEPARTMENT	BILLING SECTION	BILLING TEAM II	SOCIAL SECURITY OFFICER V	13	(Step 1) 108,013.00 to (Step 8) 135,016.00	The Social Security Officer V, Billing Team II, Billing Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the processing of billings for payment of procured consulting services and infrastructure projects, preparation of reports for submission to organizational units and external agencies, and updating of relevant databases.	24DRF0191	QUEZON CITY
CONTRACT MANAGEMENT DEPARTMENT	OFFICE OF THE HEAD		JUNIOR EXECUTIVE ASSISTANT	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Junior Executive Assistant, Contract Management Department, provides administrative support to the unit.	24DRF0192	QUEZON CITY
CONTRACT MANAGEMENT DEPARTMENT	LONG-TERM CONTRACTS SECTION		CORPORATE EXECUTIVE OFFICER III	13	(Step 1) 108,013.00 to (Step 8) 135,016.00	The Corporate Executive Officer III, Long-Term Contracts Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to post-award of long-term contracts for procured goods, consulting services and infrastructure projects.	24DRF0193	QUEZON CITY
HUMAN RESOURCE MANAGEMENT GROUP								
ORGANIZATIONAL PLANNING AND STAFFING DEPARTMENT	ORGANIZATIONAL PLANNING SECTION	TEAM I	SENIOR HUMAN RESOURCE ANALYST	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Senior Human Resource Analyst, Team I/II, Organizational Planning Section, conducts researches and studies, keeps abreast of internal and external developments and issuances, and comes up with informed proposals/recommendations on matters relevant to the unit's work assignments to ensure conformity with organizational changes and requirements.	24DRF0194	QUEZON CITY
ORGANIZATIONAL PLANNING AND STAFFING DEPARTMENT	STAFFING SECTION	RECRUITMENT AND APPOINTMENT TEAM	HUMAN RESOURCE SPECIALIST	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Human Resource Specialist, Recruitment and Appointments Team, Staffing Section; conducts researches and studies for the enhancement of policies and procedures; acts as resource speaker during internal trainings, planning, and orientation programs on matters relating to the unit's function; and takes action on appeals and CSC-invalidated appointments accordingly.	24DRF0195	QUEZON CITY
ORGANIZATIONAL PLANNING AND STAFFING DEPARTMENT	STAFFING SECTION	PROMOTIONS AND OTHER PERSONNEL ACTIONS PROCESSING TEAM	SENIOR HUMAN RESOURCE ANALYST	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Senior Human Resource Analyst, Promotion and Other Personnel Actions Processing Team, Staffing Section; evaluates rank and file applications for promotion and requests for designation, additional work assignment and reassignment; prepares master list of all applications based on transmittal list forwarded to the unit; performs secretariat functions for HRMPSB deliberation sessions; and prepares memoranda, reports and presentation materials relevant to the functions of the unit.	24DRF0196	QUEZON CITY
HUMAN RESOURCE SERVICES DIVISION								
EMPLOYEE SERVICES DEPARTMENT	PROVIDENT FUND SECTION	INVESTMENTS AND LOANS MANAGEMENT TEAM	SOCIAL SECURITY OFFICER IV	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Social Security Officer IV, Investments and Loans Management Team, Provident Fund Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the monitoring, analysis and updating of Provident Fund (PF) investments and loans.	24DRF0197	QUEZON CITY

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EMPLOYEE SERVICES DEPARTMENT	EMPLOYEE LOANS AND OTHER BENEFITS SECTION	EMPLOYEE LOANS AND OTHER SERVICES TEAM I	SOCIAL SECURITY OFFICER IV	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Social Security Officer IV, Employee Loans and Other Services Team I, Employee Loans and Other Benefits Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to processing of employee loans (i.e., Government Service Insurance System (GSIS), Provident Fund, Pag-Ibig) and other benefits (i.e., rice grant), and evaluation of billing documents of various service providers (i.e., security and janitorial).	24DRF0198	QUEZON CITY
EMPLOYEE SERVICES DEPARTMENT	EMPLOYEE LOANS AND OTHER BENEFITS SECTION	EMPLOYEE LOANS AND OTHER SERVICES TEAM I	SENIOR HUMAN RESOURCE ANALYST <i>To be detailed at Human Resource Information System Management and Services (HRISMS) Section, HRISMS Team II</i>	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Senior Human Resource Analyst, Employee Loans and Other Services Team I, Employee Loans and Other Benefits Section, processes and evaluates loan applications (e.g., Provident Fund, Government Service Insurance System (GSIS), Pag-ibig, Housing, TIPID) and reimbursements vouchers of various service providers (Janitorial and Security) systemwide.	24DRF0199	QUEZON CITY
EMPLOYEE SERVICES DEPARTMENT	EMPLOYEE LOANS AND OTHER BENEFITS SECTION	EMPLOYEE LOANS AND OTHER SERVICES TEAM II	SOCIAL SECURITY OFFICER IV	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Social Security Officer IV, Employee Loans and Other Services Team II, Employee Loans and Other Benefits Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to processing of employees' car loan applications and other benefits (i.e., uniform) and evaluation of billing documents of various service providers (i.e., Service Bureau personnel and Job Order).	24DRF0200	QUEZON CITY
EMPLOYEE SERVICES DEPARTMENT	HUMAN RESOURCE INFORMATION SYSTEM MANAGEMENT AND SERVICES (HRISMS) SECTION	HRISMS TEAM I	HUMAN RESOURCE SPECIALIST	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Human Resource Specialist, HRISMS Team I, Human Resource Information System Management and Services (HRISMS) Section, performs technical human resource functions related to the development, administration and implementation of human resource strategies on maintenance of Human Resource Information System (HRIS) and SSS employees' 201 file (Personal Employment Record).	24DRF0201	QUEZON CITY
EMPLOYEE SERVICES DEPARTMENT	HUMAN RESOURCE INFORMATION SYSTEM MANAGEMENT AND SERVICES (HRISMS) SECTION	HRISMS TEAM II	SOCIAL SECURITY OFFICER IV	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Social Security Officer IV, HRISMS Team II, Human Resource Information System Management and Services (HRISMS) Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the processing and monitoring of separation documents of separating/separated employees of SSS.	24DRF0202	QUEZON CITY
EMPLOYEE SERVICES DEPARTMENT	ATTENDANCE AND LEAVE ADMINISTRATION SECTION	LEAVE ADMINISTRATION TEAM I	SENIOR HUMAN RESOURCE ANALYST	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Senior Human Resource Analyst, Leave Administration Team I/II, Attendance and Leave Administration Section, monitors attendance and processes leave applications of employees, and updates the Attendance and Log Management System (ALMS).	24DRF0203	QUEZON CITY
EMPLOYEE SERVICES DEPARTMENT	ATTENDANCE AND LEAVE ADMINISTRATION SECTION	LEAVE ADMINISTRATION TEAM II	SOCIAL SECURITY OFFICER IV	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Social Security Officer IV, Leave Administration Team I/II, Attendance and Leave Administration Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the updating and processing of employees' attendance and leave records.	24DRF0204	QUEZON CITY
LEARNING AND DEVELOPMENT DEPARTMENT	OFFICE OF THE HEAD	SCHOLARSHIP AND PROFESSIONAL/CONTINUING EDUCATION TEAM	SOCIAL SECURITY OFFICER III	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Social Security Officer III, Scholarship and Professional/Continuing Education Team, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the participation of the System's employees to external learning and development programs such as foreign and local scholarships, training programs, conferences and professional and continuing education programs.	24DRF0205	QUEZON CITY
LEARNING AND DEVELOPMENT DEPARTMENT	PROGRAM DEVELOPMENT SECTION	PROGRAM DEVELOPMENT TEAM II	HUMAN RESOURCE SPECIALIST	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Human Resource Specialist, Program Development Team II, Program Development Section, conducts researches, studies and benchmarking on learning and development programs for rank and file employees and on Training Needs Analysis (TNA) tools/methods; and conceptualizes, develops and enhances learning and development program modules and designs and TNA tools and methods.	24DRF0206	QUEZON CITY
LEARNING AND DEVELOPMENT DEPARTMENT	PROGRAM IMPLEMENTATION SECTION I (OPERATIONS)	PROGRAM IMPLEMENTATION TEAM I	JUNIOR HUMAN RESOURCE ANALYST	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Junior Human Resource Analyst, Program Implementation Team I, Program Implementation Section I (Operations), handles activities relevant to the conduct of simple learning and development programs for managers and supervisors which are relevant to operations services, acts as training facilitator for simple programs and co-facilitator for complex programs, partners with Senior Human Resource Analyst in conducting internal consulting with concerned employees, service providers and consultants on enhancement of program modules and designs, and prepares program implementation reports to management.	24DRF0207	QUEZON CITY
LEARNING AND DEVELOPMENT DEPARTMENT	PROGRAM IMPLEMENTATION SECTION II (SUPPORT)	PROGRAM IMPLEMENTATION TEAM III	JUNIOR HUMAN RESOURCE ANALYST	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Junior Human Resource Analyst, Program Implementation Team III, Program Implementation Section II (Support), handles activities relevant to the conduct of simple learning and development programs for managers and supervisors which are relevant to support services, acts as training facilitator for simple programs and co-facilitator for complex programs, partners with Senior Human Resource Analyst in conducting internal consulting with concerned employees, service providers and consultants on enhancement of program modules and designs, and prepares program implementation reports to management.	24DRF0208	QUEZON CITY

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LIST OF RANK & FILE PLANTILLA VACANCIES FOR FILLING-UP

OFFICE	SECTION	TEAM	POSITION	JOB GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	VACANCY CODE	PLACE OF ASSIGNMENT
LEARNING AND DEVELOPMENT DEPARTMENT	PROGRAM IMPLEMENTATION SECTION II (SUPPORT)	PROGRAM IMPLEMENTATION TEAM IV	SENIOR HUMAN RESOURCE ANALYST	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Senior Human Resource Analyst, Program Implementation Team IV, Program Implementation Section II (Support), handles activities relevant to the conduct of simple and complex learning and development programs for rank and file employees which are relevant to support services, acts as training facilitator and resource speaker on simple and complex topics, conducts internal consulting with concerned employees, service providers and consultants on enhancement of program modules and designs, and prepares program implementation reports to management.	24DRF0209	QUEZON CITY
LEARNING AND DEVELOPMENT DEPARTMENT	PROGRAM EVALUATION AND TESTING SECTION	(blank)	JUNIOR HUMAN RESOURCE ANALYST	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Junior Human Resource Analyst, Program Evaluation and Testing Section, develops or enhances training test materials based on researches, studies, benchmarks and evaluation of learning and development programs conducted, administers training evaluation tools and test materials, evaluates results and prepares reports for concerned training units, resource speakers and consultants.	24DRF0210	QUEZON CITY
PERFORMANCE MANAGEMENT AND EMPLOYEE RELATIONS DEPARTMENT	OFFICE OF THE HEAD	(blank)	JUNIOR EXECUTIVE ASSISTANT	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Junior Executive Assistant, Performance Management and Employee Relations Department, provides administrative support to the unit.	24DRF0211	QUEZON CITY
PERFORMANCE MANAGEMENT AND EMPLOYEE RELATIONS DEPARTMENT	PERFORMANCE MANAGEMENT SECTION	(blank)	CORPORATE EXECUTIVE OFFICER III	13	(Step 1) 108,013.00 to (Step 8) 135,016.00	The Corporate Executive Officer III, Performance Management Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to validation/development/revision of enhancement of performance measures and standards and the enhancement of performance evaluation programs/projects.	24DRF0212	QUEZON CITY
PERFORMANCE MANAGEMENT AND EMPLOYEE RELATIONS DEPARTMENT	PERFORMANCE MANAGEMENT SECTION	PERFORMANCE EVALUATION TEAM	JUNIOR HUMAN RESOURCE ANALYST	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Junior Human Resource Analyst, Performance Evaluation Team, Performance Management Section, implements performance evaluation programs/projects and analyzes results of performance assessment, identifies performance gaps and recommends interventions, acts as resource speaker during interventions, consolidates and evaluates contents of performance evaluation ratings database, and answers queries/concerns relative to performance evaluation.	24DRF0213	QUEZON CITY
PERFORMANCE MANAGEMENT AND EMPLOYEE RELATIONS DEPARTMENT	PERFORMANCE MANAGEMENT SECTION	PERFORMANCE MEASURES AND STANDARDS TEAM	SENIOR HUMAN RESOURCE ANALYST	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Senior Human Resource Analyst, Performance Measures and Standards Team, Performance Management Section, validates performance measures and standards using appropriate assessment tools and methodologies and deploys approved measures and standards to users, acts as resource speaker during meetings/focus group discussions/orientations/trainings, answers queries and clarifies issues/concerns relative to performance measures and standards, facilitates meetings/focus group discussions with concerned units heads for validation of information, monitors the use of performance measures and standards in performance evaluation and reviews contents of database on performance measures and standards.	24DRF0214	QUEZON CITY
PERFORMANCE MANAGEMENT AND EMPLOYEE RELATIONS DEPARTMENT	INCENTIVES AND REWARDS MANAGEMENT SECTION	(blank)	SENIOR HUMAN RESOURCE ANALYST	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Senior Human Resource Analyst, Incentives and Rewards Management Section, gathers information for the development/revision/interpretation of policies and guidelines/implementing rules and regulations and for the recommendation on queries/cases involving incentives and rewards, coordinates the implementation of programs/projects/activities under the SSS PRAISE, and conducts/facilitates focus group discussions/meetings to gather or validate information/identify issues and concerns relating to incentives and rewards.	24DRF0215	QUEZON CITY
PERFORMANCE MANAGEMENT AND EMPLOYEE RELATIONS DEPARTMENT	EMPLOYEE WELLNESS SECTION	WELLNESS TEAM	SENIOR HUMAN RESOURCE ANALYST	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Senior Human Resource Analyst, Wellness Team, Employee Wellness Section, evaluates proposals to conduct wellness programs/activities, coordinates, facilitates and monitors wellness programs/activities and prepares executive summary report on the highlights of the conduct of wellness programs/activities.	24DRF0216	QUEZON CITY
PERFORMANCE MANAGEMENT AND EMPLOYEE RELATIONS DEPARTMENT	EMPLOYEE WELLNESS SECTION	CULTURAL AND SPECIAL EVENTS TEAM	SENIOR HUMAN RESOURCE ANALYST <i>To be detailed at Employee Relations Section, Employee Relations Team</i>	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Senior Human Resource Analyst, Cultural and Special Events Team, Employee Wellness Section, evaluates proposals on the creation of cultural clubs, conduct of cultural and special events/programs and employees' participation in internal/external events/programs, coordinates, facilitates and monitors the conduct of approved events/programs, and prepares executive summary report on the highlights of cultural and special events/programs.	24DRF0217	QUEZON CITY
PERFORMANCE MANAGEMENT AND EMPLOYEE RELATIONS DEPARTMENT	EMPLOYEE WELLNESS SECTION	DAY CARE TEAM	HUMAN RESOURCE SPECIALIST	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Human Resource Specialist, Day Care Team, Employee Wellness Section, monitors and studies internal/external issuances, conceptualizes and develops policies/guidelines, establishes linkages with concerned units for matters relative to day care management, and prepares/updates learning materials and methodologies.	24DRF0218	QUEZON CITY
PERFORMANCE MANAGEMENT AND EMPLOYEE RELATIONS DEPARTMENT	EMPLOYEE RELATIONS SECTION	EMPLOYEE COMMUNICATIONS TEAM	JUNIOR HUMAN RESOURCE ANALYST	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Junior Human Resource Analyst, Employee Communications Team, Employee Relations Section, coordinates the conduct of, implements and assists in monitoring programs/activities of the team, conducts interviews/surveys, and consolidates results for the preparation of report and recommendations on program/activity enhancement.	24DRF0219	QUEZON CITY
PERFORMANCE MANAGEMENT AND EMPLOYEE RELATIONS DEPARTMENT	CAREER MANAGEMENT SECTION	TEAM II	SOCIAL SECURITY OFFICER IV	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Social Security Officer IV, Team II, Career Management Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to research and enhancement of succession management programs, preparation and update of Individual Profile of Potential Successors (IPPS), and maintenance of relative databases.	24DRF0220	QUEZON CITY

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INFORMATION TECHNOLOGY MANAGEMENT GROUP								
INFORMATION TECHNOLOGY MANAGEMENT GROUP	OFFICE OF THE HEAD		JUNIOR TECHNICAL ASSISTANT	13	(Step 1) 108,013.00 to (Step 8) 135,016.00	The Junior Technical Assistant, Information Technology Management Group, supervises the activities of the administrative staff in the unit and provides technical support to the head of group.	24DRF0221	QUEZON CITY
PROGRAM SERVICES DIVISION								
IT GOVERNANCE AND STANDARDS DEPARTMENT	OFFICE OF THE HEAD		JUNIOR EXECUTIVE ASSISTANT	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Junior Executive Assistant, IT Governance and Standards Department, provides administrative support to the unit.	24DRF0222	QUEZON CITY
IT GOVERNANCE AND STANDARDS DEPARTMENT	IT STANDARDS SECTION	HARDWARE AND SOFTWARE TEAM	SOCIAL SECURITY OFFICER IV	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Social Security Officer IV, Hardware and Software Team, IT Standards Section, supervises the team's activities and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the development and updating of IT standards for IT infrastructure, database, network, security, application systems and computer operations, updating of Standards Compendium of approved IT standards, maintenance of Standards Website, and conduct of awareness training on existing IT standards.	24DRF0223	QUEZON CITY
IT GOVERNANCE AND STANDARDS DEPARTMENT	IT STANDARDS SECTION	PROCEDURES AND PERFORMANCE TEAM	SOCIAL SECURITY OFFICER IV	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Social Security Officer IV, Procedure and Performance Team, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the development and updating of IT policies and procedures, performance metrics and service level agreements in coordination with concerned Information Technology Management Group (ITMG) units, updating of Standards Compendium of approved IT standards, performance metrics and service level agreements, and conducts awareness training on existing IT standards.	24DRF0224	QUEZON CITY
IT GOVERNANCE AND STANDARDS DEPARTMENT	IT COMPLIANCE SECTION		JUNIOR SPECIALIST	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Junior Specialist, IT Compliance Section, facilitates technical review sessions, coordinates the publication of all approved compliance assessment reports and technical review sessions, discusses the results and recommendations of compliance evaluations, conducts compliance reviews, and prepares and maintains compliance review checklist.	24DRF0225	QUEZON CITY
PROJECT MANAGEMENT OFFICE	PROJECT MANAGEMENT SUPPORT SECTION		SENIOR SPECIALIST	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Senior Specialist, Project Management Support Section, prepares project charts, bid tender documents, work breakdown structure and project management tools, conducts training for project teams on project management tools and best practices, and analyzes technical market research data to support project teams.	24DRF0226	QUEZON CITY
PROJECT MANAGEMENT OFFICE	PROJECT MANAGEMENT SUPPORT SECTION		JUNIOR SPECIALIST	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Junior Specialist, Project Management Support Section, facilitates technology update session, coordinates and provides shared project resources, prepares and coordinates the functional and technical specification on ITC equipment to project management teams, and monitors and updates the work breakdown structure of assigned projects.	24DRF0227	QUEZON CITY
INFORMATION SYSTEMS SECURITY DEPARTMENT	ACCESS/IDENTITY MANAGEMENT SECTION		JUNIOR ANALYST	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Junior Analyst, Access/Identity Management Section, gathers, studies and analyzes data for the design of application systems relevant to security access controls, implements security access control policies, provides support during initial production period and documents all corrective measures necessary for programs.	24DRF0228	QUEZON CITY
INFORMATION SYSTEMS SECURITY DEPARTMENT	INFORMATION SECURITY MANAGEMENT SECTION	THREAT/RISK MANAGEMENT TEAM	SOCIAL SECURITY OFFICER IV	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Social Security Officer IV, Threat/Risk Management Team, Information Security Management Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the implementation of the Information Systems Security Policies (ISSP) and various information system security solutions across all IT environments to prevent both internal and external breaches and security attacks and conduct of Vulnerability Assessment and Penetration Testing to evaluate and identify possible security breaches and recommending solutions and security enhancements.	24DRF0229	QUEZON CITY
IT OPERATIONS DIVISION								
IT OPERATIONS ANALYSIS DEPARTMENT	OFFICE OF THE HEAD		JUNIOR EXECUTIVE ASSISTANT	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Junior Executive Assistant, IT Operations Analysis Department, provides administrative support to the unit.	24DRF0230	QUEZON CITY

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IT OPERATIONS ANALYSIS DEPARTMENT	ICT OPERATIONS MONITORING SECTION		CORPORATE EXECUTIVE OFFICER III	13	(Step 1) 108,013.00 to (Step 8) 135,016.00	The Corporate Executive Officer III, ICT Operations Monitoring Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the conduct of 24/7 systems performance monitoring of network, server and application systems vis-à-vis service level agreements (SLA), issuance of corresponding alerts, preparation of reports on network, server and application systems performance, monitoring and gathering of data on ICT operations performance with SLA and recommendation of improvement on the SLA.	24DRF0231	QUEZON CITY
IT OPERATIONS ANALYSIS DEPARTMENT	ICT OPERATIONS MONITORING SECTION	INFRASTRUCTURE MONITORING TEAM	COMPUTER MAINTENANCE TECHNOLOGIST III	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Computer Maintenance Technologist III, Infrastructure Monitoring Team, ICT Operations Monitoring Section, conducts 24/7 systems performance monitoring of application systems vis-a-vis service level agreements (SLA), logs application system alerts in the Information Technology Management System (ITMS), prepares application system alerts, and prepares reports on application system performance.	24DRF0232	QUEZON CITY
IT OPERATIONS ANALYSIS DEPARTMENT	ICT OPERATIONS MONITORING SECTION	INFRASTRUCTURE MONITORING TEAM	COMPUTER MAINTENANCE TECHNOLOGIST III	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Computer Maintenance Technologist III, Infrastructure Monitoring Team, ICT Operations Monitoring Section, conducts 24/7 systems performance monitoring of application systems vis-a-vis service level agreements (SLA), logs application system alerts in the Information Technology Management System (ITMS), prepares application system alerts, and prepares reports on application system performance.	24DRF0233	QUEZON CITY
IT OPERATIONS ANALYSIS DEPARTMENT	ICT OPERATIONS ANALYSIS SECTION	ICT ANALYSIS TEAM	SOCIAL SECURITY OFFICER IV	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Social Security Officer IV, ICT Analysis Team, ICT Operations Analysis Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to gathering, analyzing and interpreting ICT operations data and recommending strategies to improve efficiency.	24DRF0234	QUEZON CITY
DATA CENTER OPERATIONS DEPARTMENT	OPERATIONS CONTROL SECTION	SCHEDULING/MONITORING TEAM	COMPUTER MAINTENANCE TECHNOLOGIST II	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Computer Maintenance Technologist II, Scheduling/Monitoring Team, Operations Control Section, performs scheduling and allocation of required IT supplies and materials (e.g., forms, checks, media) to ensure efficient and timely processing of Registration and Coverage, E-Payment, Loans Repayment and Pre-Posting of Contributions Payments application systems.	24DRF0235	QUEZON CITY
DATA CENTER OPERATIONS DEPARTMENT	COMPUTER PROCESSING SECTION	PRODUCTION SYSTEMS TEAM I (SHIFT 1 - 7:00 AM - 3:30 PM)	SOCIAL SECURITY OFFICER III	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Social Security Officer III, Production Systems Team I (Shift 1 – 7:00 AM – 3:30 PM), Computer Processing Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the execution, control and monitoring of processing of scheduled jobs, monitoring of computer systems availability and environmental conditions, and operation of the Primary and Secondary Data Centers.	24DRF0236	QUEZON CITY
DATA CENTER OPERATIONS DEPARTMENT	COMPUTER PROCESSING SECTION	PRODUCTION SYSTEMS TEAM I (SHIFT 1 - 7:00 AM - 3:30 PM)	JUNIOR COMPUTER OPERATOR	8	(Step 1) 32,121.00 to (Step 8) 35,976.00	The Junior Computer Operator, Production Systems Team I (Shift 1 – 7:00 AM – 3:30 PM), Computer Processing Section, executes scheduled jobs for Registration and Coverage, E-Payment, Loans Repayment and Pre-Posting of Contributions Payments application systems according to runsheet, analyzes hardware/application problems such as operational discrepancies, job aborts and network issues and provides first level resolution, operates the backup files for processed jobs, and reports all unresolved problems encountered during operations.	24DRF0237	QUEZON CITY
DATA CENTER OPERATIONS DEPARTMENT	COMPUTER PROCESSING SECTION	PRODUCTION SYSTEMS TEAM II (SHIFT 2 - 3:00 PM - 11:30 PM)	SOCIAL SECURITY OFFICER III	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Social Security Officer III, Production Systems Team II (Shift 2 – 3:00 PM – 11:30 PM), Computer Processing Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the execution, control and monitoring of processing of scheduled jobs, monitoring of computer systems availability and environmental conditions, and operation of the Primary and Secondary Data Centers.	24DRF0238	QUEZON CITY
DATA CENTER OPERATIONS DEPARTMENT	COMPUTER PROCESSING SECTION	PRODUCTION SYSTEMS TEAM III (SHIFT 3 - 11:00 PM - 7:30 AM)	SOCIAL SECURITY OFFICER III	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Social Security Officer III, Production Systems Team III (Shift 3 – 11:00 PM – 7:30 AM), Computer Processing Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the execution, control and monitoring of processing of scheduled jobs, monitoring of computer systems availability and environmental conditions, and operation of the Primary and Secondary Data Centers.	24DRF0239	QUEZON CITY
IT RESOURCE MANAGEMENT DEPARTMENT	ICT ASSET INVENTORY AND CONTRACT MANAGEMENT SECTION		CORPORATE EXECUTIVE OFFICER III	13	(Step 1) 108,013.00 to (Step 8) 135,016.00	The Corporate Executive Officer III, IT Asset Inventory and Contract Management Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the conduct of asset inventory of IT resources and administration of IT contracts.	24DRF0240	QUEZON CITY
IT RESOURCE MANAGEMENT DEPARTMENT	ICT ASSET INVENTORY AND CONTRACT MANAGEMENT SECTION	ICT ASSET INVENTORY TEAM	SOCIAL SECURITY OFFICER IV	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Social Security Officer IV, IT Asset Inventory Team2, IT Asset Inventory and Contract Management Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the evaluation of IT resource requests for Main Office departments/offices, conduct of periodic asset inventory of IT resources, and maintains, update and control records of IT resources inventory in the Information Technology Management System (ITMS).	24DRF0241	QUEZON CITY

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IT RESOURCE MANAGEMENT DEPARTMENT	ICT ASSET INVENTORY AND CONTRACT MANAGEMENT SECTION	ICT ASSET INVENTORY TEAM	COMPUTER MAINTENANCE TECHNOLOGIST II	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Computer Maintenance Technologist II, IT Asset Inventory Team2, IT Asset Inventory and Contract Management Section, evaluates IT resource requests for Main Office departments/offices, conducts system wide physical inventory of all IT resources periodically, encodes, updates and maintains records in the Information Technology Management System (ITMS) and processes clearance requests of employees.	24DRF0242	QUEZON CITY
IT RESOURCE MANAGEMENT DEPARTMENT	ICT ASSET PROCUREMENT, ACCEPTANCE AND DEPLOYMENT SECTION		SENIOR SPECIALIST	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Senior Specialist, IT Asset Procurement, Acceptance and Deployment Section, develops and updates the deployment plan for procured IT resources, prepares and consolidates estimated budget for IT resources requirements system wide, and endorses procurement and deploys end-users IT resource requirements on a timely manner.	24DRF0243	QUEZON CITY
IT RESOURCE MANAGEMENT DEPARTMENT	ICT ASSET PROCUREMENT, ACCEPTANCE AND DEPLOYMENT SECTION		COMPUTER MAINTENANCE TECHNOLOGIST III	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Computer Maintenance Technologist III, IT Asset Procurement, Acceptance and Deployment Section, inspects and tests procured IT resources, provides technical support in the installation of IT resources, receives, records and diagnoses defective IT resources and prepares certifications and other documents.	24DRF0244	QUEZON CITY
ICT SUPPORT SERVICES DIVISION								
ICT SUPPORT SERVICES DIVISION	OFFICE OF THE HEAD		JUNIOR TECHNICAL ASSISTANT	13	(Step 1) 108,013.00 to (Step 8) 135,016.00	The Junior Technical Assistant, ICT Support Services Division, supervises the activities of the administrative staff in the unit and provides technical support to the head of division.	24DRF0245	QUEZON CITY
TECHNICAL SUPPORT DEPARTMENT	OFFICE OF THE HEAD		JUNIOR EXECUTIVE ASSISTANT	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Junior Executive Assistant, Technical Support Department, provides administrative support to the unit.	24DRF0246	QUEZON CITY
TECHNICAL SUPPORT DEPARTMENT	HELP DESK OPERATIONS SECTION	HELP DESK SHIFT 1	JUNIOR SPECIALIST	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Junior Specialist, Help Desk Shift 1, Help Desk Operations Section, receives incident reports from internal users of ICT resources and logs into the Information Technology Management System (ITMS), resolves reported first level ICT incidents, escalates second and third level ICT incidents to concerned ITMG units, monitors the status and resolution of reported incidents, and prepares reports relevant to the operations of the unit.	24DRF0247	QUEZON CITY
TECHNICAL SUPPORT DEPARTMENT	HELP DESK OPERATIONS SECTION	HELP DESK SHIFT 1	COMPUTER MAINTENANCE TECHNOLOGIST II	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Computer Maintenance Technologist II, Help Desk Shift 1, Help Desk Operations Section, receives incident reports from internal users of ICT resources and logs into the Information Technology Management System (ITMS), resolves reported first level ICT incidents, refers second and third level ICT incidents to the Junior Specialist, Help Desk Shift 1, and monitors the status and resolution of reported incidents.	24DRF0248	QUEZON CITY
TECHNICAL SUPPORT DEPARTMENT	HELP DESK OPERATIONS SECTION	HELP DESK SHIFT 2	JUNIOR SPECIALIST	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Junior Specialist, Help Desk Shift 2, Help Desk Operations Section, receives incident reports from internal users of ICT resources and logs into the Information Technology Management System (ITMS), resolves reported first level ICT incidents, escalates second and third level ICT incidents to concerned ITMG units, monitors the status and resolution of reported incidents, and prepares reports relevant to the operations of the unit.	24DRF0249	QUEZON CITY
TECHNICAL SUPPORT DEPARTMENT	WORKSTATION ADMINISTRATION SECTION		JUNIOR SPECIALIST	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Junior Specialist, Workstation Administration Section, customizes and maintains newly-acquired or existing PC workstations and other devices, installs and maintains software packages, documents installation, configuration and standardization procedures, resolves installation problems, diagnoses and resolves assigned simple and hardcore cases, and prepares reports relevant to the operations of the unit.	24DRF0250	QUEZON CITY
HOSTING SERVICES DEPARTMENT	HARDWARE ADMINISTRATION AND SUPPORT SECTION		CORPORATE EXECUTIVE OFFICER III	13	(Step 1) 108,013.00 to (Step 8) 135,016.00	The Corporate Executive Officer III, Hardware Administration and Support Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to server acquisition, provisioning, administration, monitoring and tuning of servers for optimized performance, provision of support for the implementation of System Change Requests (SCRs) and resolution of hardware or server related problems.	24DRF0251	QUEZON CITY
HOSTING SERVICES DEPARTMENT	SOFTWARE ADMINISTRATION AND SUPPORT SECTION		CORPORATE EXECUTIVE OFFICER III	13	(Step 1) 108,013.00 to (Step 8) 135,016.00	The Corporate Executive Officer III, Software Administration and Support Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the installation and upgrading of operating systems software and application server software and related packages, development and implementation of backup and recovery procedures, and provision of support for the implementation of System Change Requests (SCRs) and resolution of software related problems.	24DRF0252	QUEZON CITY
HOSTING SERVICES DEPARTMENT	SOFTWARE ADMINISTRATION AND SUPPORT SECTION	TEAM I	JUNIOR SPECIALIST	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Junior Specialist, Team I, Software Administration and Support Section, develops installation and implementation strategies for operating systems software, application server software and related packages and provides technical support to customer/users on software related queries and problems.	24DRF0253	QUEZON CITY

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NETWORK AND COMMUNICATIONS DEPARTMENT	OFFICE OF THE HEAD		JUNIOR EXECUTIVE ASSISTANT	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Junior Executive Assistant, Network and Communications Department, provides administrative support to the unit.	24DRF0254	QUEZON CITY
NETWORK AND COMMUNICATIONS DEPARTMENT	NETWORK MANAGEMENT SECTION		SENIOR SPECIALIST	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Senior Specialist, Network Management Section, develops plans, policies and procedures on the installation, configuration, upgrade and monitoring of network and communications resources and designs, develops and implements network topologies for virtual LAN and WAN applications.	24DRF0255	QUEZON CITY
NETWORK AND COMMUNICATIONS DEPARTMENT	CARRIER MANAGEMENT SECTION		CORPORATE EXECUTIVE OFFICER III	13	(Step 1) 108,013.00 to (Step 8) 135,016.00	The Corporate Executive Officer III, Carrier Management Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to overall management of the public carrier networks to meet user service requirements.	24DRF0256	QUEZON CITY
NETWORK AND COMMUNICATIONS DEPARTMENT	CARRIER MANAGEMENT SECTION		COMPUTER MAINTENANCE TECHNOLOGIST III	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Computer Maintenance Technologists III, Carrier Management Section, performs troubleshooting of problems in network links and equipment, monitors and reports connectivity issues for immediate resolution, and provides updates to branches, offices and other organizational units in case of connectivity problem.	24DRF0257	QUEZON CITY
NETWORK AND COMMUNICATIONS DEPARTMENT	NETWORK OPERATIONS AND SUPPORT SECTION	MAIN OFFICE AND NCR SUPPORT TEAM	JUNIOR SPECIALIST	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Junior Specialist, Main Office and NCR Support Team, Network Operations and Support Section, monitors and reports utilization and performance of fax machines and VOIP at end user level, documents network implementation of branches, departments and offices, and resolves complex issues in specialized area based on existing solutions and procedures.	24DRF0258	QUEZON CITY
NETWORK AND COMMUNICATIONS DEPARTMENT	NETWORK OPERATIONS AND SUPPORT SECTION	LUZON, VISAYAS AND MINDANAO SUPPORT TEAM	COMPUTER MAINTENANCE TECHNOLOGIST III	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Computer Maintenance Technologist III, Luzon, Visayas and Mindanao Support Team, Network Operations and Support Section, designs, installs and maintains the structured cabling system and conducts maintenance, relocation and repair of all network related facilities and equipment for Luzon, Visayas and Mindanao branches and service offices.	24DRF0259	CEBU CITY
NETWORK AND COMMUNICATIONS DEPARTMENT	NETWORK OPERATIONS AND SUPPORT SECTION	LUZON, VISAYAS AND MINDANAO SUPPORT TEAM	COMPUTER MAINTENANCE TECHNOLOGIST III	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Computer Maintenance Technologist III, Luzon, Visayas and Mindanao Support Team, Network Operations and Support Section, designs, installs and maintains the structured cabling system and conducts maintenance, relocation and repair of all network related facilities and equipment for Luzon, Visayas and Mindanao branches and service offices.	24DRF0260	CAGAYAN DE ORO CITY
NETWORK AND COMMUNICATIONS DEPARTMENT	NETWORK OPERATIONS AND SUPPORT SECTION	LUZON, VISAYAS AND MINDANAO SUPPORT TEAM	COMPUTER MAINTENANCE TECHNOLOGIST II	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Computer Maintenance Technologist II, Luzon, Visayas and Mindanao Support Team, Network Operations and Support Section, conducts maintenance, relocation and repair of all network related facilities and equipment for Luzon, Visayas and Mindanao branches and service offices.	24DRF0261	BATANGAS CITY
IT SOLUTIONS DIVISION								
INFORMATION SYSTEMS DEPARTMENT I	CONTRIBUTIONS POSTING SECTION		SENIOR SPECIALIST	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Senior Specialist, Contributions Posting Section, supervises project team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the development, documentation and maintenance of application systems for the posting of contributions of employees, employer, self-employed, voluntary members, flexi-fund and provident fund.	24DRF0262	QUEZON CITY
INFORMATION SYSTEMS DEPARTMENT I	PROGRAMMING STAFF		JUNIOR SPECIALIST	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Junior Specialist, Programming Staff, develops, documents and maintains application systems assigned by the project team head.	24DRF0263	QUEZON CITY
INFORMATION SYSTEMS DEPARTMENT I	PROGRAMMING STAFF		JUNIOR SPECIALIST	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Junior Specialist, Programming Staff, develops, documents and maintains application systems assigned by the project team head.	24DRF0264	QUEZON CITY
INFORMATION SYSTEMS DEPARTMENT I	PROGRAMMING STAFF		SENIOR PROGRAMMER	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Senior Programmer, Programming Staff, develops, documents and maintains application systems assigned by the project team head.	24DRF0265	QUEZON CITY
INFORMATION SYSTEMS DEPARTMENT I	PROGRAMMING STAFF		SENIOR PROGRAMMER	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Senior Programmer, Programming Staff, develops, documents and maintains application systems assigned by the project team head.	24DRF0266	QUEZON CITY
INFORMATION SYSTEMS DEPARTMENT I	PROGRAMMING STAFF		JUNIOR PROGRAMMER	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Junior Programmer, Programming Staff, develops, documents and maintains application systems assigned by the project team head.	24DRF0267	QUEZON CITY
INFORMATION SYSTEMS DEPARTMENT I	PROGRAMMING STAFF		JUNIOR PROGRAMMER	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Junior Programmer, Programming Staff, develops, documents and maintains application systems assigned by the project team head.	24DRF0268	QUEZON CITY

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LIST OF RANK & FILE PLANTILLA VACANCIES FOR FILLING-UP

OFFICE	SECTION	TEAM	POSITION	JOB GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	VACANCY CODE	PLACE OF ASSIGNMENT
INFORMATION SYSTEMS DEPARTMENT II	DISABILITY AND RETIREMENT BENEFIT SECTION		CORPORATE EXECUTIVE OFFICER III	13	(Step 1) 108,013.00 to (Step 8) 135,016.00	The Corporate Executive Officer III, Disability and Retirement Benefits Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the development, maintenance and monitoring of computer application systems which support the delivery of the disability and retirement benefits to members of the System.	24DRF0269	QUEZON CITY
INFORMATION SYSTEMS DEPARTMENT II	SICKNESS, MATERNITY AND EC MEDICAL BENEFITS SECTION		CORPORATE EXECUTIVE OFFICER III	13	(Step 1) 108,013.00 to (Step 8) 135,016.00	The Corporate Executive Officer III, Sickness, Maternity and EC Medical Benefit Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to development, maintenance and monitoring of computer application systems which support the delivery of the sickness, maternity and EC medical benefits to members of the System.	24DRF0270	QUEZON CITY
INFORMATION SYSTEMS DEPARTMENT II	PROGRAMMING STAFF		JUNIOR SPECIALIST	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Junior Specialist, Programming Staff, develops, documents and maintains application systems assigned by the project team head.	24DRF0271	QUEZON CITY
INFORMATION SYSTEMS DEPARTMENT II	PROGRAMMING STAFF		JUNIOR SPECIALIST	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Junior Specialist, Programming Staff, develops, documents and maintains application systems assigned by the project team head.	24DRF0272	QUEZON CITY
INFORMATION SYSTEMS DEPARTMENT II	PROGRAMMING STAFF		SENIOR PROGRAMMER	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Senior Programmer, Programming Staff, develops, documents and maintains application systems assigned by the project team head.	24DRF0273	QUEZON CITY
INFORMATION SYSTEMS DEPARTMENT II	PROGRAMMING STAFF		SENIOR PROGRAMMER	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Senior Programmer, Programming Staff, develops, documents and maintains application systems assigned by the project team head.	24DRF0274	QUEZON CITY
INFORMATION SYSTEMS DEPARTMENT II	PROGRAMMING STAFF		SENIOR PROGRAMMER	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Senior Programmer, Programming Staff, develops, documents and maintains application systems assigned by the project team head.	24DRF0275	QUEZON CITY
INFORMATION SYSTEMS DEPARTMENT II	PROGRAMMING STAFF		SENIOR PROGRAMMER	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Senior Programmer, Programming Staff, develops, documents and maintains application systems assigned by the project team head.	24DRF0276	QUEZON CITY
INFORMATION SYSTEMS DEPARTMENT II	PROGRAMMING STAFF		JUNIOR PROGRAMMER	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Junior Programmer, Programming Staff, develops, documents and maintains application systems assigned by the project team head.	24DRF0277	QUEZON CITY
INFORMATION SYSTEMS DEPARTMENT II	PROGRAMMING STAFF		JUNIOR PROGRAMMER	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Junior Programmer, Programming Staff, develops, documents and maintains application systems assigned by the project team head.	24DRF0278	QUEZON CITY
INFORMATION SYSTEMS DEPARTMENT III	CASH MANAGEMENT AND PAYMENT CHANNELS SECTION		SENIOR SPECIALIST	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Senior Specialist, Cash Management and Payment Channels Section, supervises the project team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the development, maintenance and monitoring of computer application systems which support the delivery of application systems for cash management and payment channels for the duration of the assigned project.	24DRF0279	QUEZON CITY
INFORMATION SYSTEMS DEPARTMENT III	PROGRAMMING STAFF		SENIOR PROGRAMMER	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Senior Programmer, Programming Staff, develops, documents and maintains application systems assigned by the project team head.	24DRF0280	QUEZON CITY
INFORMATION SYSTEMS DEPARTMENT III	PROGRAMMING STAFF		SENIOR PROGRAMMER	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Senior Programmer, Programming Staff, develops, documents and maintains application systems assigned by the project team head.	24DRF0281	QUEZON CITY
INFORMATION SYSTEMS DEPARTMENT III	PROGRAMMING STAFF		SENIOR PROGRAMMER	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Senior Programmer, Programming Staff, develops, documents and maintains application systems assigned by the project team head.	24DRF0282	QUEZON CITY
INFORMATION SYSTEMS DEPARTMENT III	PROGRAMMING STAFF		JUNIOR PROGRAMMER	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Junior Programmer, Programming Staff, develops, documents and maintains application systems assigned by the project team head.	24DRF0283	QUEZON CITY
INFORMATION SYSTEMS DEPARTMENT III	PROGRAMMING STAFF		JUNIOR PROGRAMMER	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Junior Programmer, Programming Staff, develops, documents and maintains application systems assigned by the project team head.	24DRF0284	QUEZON CITY

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OFFICE	SECTION	TEAM	POSITION	JOB GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	VACANCY CODE	PLACE OF ASSIGNMENT
INFORMATION SYSTEMS DEPARTMENT III	PROGRAMMING STAFF		JUNIOR PROGRAMMER	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Junior Programmer, Programming Staff, develops, documents and maintains application systems assigned by the project team head.	24DRF0285	QUEZON CITY
INFORMATION SYSTEMS DEPARTMENT IV	ADMINISTRATION AND GENERAL SERVICES SYSTEMS SECTION		SENIOR SPECIALIST	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Senior Specialist, Administration and General Services Systems Section, supervises the project team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the development, maintenance and monitoring of computer application systems which support the delivery of application systems for administration and general services for the duration of the assigned project.	24DRF0286	QUEZON CITY
INFORMATION SYSTEMS DEPARTMENT IV	LEGAL AND SUPPORT SERVICES SYSTEMS SECTION		SENIOR SPECIALIST	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Senior Specialist, Legal and Support Services Systems Section, supervises the project team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the development, maintenance and monitoring of computer application systems which support the delivery of application systems for legal and support services for the duration of the assigned project.	24DRF0287	QUEZON CITY
INFORMATION SYSTEMS DEPARTMENT IV	LEGAL AND SUPPORT SERVICES SYSTEMS SECTION		SENIOR SPECIALIST	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Senior Specialist, Legal and Support Services Systems Section, supervises the project team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the development, maintenance and monitoring of computer application systems which support the delivery of application systems for legal and support services for the duration of the assigned project.	24DRF0288	QUEZON CITY
INFORMATION SYSTEMS DEPARTMENT IV	PORTAL SYSTEMS SECTION		SENIOR SPECIALIST	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Senior Specialist, Portal Systems Section, supervises the project team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the development, maintenance and monitoring of computer application systems which support the delivery of application systems for member and SSS employees for the duration of the assigned project.	24DRF0289	QUEZON CITY
INFORMATION SYSTEMS DEPARTMENT IV	PROGRAMMING STAFF		JUNIOR SPECIALIST	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Junior Specialist, Programming Staff, develops, documents and maintains application systems assigned by the project team head.	24DRF0290	QUEZON CITY
INFORMATION SYSTEMS DEPARTMENT IV	PROGRAMMING STAFF		JUNIOR SPECIALIST	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Junior Specialist, Programming Staff, develops, documents and maintains application systems assigned by the project team head.	24DRF0291	QUEZON CITY
INFORMATION SYSTEMS DEPARTMENT IV	PROGRAMMING STAFF		SENIOR PROGRAMMER	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Senior Programmer, Programming Staff, develops, documents and maintains application systems assigned by the project team head.	24DRF0292	QUEZON CITY
INFORMATION SYSTEMS DEPARTMENT IV	PROGRAMMING STAFF		SENIOR PROGRAMMER	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Senior Programmer, Programming Staff, develops, documents and maintains application systems assigned by the project team head.	24DRF0293	QUEZON CITY
INFORMATION SYSTEMS DEPARTMENT IV	PROGRAMMING STAFF		SENIOR PROGRAMMER	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Senior Programmer, Programming Staff, develops, documents and maintains application systems assigned by the project team head.	24DRF0294	QUEZON CITY
INFORMATION SYSTEMS DEPARTMENT IV	PROGRAMMING STAFF		JUNIOR PROGRAMMER	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Junior Programmer, Programming Staff, develops, documents and maintains application systems assigned by the project team head.	24DRF0295	QUEZON CITY
INFORMATION SYSTEMS DEPARTMENT IV	PROGRAMMING STAFF		JUNIOR PROGRAMMER	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Junior Programmer, Programming Staff, develops, documents and maintains application systems assigned by the project team head.	24DRF0296	QUEZON CITY
INFORMATION SYSTEMS DEPARTMENT IV	PROGRAMMING STAFF		JUNIOR PROGRAMMER	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Junior Programmer, Programming Staff, develops, documents and maintains application systems assigned by the project team head.	24DRF0297	QUEZON CITY
DATA AND INFORMATION SERVICES DEPARTMENT	DATABASE ADMINISTRATION SECTION		JUNIOR SPECIALIST	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Junior Specialist, Database Administration Section, designs and programs special utilities needed to fine-tune database performance, formulates installation and implementation strategies for database management system, monitors database performance and utilization, and resolves database-related incidents.	24DRF0298	QUEZON CITY
DATA AND INFORMATION SERVICES DEPARTMENT	DATABASE DESIGN SECTION		INFORMATION SYSTEMS ANALYST III	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Information Systems Analyst III, Database Design Section, develops programs and scripts for database setup, management, and maintenance, designs and converts program logic into computer programs, makes changes/enhancement to programs, prepares completed program package, and resolves simple database-related incidents.	24DRF0299	QUEZON CITY

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LIST OF RANK & FILE PLANTILLA VACANCIES FOR FILLING-UP

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DATA AND INFORMATION SERVICES DEPARTMENT	DATA ANALYTICS AND REPORTING SECTION		CORPORATE EXECUTIVE OFFICER III	13	(Step 1) 108,013.00 to (Step 8) 135,016.00	The Corporate Executive Officer III, Data Analytics and Reporting Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the design, development, and maintenance of data analytics and management report generation systems.	24DRF0300	QUEZON CITY
LEGAL AND ENFORCEMENT GROUP								
EMPLOYER DELINQUENCY MONITORING DEPARTMENT	COLLECTION SECTION		CORPORATE EXECUTIVE OFFICER II	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Corporate Executive Officer II, Collection Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the management and monitoring of collection and compliance of delinquent employer accounts (DEAs) to Social Security (SS) Law in coordination with appropriate organizational units.	24DRF0301	MAKATI CITY
EMPLOYER DELINQUENCY MONITORING DEPARTMENT	COLLECTION SECTION		LEGAL ENFORCEMENT OFFICER	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Legal Enforcement Officer, Collection Section, manages and monitors collection and compliance of delinquent employer accounts (DEAs) to Social Security (SS) Law.	24DRF0302	CAGAYAN DE ORO CITY
CORPORATE LEGAL SERVICES DIVISION								
CORPORATE LEGAL SERVICES DIVISION	OFFICE OF THE HEAD		SENIOR ADMINISTRATIVE ASSISTANT	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Senior Administrative Assistant, Corporate Legal Services Division, provides administrative support to the head of division.	24DRF0303	QUEZON CITY
LEGISLATIVE AFFAIRS DEPARTMENT	OFFICE OF THE HEAD		JUNIOR COMMUNICATIONS ANALYST	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Junior Communications Analyst, Legislative Affairs Department, facilitates and provides assistance in the conduct of sponsorship presentations and forums relative to the advancement of Social Security System's (SSS') legislative agenda.	24DRF0304	QUEZON CITY
GOVERNANCE AND ADMINISTRATIVE ADJUDICATION DEPARTMENT	OFFICE OF THE HEAD		LEGAL RESEARCHER	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Legal Researcher, Governance and Administrative Adjudication Department, conducts legal research and prepares reports needed in the preparation of formal charge/notice of charge, pleadings, and other legal documents pertaining to administrative cases filed against Social Security System (SSS) employees concerning violations of good governance laws and rules (e.g., GOCC Governance Act of 2011, Civil Service Law and Rules).	24DRF0305	QUEZON CITY
DOCUMENTATION AND CONVEYANCING DEPARTMENT	OFFICE OF THE HEAD		JUNIOR EXECUTIVE ASSISTANT	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Junior Executive Assistant, Documentation and Conveyancing Department, provides administrative support to the unit.	24DRF0306	QUEZON CITY
SPECIAL INVESTIGATION DEPARTMENT	FRAUD LABORATORY SECTION		FINGERPRINT SPECIALIST	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Fingerprint Specialist, Fraud Laboratory Section, examines and validates fingerprints of Social Security System (SSS) members with rejected Unified Multi-purpose Identification (UMID) enrollment records identified and referred by Identity Management Department including cases referred by other organizational units, and prepares examination reports and conclusive opinions relative to identity-related and fraudulent cases.	24DRF0307	QUEZON CITY
SPECIAL INVESTIGATION DEPARTMENT	FRAUD LABORATORY SECTION		FINGERPRINT SPECIALIST	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Fingerprint Specialist, Fraud Laboratory Section, examines and validates fingerprints of Social Security System (SSS) members with rejected Unified Multi-purpose Identification (UMID) enrollment records identified and referred by Identity Management Department including cases referred by other organizational units, and prepares examination reports and conclusive opinions relative to identity-related and fraudulent cases.	24DRF0308	QUEZON CITY
SPECIAL INVESTIGATION DEPARTMENT	FRAUD LABORATORY SECTION		JUNIOR INVESTIGATOR	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Junior Investigator, Fraud Laboratory Section, conducts investigations on simple identity-related cases referred by other organizational units, and provides recommendations on control measures and policy/process improvements relative to the enhancement of internal control against identity-related cases.	24DRF0309	QUEZON CITY
SPECIAL INVESTIGATION DEPARTMENT	FRAUD LABORATORY SECTION		SENIOR CLERK	7	(Step 1) 25,027.00 to (Step 8) 27,780.00	The Senior Clerk, Fraud Laboratory Section, performs general clerical functions such as receiving, filing, routing and preparation of simple correspondence, memoranda and reports.	24DRF0310	QUEZON CITY
SPECIAL INVESTIGATION DEPARTMENT	INVESTIGATION AND RESEARCH SECTION		SENIOR INVESTIGATOR	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Senior Investigator, Investigation and Research Section, develops investigation plan and strategies, conducts investigations on novel and complex cases of fraud, illegal acts/transactions and violations of the Social Security (SS) Law and other cases for investigation referred by other organizational units excluding cases referred by Identity Management Department, and provides recommendations on control measures and policy/process improvements relative to fraud prevention and control.	24DRF0311	QUEZON CITY

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OFFICE	SECTION	TEAM	POSITION	JOB GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	VACANCY CODE	PLACE OF ASSIGNMENT
OPERATIONS LEGAL SERVICES DIVISION I								
NCR NORTH LEGAL DEPARTMENT	OFFICE OF THE HEAD		ATTORNEY III	14	(Step 1) 136,738.00 to (Step 8) 170,923.00	The Attorney III, NCR North Legal Department, plans, develops and organizes the general case theory and strategies, and handles coverage and collection cases (e.g., non-reporting and non-registration of employees, non-production of employees' records, non-remittance of contributions) of employers from NCR North area as referred by other organizational units for appropriate legal action.	24DRF0312	QUEZON CITY
NCR EAST LEGAL DEPARTMENT	OFFICE OF THE HEAD		JUNIOR EXECUTIVE ASSISTANT	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Junior Executive Assistant, NCR East Legal Department, provides administrative support to the unit.	24DRF0313	PASIG CITY
NCR EAST LEGAL DEPARTMENT	OFFICE OF THE HEAD		LEGAL ASSISTANT II	8	(Step 1) 32,121.00 to (Step 8) 35,976.00	The Legal Assistant II, NCR West Legal Department, serves legal documents (e.g., motions, pleadings) to Prosecutors' Office, Regular Courts, quasi-judicial agencies/tribunals, law offices and other parties, and monitors status of filed coverage and collection cases handled by the unit.	24DRF0314	PASIG CITY
NCR WEST LEGAL DEPARTMENT	OFFICE OF THE HEAD		JUNIOR EXECUTIVE ASSISTANT	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Junior Executive Assistant, NCR West Legal Department, provides administrative support to the unit.	24DRF0315	QUEZON CITY
NCR WEST LEGAL DEPARTMENT	OFFICE OF THE HEAD		LEGAL ASSISTANT II	8	(Step 1) 32,121.00 to (Step 8) 35,976.00	The Legal Assistant II, NCR West Legal Department, serves legal documents (e.g., motions, pleadings) to Prosecutors' Office, Regular Courts, quasi-judicial agencies/tribunals, law offices and other parties, and monitors status of filed coverage and collection cases handled by the unit.	24DRF0316	QUEZON CITY
LUZON NORTH 1 LEGAL DEPARTMENT	OFFICE OF THE HEAD		JUNIOR EXECUTIVE ASSISTANT	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Junior Executive Assistant, Luzon North 1 Legal Department, provides administrative support to the unit.	24DRF0317	BAGUIO CITY
LUZON NORTH 2 LEGAL DEPARTMENT	OFFICE OF THE HEAD		JUNIOR EXECUTIVE ASSISTANT	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Junior Executive Assistant, Luzon North 2 Legal Department, provides administrative support to the unit.	24DRF0318	CAUAYAN CITY, ISABELA
LUZON SOUTH 2 LEGAL DEPARTMENT	OFFICE OF THE HEAD		ATTORNEY II	13	(Step 1) 108,013.00 to (Step 8) 135,016.00	The Attorney II, Luzon South 2 Legal Department, conducts research and preliminary studies for the development of the general case theory and strategies, and handles coverage and collection cases (e.g., non-reporting and non-registration of employees, non-production of employees' records, non-remittance of contributions) of employers from Luzon South 2 area as referred by other organizational units for appropriate legal action.	24DRF0319	BATANGAS CITY
LUZON SOUTH 2 LEGAL DEPARTMENT	OFFICE OF THE HEAD		JUNIOR EXECUTIVE ASSISTANT	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Junior Executive Assistant, Luzon South 2 Legal Department, provides administrative support to the unit.	24DRF0320	BATANGAS CITY
OPERATIONS LEGAL SERVICES DIVISION II								
VISAYAS CENTRAL LEGAL DEPARTMENT	OFFICE OF THE HEAD		ATTORNEY III	14	(Step 1) 136,738.00 to (Step 8) 170,923.00	The Attorney III, Visayas Central Legal Department, plans, develops and organizes the general case theory and strategies, and handles coverage and collection cases (e.g., non-reporting and non-registration of employees, non-production of employees' records, non-remittance of contributions) of employers from Visayas Central area as referred by other organizational units for appropriate legal action.	24DRF0321	CEBU CITY
MINDANAO SOUTH LEGAL DEPARTMENT	OFFICE OF THE HEAD		ATTORNEY III	14	(Step 1) 136,738.00 to (Step 8) 170,923.00	The Attorney III, Mindanao South Legal Department, plans, develops and organizes the general case theory and strategies, and handles coverage and collection cases (e.g., non-reporting and non-registration of employees, non-production of employees' records, non-remittance of contributions) of employers from Mindanao South area as referred by other organizational units for appropriate legal action.	24DRF0322	DAVAO CITY
ACTUARIAL AND RISK MANAGEMENT GROUP								
ACTUARIAL AND RISK MANAGEMENT GROUP	OFFICE OF THE HEAD		JUNIOR TECHNICAL ASSISTANT	13	(Step 1) 108,013.00 to (Step 8) 135,016.00	The Junior Technical Assistant, Actuarial and Risk Management Group, supervises the activities of the administrative staff in the unit and provides technical support to the head of the group.	24DRF0323	QUEZON CITY
STATISTICS AND DATA ANALYSIS DEPARTMENT	DATA ANALYTICS SECTION		CORPORATE EXECUTIVE OFFICER III	13	(Step 1) 108,013.00 to (Step 8) 135,016.00	The Corporate Executive Officer III, Data Analytics Section, supervises the activities of the section in the conduct of data analysis and management of statistics and information relating to members, pensioners, beneficiaries and other relevant factors affecting the overall operations of the System.	24DRF0324	QUEZON CITY

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OFFICE	SECTION	TEAM	POSITION	JOB GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	VACANCY CODE	PLACE OF ASSIGNMENT
ACTUARIAL SERVICES DIVISION								
ACTUARIAL RESEARCH DEPARTMENT	MEMBERSHIP PROGRAM RESEARCH SECTION		JUNIOR ACTUARIAL RESEARCHER	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Junior Actuarial Researcher, Membership Program Research Section, conducts actuarial studies and researches on the extension of membership coverage.	24DRF0325	QUEZON CITY
ACTUARIAL RESEARCH DEPARTMENT	BENEFIT PROGRAM RESEARCH SECTION		JUNIOR ACTUARIAL RESEARCHER	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Junior Actuarial Researcher, Benefit Program Research Section, conducts actuarial studies and researches on the identification and assessment of contingencies, and other ad hoc actuarial studies on benefit programs.	24DRF0326	QUEZON CITY
PROGRAM DEVELOPMENT AND PRICING DEPARTMENT	SICKNESS, MATERNITY, FUNERAL AND EC BENEFITS SECTION		JUNIOR ACTUARIAL RESEARCHER	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Junior Actuarial Researcher, Sickness, Maternity, Funeral and EC Benefits Section, conducts actuarial studies and researches on existing short-term and EC benefits, and the development of actuarial models involving pricing (contribution), benefits, investments, and operating expenses.	24DRF0327	QUEZON CITY
PROGRAM DEVELOPMENT AND PRICING DEPARTMENT	PENSION BENEFITS SECTION		JUNIOR ACTUARIAL RESEARCHER	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Junior Actuarial Researcher, Pension Benefits Section, conducts actuarial studies and researches on existing long-term benefits and development of actuarial models involving pricing (contribution), pension benefits, investments and operating expenses.	24DRF0328	QUEZON CITY
VALUATION DEPARTMENT	LIABILITY VALUATION SECTION		JUNIOR ACTUARIAL RESEARCHER	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Junior Actuarial Researcher, Liability Valuation Section, conducts actuarial projections for the periodic valuation of the System's liabilities.	24DRF0329	QUEZON CITY
RISK MANAGEMENT DIVISION								
OPERATIONAL RISK MANAGEMENT DEPARTMENT	CORPORATE AND SUPPORT SERVICES RISK SECTION		CORPORATE EXECUTIVE OFFICER III	13	(Step 1) 108,013.00 to (Step 8) 135,016.00	The Corporate Executive Officer III, Corporate and Support Services Risk Section, supervises the identification, evaluation and monitoring of the System's operational risks under the Corporate and Support Services Sector.	24DRF0330	QUEZON CITY
FINANCIAL AND INVESTMENT RISK MANAGEMENT DEPARTMENT	FINANCIAL AND OTHER RISKS SECTION		CORPORATE EXECUTIVE OFFICER III	13	(Step 1) 108,013.00 to (Step 8) 135,016.00	The Corporate Executive Officer III, Financial and Other Risks Section, supervises the activities of the section in the identification, evaluation and monitoring of the System's credit and other financial risks.	24DRF0331	QUEZON CITY
MEDICAL SERVICES DIVISION								
MEDICAL PROGRAM DEPARTMENT	PROGRAM DEVELOPMENT AND ENHANCEMENT SECTION		MEDICAL SPECIALIST IV	14	(Step 1) 136,738.00 to (Step 8) 170,923.00	The Medical Specialist IV, Program Development and Enhancement Section, develops, enhances and documents medical program policies, guidelines, procedures and forms.	24DRF0332	QUEZON CITY
MEDICAL PROGRAM DEPARTMENT	QUALITY ASSURANCE SECTION		MEDICAL SPECIALIST IV	14	(Step 1) 136,738.00 to (Step 8) 170,923.00	The Medical Specialist IV, Quality Assurance Section, handles proper and uniform implementation of the quality assurance programs.	24DRF0333	QUEZON CITY
MEDICAL OPERATIONS DEPARTMENT	MEDICAL OPINION AND SUPPORT SECTION		MEDICAL SPECIALIST IV	14	(Step 1) 136,738.00 to (Step 8) 170,923.00	The Medical Specialist IV, Medical Opinion and Support Section, handles the evaluation of medical claims referred by Medical Specialists and other organizational units.	24DRF0334	QUEZON CITY
MEDICAL OPERATIONS DEPARTMENT	NCR NORTH MEDICAL OPERATIONS SECTION		SENIOR CLERK	7	(Step 1) 25,027.00 to (Step 8) 27,780.00	The Senior Clerk, Medical Operations Section, performs general clerical functions such as receiving, filing, typing of correspondence, memoranda and other reports.	24DRF0335	QUEZON CITY
MEDICAL OPERATIONS DEPARTMENT	NCR NORTH MEDICAL OPERATIONS SECTION	VALENZUELA BRANCH MEDICAL EVALUATION TEAM	SENIOR CLERK	7	(Step 1) 25,027.00 to (Step 8) 27,780.00	The Senior Clerk, Branch Medical Evaluation Team, performs general clerical functions such as receiving, filing, typing of correspondence, memoranda and other reports.	24DRF0336	VALENZUELA CITY
MEDICAL OPERATIONS DEPARTMENT	NCR NORTH MEDICAL OPERATIONS SECTION	EASTWOOD BRANCH MEDICAL EVALUATION TEAM	MEDICAL SPECIALIST II	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Medical Specialist II, Branch Medical Evaluation Team, evaluates medical-related claims in accordance with Social Security (SS) and Employees' Compensation (EC) Laws.	24DRF0337	QUEZON CITY
MEDICAL OPERATIONS DEPARTMENT	NCR WEST MEDICAL OPERATIONS SECTION		SENIOR CLERK	7	(Step 1) 25,027.00 to (Step 8) 27,780.00	The Senior Clerk, Medical Operations Section, performs general clerical functions such as receiving, filing, typing of correspondence, memoranda and other reports.	24DRF0338	MANILA CITY
MEDICAL OPERATIONS DEPARTMENT	NCR WEST MEDICAL OPERATIONS SECTION	MANILA BRANCH MEDICAL EVALUATION TEAM (PEC)	MEDICAL SPECIALIST II	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Medical Specialist II, Branch Medical Evaluation Team, evaluates medical-related claims in accordance with Social Security (SS) and Employees' Compensation (EC) Laws.	24DRF0339	MANILA CITY

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LIST OF RANK & FILE PLANTILLA VACANCIES FOR FILLING-UP

OFFICE	SECTION	TEAM	POSITION	JOB GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	VACANCY CODE	PLACE OF ASSIGNMENT
MEDICAL OPERATIONS DEPARTMENT	NCR SOUTH MEDICAL OPERATIONS SECTION	ALABANG BRANCH MEDICAL EVALUATION TEAM (PEC)	MEDICAL SPECIALIST II	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Medical Specialist II, Branch Medical Evaluation Team, evaluates medical-related claims in accordance with Social Security (SS) and Employees' Compensation (EC) Laws.	24DRF0340	MUNTINLUPA CITY
MEDICAL OPERATIONS DEPARTMENT	NCR SOUTH MEDICAL OPERATIONS SECTION	LAS PIÑAS BRANCH MEDICAL EVALUATION TEAM (PEC)	MEDICAL SPECIALIST II	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Medical Specialist II, Branch Medical Evaluation Team, evaluates medical-related claims in accordance with Social Security (SS) and Employees' Compensation (EC) Laws.	24DRF0341	LAS PIÑAS CITY
MEDICAL OPERATIONS DEPARTMENT	NCR SOUTH MEDICAL OPERATIONS SECTION	PARAÑAQUE BRANCH MEDICAL EVALUATION TEAM (PEC)	SUPERVISING MEDICAL SPECIALIST III	13	(Step 1) 108,013.00 to (Step 8) 135,016.00	The Supervising Medical Specialist III, Branch Medical Evaluation Team, Medical Operations Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the evaluation of medical claims and the physical examination on SSS members filing claims for disability, sickness, maternity, and medical reimbursement claims.	24DRF0342	PARAÑAQUE CITY
MEDICAL OPERATIONS DEPARTMENT	NCR SOUTH MEDICAL OPERATIONS SECTION	TAGUIG BRANCH MEDICAL EVALUATION TEAM (PEC)	MEDICAL SPECIALIST II	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Medical Specialist II, Branch Medical Evaluation Team, evaluates medical-related claims in accordance with Social Security (SS) and Employees' Compensation (EC) Laws.	24DRF0343	TAGUIG CITY
MEDICAL OPERATIONS DEPARTMENT	LUZON NORTH MEDICAL OPERATIONS SECTION		SENIOR CLERK	7	(Step 1) 25,027.00 to (Step 8) 27,780.00	The Senior Clerk, Medical Operations Section, performs general clerical functions such as receiving, filing, typing of correspondence, memoranda and other reports.	24DRF0344	BAGUIO CITY
MEDICAL OPERATIONS DEPARTMENT	LUZON NORTH MEDICAL OPERATIONS SECTION	BAGUIO BRANCH MEDICAL EVALUATION TEAM (PEC)	MEDICAL SPECIALIST III	13	(Step 1) 108,013.00 to (Step 8) 135,016.00	The Medical Specialist III, Branch Medical Evaluation Team, evaluates medical-related claims in accordance with Social Security (SS) and Employees' Compensation (EC) Laws.	24DRF0345	BAGUIO CITY
MEDICAL OPERATIONS DEPARTMENT	LUZON CENTRAL MEDICAL OPERATIONS SECTION		SUPERVISING MEDICAL SPECIALIST IV	14	(Step 1) 136,738.00 to (Step 8) 170,923.00	The Supervising Medical Specialist IV, Medical Operations Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the evaluation of members filing for sickness, disability, maternity and medical reimbursement claims.	24DRF0346	TARLAC CITY
MEDICAL OPERATIONS DEPARTMENT	LUZON CENTRAL MEDICAL OPERATIONS SECTION	TARLAC BRANCH MEDICAL EVALUATION TEAM (PEC)	MEDICAL SPECIALIST II	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Medical Specialist II, Branch Medical Evaluation Team, evaluates medical-related claims in accordance with Social Security (SS) and Employees' Compensation (EC) Laws.	24DRF0347	TARLAC CITY
MEDICAL OPERATIONS DEPARTMENT	LUZON CENTRAL MEDICAL OPERATIONS SECTION	ANGELES BRANCH MEDICAL EVALUATION TEAM	SUPERVISING MEDICAL SPECIALIST III	13	(Step 1) 108,013.00 to (Step 8) 135,016.00	The Supervising Medical Specialist III, Branch Medical Evaluation Team, Medical Operations Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the evaluation of medical claims and the physical examination on SSS members filing claims for disability, sickness, maternity, and medical reimbursement claims.	24DRF0348	ANGELES CITY
MEDICAL OPERATIONS DEPARTMENT	LUZON CENTRAL MEDICAL OPERATIONS SECTION	DAGUPAN BRANCH MEDICAL EVALUATION TEAM (PEC)	MEDICAL SPECIALIST II	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Medical Specialist II, Branch Medical Evaluation Team, evaluates medical-related claims in accordance with Social Security (SS) and Employees' Compensation (EC) Laws.	24DRF0349	DAGUPAN CITY
MEDICAL OPERATIONS DEPARTMENT	LUZON SOUTH MEDICAL OPERATIONS SECTION		SUPERVISING MEDICAL SPECIALIST IV	14	(Step 1) 136,738.00 to (Step 8) 170,923.00	The Supervising Medical Specialist IV, Medical Operations Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the evaluation of members filing for sickness, disability, maternity and medical reimbursement claims.	24DRF0350	SAN PABLO CITY, LAGUNA
MEDICAL OPERATIONS DEPARTMENT	LUZON SOUTH MEDICAL OPERATIONS SECTION		SENIOR CLERK	7	(Step 1) 25,027.00 to (Step 8) 27,780.00	The Senior Clerk, Medical Operations Section, performs general clerical functions such as receiving, filing, typing of correspondence, memoranda and other reports.	24DRF0351	SAN PABLO CITY, LAGUNA
MEDICAL OPERATIONS DEPARTMENT	LUZON SOUTH MEDICAL OPERATIONS SECTION	CALAMBA BRANCH MEDICAL EVALUATION TEAM (PEC)	MEDICAL SPECIALIST II	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Medical Specialist II, Branch Medical Evaluation Team, evaluates medical-related claims in accordance with Social Security (SS) and Employees' Compensation (EC) Laws.	24DRF0352	CALAMBA CITY
MEDICAL OPERATIONS DEPARTMENT	LUZON SOUTH MEDICAL OPERATIONS SECTION	BACOR BRANCH MEDICAL EVALUATION TEAM (PEC)	MEDICAL SPECIALIST II	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Medical Specialist II, Branch Medical Evaluation Team, evaluates medical-related claims in accordance with Social Security (SS) and Employees' Compensation (EC) Laws.	24DRF0353	BACOR CITY
MEDICAL OPERATIONS DEPARTMENT	BICOL MEDICAL OPERATIONS SECTION	NAGA BRANCH MEDICAL EVALUATION TEAM (PEC)	SUPERVISING MEDICAL SPECIALIST III	13	(Step 1) 108,013.00 to (Step 8) 135,016.00	The Supervising Medical Specialist III, Branch Medical Evaluation Team, Medical Operations Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the evaluation of medical claims and the physical examination on SSS members filing claims for disability, sickness, maternity, and medical reimbursement claims.	24DRF0354	NAGA CITY

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LIST OF RANK & FILE PLANTILLA VACANCIES FOR FILLING-UP

OFFICE	SECTION	TEAM	POSITION	JOB GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	VACANCY CODE	PLACE OF ASSIGNMENT
MEDICAL OPERATIONS DEPARTMENT	BICOL MEDICAL OPERATIONS SECTION	LEGASPI BRANCH MEDICAL EVALUATION TEAM (PEC)	SUPERVISING MEDICAL SPECIALIST III	13	(Step 1) 108,013.00 to (Step 8) 135,016.00	The Supervising Medical Specialist III, Branch Medical Evaluation Team, Medical Operations Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the evaluation of medical claims and the physical examination on SSS members filing claims for disability, sickness, maternity, and medical reimbursement claims.	24DRF0355	LEGASPI CITY
MEDICAL OPERATIONS DEPARTMENT	VISAYAS CENTRAL MEDICAL OPERATIONS SECTION		SENIOR CLERK	7	(Step 1) 25,027.00 to (Step 8) 27,780.00	The Senior Clerk, Medical Operations Section, performs general clerical functions such as receiving, filing, typing of correspondence, memoranda and other reports.	24DRF0356	CEBU CITY
MEDICAL OPERATIONS DEPARTMENT	VISAYAS CENTRAL MEDICAL OPERATIONS SECTION	CEBU BRANCH MEDICAL EVALUATION TEAM (PEC)	MEDICAL SPECIALIST II	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Medical Specialist II, Branch Medical Evaluation Team, evaluates medical-related claims in accordance with Social Security (SS) and Employees' Compensation (EC) Laws.	24DRF0357	CEBU CITY
MEDICAL OPERATIONS DEPARTMENT	VISAYAS CENTRAL MEDICAL OPERATIONS SECTION	LAPU-LAPU BRANCH MEDICAL EVALUATION TEAM (PEC)	MEDICAL SPECIALIST II	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Medical Specialist II, Branch Medical Evaluation Team, evaluates medical-related claims in accordance with Social Security (SS) and Employees' Compensation (EC) Laws.	24DRF0358	LAPU-LAPU CITY
MEDICAL OPERATIONS DEPARTMENT	VISAYAS WEST MEDICAL OPERATIONS SECTION		SENIOR CLERK	7	(Step 1) 25,027.00 to (Step 8) 27,780.00	The Senior Clerk, Medical Operations Section, performs general clerical functions such as receiving, filing, typing of correspondence, memoranda and other reports.	24DRF0359	BACOLOD CITY
MEDICAL OPERATIONS DEPARTMENT	VISAYAS WEST MEDICAL OPERATIONS SECTION	DUMAGUETE BRANCH MEDICAL EVALUATION TEAM (PEC)	MEDICAL SPECIALIST III	13	(Step 1) 108,013.00 to (Step 8) 135,016.00	The Medical Specialist III, Branch Medical Evaluation Team, evaluates medical-related claims in accordance with Social Security (SS) and Employees' Compensation (EC) Laws.	24DRF0360	DUMAGUETE CITY
MEDICAL OPERATIONS DEPARTMENT	VISAYAS WEST MEDICAL OPERATIONS SECTION	ROXAS BRANCH MEDICAL EVALUATION TEAM	MEDICAL SPECIALIST II	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Medical Specialist II, Branch Medical Evaluation Team, evaluates medical-related claims in accordance with Social Security (SS) and Employees' Compensation (EC) Laws.	24DRF0361	ROXAS CITY
MEDICAL OPERATIONS DEPARTMENT	MINDANAO NORTH MEDICAL OPERATIONS SECTION	CAGAYAN DE ORO BRANCH MEDICAL EVALUATION TEAM (PEC)	SENIOR CLERK	7	(Step 1) 25,027.00 to (Step 8) 27,780.00	The Senior Clerk, Branch Medical Evaluation Team, performs general clerical functions such as receiving, filing, typing of correspondence, memoranda and other reports.	24DRF0362	CAGAYAN DE ORO CITY
MEDICAL OPERATIONS DEPARTMENT	MINDANAO NORTH MEDICAL OPERATIONS SECTION	BUTUAN BRANCH MEDICAL EVALUATION TEAM (PEC)	MEDICAL SPECIALIST II	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Medical Specialist II, Branch Medical Evaluation Team, evaluates medical-related claims in accordance with Social Security (SS) and Employees' Compensation (EC) Laws.	24DRF0363	BUTUAN CITY
MEDICAL OPERATIONS DEPARTMENT	MINDANAO SOUTH MEDICAL OPERATIONS SECTION		SENIOR CLERK	7	(Step 1) 25,027.00 to (Step 8) 27,780.00	The Senior Clerk, Medical Operations Section, performs general clerical functions such as receiving, filing, typing of correspondence, memoranda and other reports.	24DRF0364	DAVAO CITY
MEDICAL OPERATIONS DEPARTMENT	MINDANAO SOUTH MEDICAL OPERATIONS SECTION	DAVAO BRANCH MEDICAL EVALUATION TEAM (PEC)	SENIOR CLERK	7	(Step 1) 25,027.00 to (Step 8) 27,780.00	The Senior Clerk, Branch Medical Evaluation Team, performs general clerical functions such as receiving, filing, typing of correspondence, memoranda and other reports.	24DRF0365	DAVAO CITY
MEDICAL OPERATIONS DEPARTMENT	MINDANAO SOUTH MEDICAL OPERATIONS SECTION	TAGUM BRANCH MEDICAL EVALUATION TEAM (PEC)	SENIOR CLERK	7	(Step 1) 25,027.00 to (Step 8) 27,780.00	The Senior Clerk, Branch Medical Evaluation Team, performs general clerical functions such as receiving, filing, typing of correspondence, memoranda and other reports.	24DRF0366	TAGUM CITY
MEDICAL OPERATIONS DEPARTMENT	MINDANAO WEST MEDICAL OPERATIONS SECTION	ZAMBOANGA BRANCH MEDICAL EVALUATION TEAM (PEC)	MEDICAL SPECIALIST II	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Medical Specialist II, Branch Medical Evaluation Team, evaluates medical-related claims in accordance with Social Security (SS) and Employees' Compensation (EC) Laws.	24DRF0367	ZAMBOANGA CITY
MEDICAL OPERATIONS DEPARTMENT	MINDANAO WEST MEDICAL OPERATIONS SECTION	PAGADIAN BRANCH MEDICAL EVALUATION TEAM	MEDICAL SPECIALIST II	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Medical Specialist II, Branch Medical Evaluation Team, evaluates medical-related claims in accordance with Social Security (SS) and Employees' Compensation (EC) Laws.	24DRF0368	PAGADIAN CITY
HEALTH CARE DEPARTMENT	PHARMACY AND BENEFIT CONTROL SECTION		SENIOR CLERK	7	(Step 1) 25,027.00 to (Step 8) 27,780.00	The Senior Clerk, Pharmacy and Benefit Control Section, performs general clerical functions such as receiving, filing, typing of correspondence, memoranda and other reports.	24DRF0369	QUEZON CITY
MANAGEMENT SERVICES AND PLANNING DIVISION								
MANAGEMENT SERVICES AND PLANNING DIVISION	OFFICE OF THE HEAD		JUNIOR TECHNICAL ASSISTANT	13	(Step 1) 108,013.00 to (Step 8) 135,016.00	The Junior Technical Assistant, Management Services and Planning Division, supervises the activities of the administrative staff in the unit and provides technical support to the head of division.	24DRF0370	QUEZON CITY

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CORPORATE POLICY AND PLANNING DEPARTMENT	OFFICE OF THE HEAD		JUNIOR EXECUTIVE ASSISTANT	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Junior Executive Assistant, Corporate Policy and Planning Department, provides administrative support to the unit.	24DRF0371	QUEZON CITY
CORPORATE POLICY AND PLANNING DEPARTMENT	POLICY DEVELOPMENT, PLANNING AND MONITORING SECTION	POLICY DEVELOPMENT AND PLANNING TEAM	JUNIOR SPECIALIST	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Junior Specialist, Policy Development and Planning Team, Policy Development, Planning and Monitoring Section, gathers data for the formulation of corporate policies and development of strategic programming and planning frameworks in coordination with concerned units/offices, and provides support on planning workshops and performance review sessions.	24DRF0372	QUEZON CITY
CORPORATE POLICY AND PLANNING DEPARTMENT	POLICY DEVELOPMENT, PLANNING AND MONITORING SECTION	MONITORING AND EVALUATION TEAM	SENIOR SPECIALIST	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Senior Specialist, Monitoring and Evaluation Team, Policy Development, Planning and Monitoring Section, monitors and evaluates accomplishment of plans, programs and commitment targets, prepared Office Performance Commitment Review (OPCR) of all units and requests for amendment of commitment targets, and provides support on the conduct of regional visits of SSS officials.	24DRF0373	QUEZON CITY
CORPORATE POLICY AND PLANNING DEPARTMENT	DATA MANAGEMENT SECTION	DATA INTEGRATION TEAM	JUNIOR SPECIALIST	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Junior Specialist, Data Integration Team, Data Management Section, prepares regular and ad hoc reports containing simple and complex information needed for the System's operational and planning strategies and monitoring of deliverables and accomplishments.	24DRF0374	QUEZON CITY
MANAGEMENT SUPPORT SERVICES DEPARTMENT	BUSINESS PROCESS REVIEW AND MONITORING (BPRM) SECTION I (OPERATIONS UNITS)	BPRM TEAM I (OPERATIONS UNITS)	JUNIOR SPECIALIST	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Junior Specialist, BPRM Team I/II (Operations Units), Business Process Review and Monitoring (BPRM) Section I (Operations Units) ensures that proposed/existing Manual of Procedures (MOP) and official orders on simple/complex processes and forms relevant to operations units are consistent with approved standards, organizational and functional charts and other official issuances (internal and external) through analysis and validation of data and coordination with MOP proponents/process owners.	24DRF0375	QUEZON CITY
MANAGEMENT SUPPORT SERVICES DEPARTMENT	BUSINESS PROCESS REVIEW AND MONITORING (BPRM) SECTION II (SUPPORT UNITS)	BPRM TEAM I (SUPPORT UNITS)	JUNIOR SPECIALIST	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Junior Specialist, BPRM Team I/II (Support Units), Business Process Review and Monitoring (BPRM) Section II (Support Units) ensures that proposed/existing Manual of Procedures (MOP) and official orders on simple/complex processes and forms relevant to support units are consistent with approved standards, organizational and functional charts and other official issuances (internal and external) through analysis and validation of data and coordination with MOP proponents/process owners.	24DRF0376	QUEZON CITY
QUALITY MANAGEMENT DEPARTMENT	QUALITY PROGRAM DEPLOYMENT AND MAINTENANCE SECTION		CORPORATE EXECUTIVE OFFICER IV	14	(Step 1) 136,738.00 to (Step 8) 170,923.00	The Corporate Executive Officer IV, Quality Program Deployment and Maintenance Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the SSS Quality Management System (QMS), other management systems, quality programs/projects and process improvement methodologies/framework to ensure effective implementation and sustainability and to obtain quality certification/award from third party certifying/award giving bodies.	24DRF0377	QUEZON CITY
QUALITY MANAGEMENT DEPARTMENT	QUALITY PROGRAM DEPLOYMENT AND MAINTENANCE SECTION	QUALITY PROGRAM DEPLOYMENT AND MAINTENANCE TEAM II - QUALITY TOOLS/INITIATIVES	SENIOR SPECIALIST	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Senior Specialist, Quality Program Deployment and Maintenance Team II-Quality Tools/Initiatives, Quality Program Deployment and Maintenance Section, deploys, monitors and maintains the quality programs/projects and process improvement methodologies/framework for complex/critical organizational units as established based on set criteria to ensure the effective implementation and sustainability.	24DRF0378	QUEZON CITY
QUALITY MANAGEMENT DEPARTMENT	QUALITY PROGRAM DEVELOPMENT AND EVALUATION SECTION	OPERATIONS RESEARCH TEAM	JUNIOR SPECIALIST	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Junior Specialist, Operations Research Team, Quality Program Development and Evaluation Section, conducts operational research (OR) study for specific simple/complex operational problems/concerns and develops proposed solutions/initiatives (e.g., quality programs/projects, process improvement methodologies/framework).	24DRF0379	QUEZON CITY
PUBLIC AFFAIRS AND SPECIAL EVENTS DIVISION								
PUBLIC AFFAIRS AND SPECIAL EVENTS DIVISION	OFFICE OF THE HEAD		JUNIOR TECHNICAL ASSISTANT	13	(Step 1) 108,013.00 to (Step 8) 135,016.00	The Junior Technical Assistant, Public Affairs and Special Events Division, supervises the activities of the administrative staff in the unit and provides technical support to the head of division.	24DRF0380	QUEZON CITY
CORPORATE COMMUNICATIONS DEPARTMENT	ADVERTISING AND PROMOTIONS SECTION	SPECIAL EVENTS MANAGEMENT TEAM	SENIOR COMMUNICATIONS ANALYST	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Senior Communications Analyst, Special Events Management Team, Advertising and Promotions Section, facilitates, participates, coordinates and assists in various special events and promotional activities (internal and external) as well as in the internal and external speaking engagements of the President and CEO (PCEO) and other Social Security Commission (SSC)/SSS officials to enhance the public image of the System.	24DRF0381	QUEZON CITY
CORPORATE COMMUNICATIONS DEPARTMENT	EDITORIAL AND COMMUNICATIONS SECTION	EDITORIAL TEAM	SENIOR COMMUNICATIONS ANALYST	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Senior Communications Analyst, Editorial Team, Editorial and Communications Section, coordinates preparation and production of printed materials, writes and edits articles for SSS internal online publication, writes speeches, scripts and presentation materials for the SSS President and CEO (PCEO), Social Security Commission (SSC) members and other executives.	24DRF0382	QUEZON CITY

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CORPORATE COMMUNICATIONS DEPARTMENT	MULTI-MEDIA SECTION	NEW MEDIA CONTENT MANAGEMENT TEAM	JUNIOR COMMUNICATIONS ANALYST	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Junior Communications Analyst, New Media Content Management Team, Multi-Media Section maintains the SSS social media platforms by creating and uploading relevant content and researches on latest technologies applicable to new media content management, and assists in the maintenance of the SSS Intranet and SSS Web site.	24DRF0383	QUEZON CITY
BRANCH OPERATIONS SECTOR								
BRANCH SYSTEMS AND PROCEDURES DEPARTMENT	BRANCH ORGANIZATION SECTION		JUNIOR SPECIALIST	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Junior Specialist, Branch Organization Section, evaluates branch requests for additional personnel, Information and Communication Technology (ICT) equipment and tellering facilities, and branch personnel access to application systems, attends to branch inquiries and concerns relative to the operations of the unit, assists in monitoring the implementation of Branch Queue Management System (BQMS), and monitors branches' compliance to Anti-Red Tape Act (ARTA) requirements.	24DRF0384	QUEZON CITY
CENTRAL PROCESSING GROUP								
CENTRAL PROCESSING GROUP	ADMINISTRATIVE AND TECHNICAL SUPPORT SECTION		JUNIOR SPECIALIST	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Junior Specialist, Administrative and Technical Support Section, analyzes and evaluates data relating to the provision of administrative and technical support services of the group.	24DRF0385	QUEZON CITY
NCR REGIONAL PROCESSING DIVISION								
DILIMAN PROCESSING CENTER	MEMBERSHIP AND OPERATIONS ACCOUNTING SECTION	MEMBERSHIP TEAM I	SOCIAL SECURITY OFFICER III	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Social Security Officer III, Membership Team, Membership and Operations Accounting Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to processing, amendment, adjustment and updating of membership records.	24DRF0386	QUEZON CITY
DILIMAN PROCESSING CENTER	SELF-EMPLOYED AND VOLUNTARY MEMBERS SECTION	SELF-EMPLOYED AND VOLUNTARY MEMBERS TEAM I	PROCESSOR II	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Processor II, Self-Employed and Voluntary Members Team, Self-Employed and Voluntary Members Section, handles evaluation and processing of transactions on amendment, adjustment and updating of contribution records of self-employed and voluntary members.	24DRF0387	QUEZON CITY
PASIG PROCESSING CENTER	ADMINISTRATIVE SECTION		CORPORATE EXECUTIVE OFFICER I	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Corporate Executive Officer I, Administrative Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the provision of administrative support services to the Processing Center (PC).	24DRF0388	PASIG CITY
PASIG PROCESSING CENTER	MEMBERSHIP AND OPERATIONS ACCOUNTING SECTION	MEMBERSHIP TEAM	PROCESSOR II	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Processor II, Membership Team, Membership and Operation Accounting Section, handles evaluation and processing of transactions on amendment, adjustment and updating of membership records.	24DRF0389	PASIG CITY
PASIG PROCESSING CENTER	SICKNESS, MATERNITY AND EC REIMBURSEMENT SECTION	SICKNESS, MATERNITY AND EC REIMBURSEMENT TEAM I	CLAIMS PROCESSOR II	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Claims Processor II, Self-Employed and Voluntary Members Team, Self-Employed and Voluntary Members Section, handles the processing, amendment, adjustment and updating of benefit claim records, and evaluation of sickness, maternity and EC medical benefit claims.	24DRF0390	PASIG CITY
PASIG PROCESSING CENTER	DEATH, DISABILITY AND RETIREMENT SECTION	DEATH, DISABILITY AND RETIREMENT TEAM I	CLAIMS PROCESSOR III	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Claims Processor III, Death, Disability and Retirement Team, Death, Disability and Retirement Section, handles the processing, amendment, adjustment and updating of benefit claim records, and evaluation of death, disability and retirement benefit claims.	24DRF0391	PASIG CITY
MAKATI PROCESSING CENTER	SICKNESS, MATERNITY AND EC REIMBURSEMENT SECTION	SICKNESS, MATERNITY AND EC REIMBURSEMENT TEAM II	CLAIMS PROCESSOR III	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Claims Processor III, Sickness, Maternity and EC Reimbursement Team, Sickness, Maternity and EC Reimbursement Section, reviews transactions on processing, amendment, adjustment and updating of benefit claim records, and evaluation of sickness, maternity and EC medical benefit claims.	24DRF0392	MAKATI CITY
MAKATI PROCESSING CENTER	DEATH, DISABILITY AND RETIREMENT SECTION	DEATH DISABILITY AND RETIREMENT TEAM I	CLAIMS PROCESSOR III	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Claims Processor III, Death, Disability and Retirement Team, Death, Disability and Retirement Section, handles the processing, amendment, adjustment and updating of benefit claim records, and evaluation of death, disability and retirement benefit claims.	24DRF0393	MAKATI CITY
LUZON REGIONAL PROCESSING DIVISION								
LA UNION PROCESSING CENTER	MEMBERSHIP AND OPERATIONS ACCOUNTING SECTION	OPERATIONS ACCOUNTING TEAM	PROCESSOR II	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Processor II, Operations Accounting Team, Membership and Operations Accounting Section, handles evaluation and processing of transactions on amendment, adjustment and updating of member contributions and loan repayment records.	24DRF0394	SAN FERNANDO CITY, LA UNION
LA UNION PROCESSING CENTER	MEMBERSHIP AND OPERATIONS ACCOUNTING SECTION	SELF-EMPLOYED AND VOLUNTARY MEMBERS TEAM	PROCESSOR III	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Processor III, Self-Employed and Voluntary Members Team, Membership and Operations Accounting Section, reviews evaluation on transactions relating to processing, amendment, adjustment and updating of contribution records of self-employed and voluntary members.	24DRF0395	SAN FERNANDO CITY, LA UNION

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LIST OF RANK & FILE PLANTILLA VACANCIES FOR FILLING-UP

OFFICE	SECTION	TEAM	POSITION	JOB GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	VACANCY CODE	PLACE OF ASSIGNMENT
LA UNION PROCESSING CENTER	DEATH, DISABILITY AND RETIREMENT SECTION	DEATH, DISABILITY AND RETIREMENT TEAM I	CLAIMS PROCESSOR III	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Claims Processor III, Death, Disability and Retirement Team, Death, Disability and Retirement Section, handles the processing, amendment, adjustment and updating of benefit claim records, and evaluation of death, disability and retirement benefit claims.	24DRF0396	SAN FERNANDO CITY, LA UNION
LA UNION PROCESSING CENTER	DEATH, DISABILITY AND RETIREMENT SECTION	DEATH, DISABILITY AND RETIREMENT TEAM II	CLAIMS PROCESSOR III	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Claims Processor III, Death, Disability and Retirement Team, Death, Disability and Retirement Section, handles the processing, amendment, adjustment and updating of benefit claim records, and evaluation of death, disability and retirement benefit claims.	24DRF0397	SAN FERNANDO CITY, LA UNION
TARLAC PROCESSING CENTER	ADMINISTRATIVE SECTION		CORPORATE EXECUTIVE OFFICER I	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Corporate Executive Officer I, Administrative Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the provision of administrative support services to the Processing Center (PC).	24DRF0398	TARLAC CITY
TARLAC PROCESSING CENTER	MEMBERSHIP AND OPERATIONS ACCOUNTING SECTION	OPERATIONS ACCOUNTING TEAM	VERIFIER	7	(Step 1) 25,027.00 to (Step 8) 27,780.00	The Verifier, Operations Accounting Team, Membership and Operations Accounting Section, conducts examination, verification and analysis from manual records and SSS database of information and data required in the processing of documents, data amendment, updating and adjustment.	24DRF0399	TARLAC CITY
SAN PABLO PROCESSING CENTER	MEMBERSHIP AND OPERATIONS ACCOUNTING SECTION	OPERATIONS ACCOUNTING TEAM	SENIOR CLERK	7	(Step 1) 25,027.00 to (Step 8) 27,780.00	The Senior Clerk, Operations Accounting Team, Membership and Operations Accounting Section, provides general clerical support functions to the unit.	24DRF0400	SAN PABLO CITY, LAGUNA
SAN PABLO PROCESSING CENTER	DEATH, DISABILITY AND RETIREMENT SECTION	DEATH, DISABILITY AND RETIREMENT TEAM I	SENIOR CLERK	7	(Step 1) 25,027.00 to (Step 8) 27,780.00	The Senior Clerk, Death, Disability and Retirement Team, Death, Disability and Retirement Section, provides general clerical support functions to the unit.	24DRF0401	SAN PABLO CITY, LAGUNA
VISAYAS AND MINDANAO REGIONAL PROCESSING DIVISION								
CEBU PROCESSING CENTER	MEMBERSHIP AND OPERATIONS ACCOUNTING SECTION	OPERATIONS ACCOUNTING TEAM	VERIFIER	7	(Step 1) 25,027.00 to (Step 8) 27,780.00	The Verifier, Operations Accounting Team, Membership and Operations Accounting Section, conducts examination, verification and analysis from manual records and SSS database of information and data required in the processing of documents, data amendment, updating and adjustment.	24DRF0402	CEBU CITY
CEBU PROCESSING CENTER	SICKNESS, MATERNITY AND EC REIMBURSEMENT SECTION	SICKNESS, MATERNITY AND EC REIMBURSEMENT TEAM I	CLAIMS PROCESSOR III	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Claims Processor III, Sickness, Maternity and EC Reimbursement Team, Sickness, Maternity and EC Reimbursement Section, reviews transactions on processing, amendment, adjustment and updating of benefit claim records, and evaluation of sickness, maternity and EC medical benefit claims.	24DRF0403	CEBU CITY
ILOILO PROCESSING CENTER	MEMBERSHIP AND OPERATIONS ACCOUNTING SECTION	SELF-EMPLOYED AND VOLUNTARY MEMBERS TEAM	PROCESSOR II	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Processor II, Self-Employed and Voluntary Members Team, Membership and Operations Accounting Section, handles evaluation and processing of transactions on amendment, adjustment and updating of contribution records of self-employed and voluntary members.	24DRF0404	ILOILO CITY
ILOILO PROCESSING CENTER	DEATH, DISABILITY AND RETIREMENT SECTION	DEATH, DISABILITY AND RETIREMENT TEAM I	SOCIAL SECURITY OFFICER IV	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Social Security Officer IV, Death, Disability and Retirement Team, Death, Disability and Retirement Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to payment of death, disability and retirement claims and amendment, adjustment and updating of benefit claim records.	24DRF0405	ILOILO CITY
CAGAYAN DE ORO PROCESSING CENTER	ADMINISTRATIVE SECTION		SENIOR CLERK	7	(Step 1) 25,027.00 to (Step 8) 27,780.00	The Senior Clerk, Administrative Section, performs document preparation and scanning for archival of documents of the Processing Center.	24DRF0406	CAGAYAN DE ORO CITY
CAGAYAN DE ORO PROCESSING CENTER	DEATH, DISABILITY AND RETIREMENT SECTION	DEATH, DISABILITY AND RETIREMENT TEAM II	SENIOR CLERK	7	(Step 1) 25,027.00 to (Step 8) 27,780.00	The Senior Clerk, Death, Disability and Retirement Team, Death, Disability and Retirement Section, provides general clerical support functions to the unit.	24DRF0407	CAGAYAN DE ORO CITY
DAVAO PROCESSING CENTER	MEMBERSHIP AND OPERATIONS ACCOUNTING SECTION	OPERATIONS ACCOUNTING TEAM	SENIOR CLERK	7	(Step 1) 25,027.00 to (Step 8) 27,780.00	The Senior Clerk, Operations Accounting Team, Membership and Operations Accounting Section, provides general clerical support functions to the unit.	24DRF0408	DAVAO CITY
DAVAO PROCESSING CENTER	DEATH, DISABILITY AND RETIREMENT SECTION	DEATH, DISABILITY AND RETIREMENT TEAM I	SOCIAL SECURITY OFFICER IV	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Social Security Officer IV, Death, Disability and Retirement Team, Death, Disability and Retirement Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to payment of death, disability and retirement claims and amendment, adjustment and updating of benefit claim records.	24DRF0409	DAVAO CITY

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LIST OF RANK & FILE PLANTILLA VACANCIES FOR FILLING-UP

OFFICE	SECTION	TEAM	POSITION	JOB GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	VACANCY CODE	PLACE OF ASSIGNMENT
NCR OPERATIONS GROUP								
NCR NORTH DIVISION								
BATASAN HILLS BRANCH	TELLERING SECTION		CORPORATE EXECUTIVE OFFICER I	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Corporate Executive Officer I, Telling Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the receiving, safekeeping and processing of all types of payments.	24DRF0410	QUEZON CITY
FAIRVIEW BRANCH	ADMINISTRATIVE SECTION		JUNIOR ADMINISTRATIVE ASSISTANT	8	(Step 1) 32,121.00 to (Step 8) 35,976.00	The Junior Administrative Assistant, Administrative Section, provides administrative support to the branch.	24DRF0411	QUEZON CITY
CUBAO BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM I	SENIOR ANALYST	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Senior Analyst, Team I/II/III/IV/V/VI, Accounts Management Section, manages branch accounts and monitors compliance to Social Security (SS) Law, implements approved marketing plan to attain corporate goals on expanding coverage and increasing revenue, and promotes membership/participation to different SSS programs and services.	24DRF0412	QUEZON CITY
DEPARO BRANCH	MEMBER SERVICES SECTION	TEAM II	JUNIOR MEMBER SERVICE REPRESENTATIVE	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Junior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, and provides general information and assistance to clients.	24DRF0413	CALOOCAN CITY
DILIMAN BRANCH	MEMBER SERVICES SECTION I	TEAM I	SOCIAL SECURITY OFFICER III	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Social Security Officer III, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the receiving, screening and processing of the different member transactions, timely submission of application documents to appropriate organizational unit for processing, and provision of general information and assistance to SSS clients.	24DRF0414	QUEZON CITY
DILIMAN BRANCH	MEMBER SERVICES SECTION I	TEAM I	JUNIOR MEMBER SERVICE REPRESENTATIVE	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Junior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, and provides general information and assistance to clients.	24DRF0415	QUEZON CITY
DILIMAN BRANCH	TELLERING SECTION		CASHIER	8	(Step 1) 32,121.00 to (Step 8) 35,976.00	The Cashier, Team I/II, Telling Section, receives and processes all types of payments.	24DRF0416	QUEZON CITY
KALOOKAN BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM I	JUNIOR ANALYST **	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Junior Analyst, Team I/II/III/IV/V/VI, Accounts Management Section, manages branch accounts and monitors compliance to Social Security (SS) Law, implements approved marketing plan to attain corporate goals on expanding coverage and increasing revenue, and promotes membership/participation to different SSS programs and services.	24DRF0417	CALOOCAN CITY
NOVALICHES BRANCH	MEMBER SERVICES SECTION	TEAM III	JUNIOR MEMBER SERVICE REPRESENTATIVE	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Junior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, and provides general information and assistance to clients.	24DRF0418	QUEZON CITY
NOVALICHES BRANCH	MEMBER SERVICES SECTION	TEAM III	JUNIOR MEMBER SERVICE REPRESENTATIVE	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Junior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, and provides general information and assistance to clients.	24DRF0419	QUEZON CITY
PASO DE BLAS BRANCH	ACCOUNTS MANAGEMENT SECTION		SENIOR ANALYST	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Senior Analyst, Team I/II/III/IV/V/VI, Accounts Management Section, manages branch accounts and monitors compliance to Social Security (SS) Law, implements approved marketing plan to attain corporate goals on expanding coverage and increasing revenue, and promotes membership/participation to different SSS programs and services.	24DRF0420	VALENZUELA CITY
NCR EAST DIVISION								
NCR EAST DIVISION	ADMINISTRATIVE SECTION		SENIOR CLERK	7	(Step 1) 25,027.00 to (Step 8) 27,780.00	The Senior Clerk, Administrative Section, performs general clerical functions such as receiving, filing, and encoding of correspondence, memoranda and reports.	24DRF0421	PASIG CITY
NEW PANADEROS BRANCH	MEMBER SERVICES SECTION	TEAM II	JUNIOR MEMBER SERVICE REPRESENTATIVE	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Junior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, and provides general information and assistance to clients.	24DRF0422	MANDALUYONG CITY
MARIKINA BRANCH	MEMBER SERVICES SECTION	TEAM I	SENIOR CLERK	7	(Step 1) 25,027.00 to (Step 8) 27,780.00	The Senior Clerk, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, performs general clerical functions such as receiving, filing, preparation of simple correspondence, memoranda and reports, and scanning of various documents for uploading or archival.	24DRF0423	MARIKINA CITY

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LIST OF RANK & FILE PLANTILLA VACANCIES FOR FILLING-UP

OFFICE	SECTION	TEAM	POSITION	JOB GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	VACANCY CODE	PLACE OF ASSIGNMENT
MARIKINA-MALANDAY BRANCH	ACCOUNTS MANAGEMENT SECTION		JUNIOR ANALYST	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Junior Analyst, Team I/II/III/IV/V/VI, Accounts Management Section, manages branch accounts and monitors compliance to Social Security (SS) Law, implements approved marketing plan to attain corporate goals on expanding coverage and increasing revenue, and promotes membership/participation to different SSS programs and services.	24DRF0424	MARIKINA CITY
PASIG-PIONEER BRANCH	ADMINISTRATIVE SECTION		SENIOR CLERK	7	(Step 1) 25,027.00 to (Step 8) 27,780.00	The Senior Clerk, Administrative Section, performs general clerical functions such as receiving, filing, and preparation of simple correspondence, memoranda and reports.	24DRF0425	PASIG CITY
SAN JUAN BRANCH	MEMBER SERVICES SECTION		CORPORATE EXECUTIVE OFFICER II	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Corporate Executive Officer II, Member Services Section I/II, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the receiving, screening and processing of the different member transactions, timely submission of application documents to appropriate organizational unit for processing, and provision of general information and assistance to SSS clients.	24DRF0426	SAN JUAN CITY
ORTIGAS BRANCH	ADMINISTRATIVE SECTION		JUNIOR ADMINISTRATIVE ASSISTANT	8	(Step 1) 32,121.00 to (Step 8) 35,976.00	The Junior Administrative Assistant, Administrative Section, provides administrative support to the branch.	24DRF0427	QUEZON CITY
NCR SOUTH DIVISION								
ALABANG-MUNTINLUPA BRANCH	ADMINISTRATIVE SECTION		CORPORATE EXECUTIVE OFFICER I	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Corporate Executive Officer I, Administrative Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the provision of administrative support to the employees in the branch office.	24DRF0428	MUNTINLUPA CITY
MAKATI-GUADALUPE BRANCH	ACCOUNTS MANAGEMENT SECTION		JUNIOR ANALYST	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Junior Analyst, Team I/II/III/IV/V/VI, Accounts Management Section, manages branch accounts and monitors compliance to Social Security (SS) Law, implements approved marketing plan to attain corporate goals on expanding coverage and increasing revenue, and promotes membership/participation to different SSS programs and services.	24DRF0429	MAKATI CITY
LAS PIÑAS BRANCH	MEMBER SERVICES SECTION	TEAM II	JUNIOR MEMBER SERVICE REPRESENTATIVE	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Junior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, and provides general information and assistance to clients.	24DRF0430	LAS PIÑAS CITY
MAKATI-CHINO ROCES BRANCH	ADMINISTRATIVE SECTION		JUNIOR ADMINISTRATIVE ASSISTANT	8	(Step 1) 32,121.00 to (Step 8) 35,976.00	The Junior Administrative Assistant, Administrative Section, provides administrative support to the branch.	24DRF0431	MAKATI CITY
MAKATI-GIL PUYAT BRANCH	MEMBER SERVICES SECTION	TEAM II	SENIOR MEMBER SERVICE REPRESENTATIVE	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Senior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, conducts field verification, and provides general information and assistance to clients.	24DRF0432	MAKATI CITY
MAKATI-GIL PUYAT BRANCH	TELLERING SECTION		CASHIER	8	(Step 1) 32,121.00 to (Step 8) 35,976.00	The Cashier, Team I/II, Teller Section, receives and processes all types of payments.	24DRF0433	MAKATI CITY
MAKATI-J.P. RIZAL BRANCH	MEMBER SERVICES SECTION	TEAM II	JUNIOR MEMBER SERVICE REPRESENTATIVE	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Junior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, and provides general information and assistance to clients.	24DRF0434	MAKATI CITY
NCR WEST DIVISION								
NCR WEST DIVISION	ADMINISTRATIVE SECTION		JUNIOR ADMINISTRATIVE ASSISTANT	8	(Step 1) 32,121.00 to (Step 8) 35,976.00	The Junior Administrative Assistant, Administrative Section, provides administrative support to the division.	24DRF0435	MANILA CITY
WELCOME BRANCH	ADMINISTRATIVE SECTION		SENIOR CLERK	7	(Step 1) 25,027.00 to (Step 8) 27,780.00	The Senior Clerk, Administrative Section, performs general clerical functions such as receiving, filing, and preparation of simple correspondence, memoranda and reports.	24DRF0436	MANILA CITY

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LIST OF RANK & FILE PLANTILLA VACANCIES FOR FILLING-UP

OFFICE	SECTION	TEAM	POSITION	JOB GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	VACANCY CODE	PLACE OF ASSIGNMENT
LUZON OPERATIONS GROUP								
LUZON NORTH 1 DIVISION								
LUZON NORTH 1 DIVISION	OFFICE OF THE HEAD		SENIOR ADMINISTRATIVE ASSISTANT	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Senior Administrative Assistant, NCR/Luzon/Visayas/Mindanao Division Offices, provides administrative support to the head of division.	24DRF0437	BAGUIO CITY
BAGUIO BRANCH	MEMBER SERVICES SECTION	TEAM I	SENIOR MEMBER SERVICE REPRESENTATIVE	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Senior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, conducts field verification, and provides general information and assistance to clients.	24DRF0438	BAGUIO CITY
BAGUIO BRANCH	MEMBER SERVICES SECTION	TEAM II	JUNIOR MEMBER SERVICE REPRESENTATIVE	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Junior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, and provides general information and assistance to clients.	24DRF0439	BAGUIO CITY
LA UNION BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM II	JUNIOR ANALYST	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Junior Analyst, Team I/II/III/IV/V/VI, Accounts Management Section, manages branch accounts and monitors compliance to Social Security (SS) Law, implements approved marketing plan to attain corporate goals on expanding coverage and increasing revenue, and promotes membership/participation to different SSS programs and services.	24DRF0440	SAN FERNANDO CITY, LA UNION
AGOO BRANCH	ADMINISTRATIVE SECTION		CORPORATE EXECUTIVE OFFICER I	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Corporate Executive Officer I, Administrative Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the provision of administrative support to the employees in the branch office.	24DRF0441	AGOO
LUZON NORTH 2 DIVISION								
CAUAYAN, ISABELA BRANCH	MEMBER SERVICES SECTION		JUNIOR MEMBER SERVICE REPRESENTATIVE	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Junior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, and provides general information and assistance to clients.	24DRF0442	CAUAYAN CITY, ISABELA
SOLANO BRANCH	TELLERING SECTION		CORPORATE EXECUTIVE OFFICER I	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Corporate Executive Officer I, Teller Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the receiving, safekeeping and processing of all types of payments.	24DRF0443	SOLANO
LUZON CENTRAL 1 DIVISION								
CABANATUAN BRANCH	MEMBER SERVICES SECTION	TEAM I	SENIOR CLERK	7	(Step 1) 25,027.00 to (Step 8) 27,780.00	The Senior Clerk, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, performs general clerical functions such as receiving, filing, preparation of simple correspondence, memoranda and reports, and scanning of various documents for uploading or archival.	24DRF0444	CABANATUAN CITY
DAGUPAN BRANCH	MEMBER SERVICES SECTION	TEAM II	SENIOR MEMBER SERVICE REPRESENTATIVE	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Senior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, conducts field verification, and provides general information and assistance to clients.	24DRF0445	DAGUPAN CITY
DAGUPAN BRANCH		BAYAMBANG SERVICE OFFICE	SENIOR MEMBER SERVICE REPRESENTATIVE	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Senior Member Service Representative, Service Office, receives, screens and processes different member transactions, and provides general information and assistance to clients.	24DRF0446	DAGUPAN CITY
MARIVELES-BEPZ BRANCH	MEMBER SERVICES SECTION		SENIOR MEMBER SERVICE REPRESENTATIVE	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Senior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, conducts field verification, and provides general information and assistance to clients.	24DRF0447	MARIVELES
TARLAC BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM I	JUNIOR ANALYST	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Junior Analyst, Team I/II/III/IV/V/VI, Accounts Management Section, manages branch accounts and monitors compliance to Social Security (SS) Law, implements approved marketing plan to attain corporate goals on expanding coverage and increasing revenue, and promotes membership/participation to different SSS programs and services.	24DRF0448	TARLAC CITY

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LIST OF RANK & FILE PLANTILLA VACANCIES FOR FILLING-UP

OFFICE	SECTION	TEAM	POSITION	JOB GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	VACANCY CODE	PLACE OF ASSIGNMENT
LUZON CENTRAL 2 DIVISION								
LUZON CENTRAL 2 DIVISION	ADMINISTRATIVE AND GENERAL ACCOUNTING SECTION		BOOKKEEPER	8	(Step 1) 32,121.00 to (Step 8) 35,976.00	The Bookkeeper, Administrative and General Accounting Section, prepares journal vouchers, conducts pre- and post-audit of disbursement vouchers, operational transactions and benefit payments, maintains subsidiary ledgers, prepares remittance vouchers for various financial transactions, and reconciles book balances with bank balances.	24DRF0449	SAN FERNANDO CITY, PAMPANGA
PAMPANGA BRANCH	TELLERING SECTION		CASHIER	8	(Step 1) 32,121.00 to (Step 8) 35,976.00	The Cashier, Team I/II, Telling Section, receives and processes all types of payments.	24DRF0450	SAN FERNANDO CITY, PAMPANGA
PAMPANGA BRANCH		ROBINSONS STARMILLS SERVICE OFFICE	JUNIOR MEMBER SERVICE REPRESENTATIVE	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Junior Member Service Representative, Service Office, receives, screens and processes different member transactions, and provides general information and assistance to clients.	24DRF0451	SAN FERNANDO CITY, PAMPANGA
DAU BRANCH	OFFICE OF THE HEAD		JUNIOR ADMINISTRATIVE ASSISTANT	8	(Step 1) 32,121.00 to (Step 8) 35,976.00	The Junior Administrative Assistant, NCR/Luzon/Visayas/Mindanao Branches, provides administrative support to the head of branch.	24DRF0452	MABALACAT CITY
LUZON SOUTH 1 DIVISION								
BACOR BRANCH	MEMBER SERVICES SECTION	TEAM III	SENIOR MEMBER SERVICE REPRESENTATIVE	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Senior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, conducts field verification, and provides general information and assistance to clients.	24DRF0453	BACOR CITY
BIÑAN BRANCH	ADMINISTRATIVE SECTION		DRIVER	6	(Step 1) 22,288.00 to (Step 8) 24,740.00	The Driver, Administrative Section, drives and maintains the assigned vehicle of the branches.	24DRF0454	BIÑAN
BIÑAN BRANCH	TELLERING SECTION		CASHIER	8	(Step 1) 32,121.00 to (Step 8) 35,976.00	The Cashier, Team I/II, Telling Section, receives and processes all types of payments.	24DRF0455	BIÑAN
CALAMBA BRANCH	MEMBER SERVICES SECTION	TEAM I	SOCIAL SECURITY OFFICER III	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Social Security Officer III, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the receiving, screening and processing of the different member transactions, timely submission of application documents to appropriate organizational unit for processing, and provision of general information and assistance to SSS clients.	24DRF0456	CALAMBA CITY
ROSARIO BRANCH	ACCOUNTS MANAGEMENT SECTION		JUNIOR ANALYST	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Junior Analyst, Team I/II/III/IV/V/VI, Accounts Management Section, manages branch accounts and monitors compliance to Social Security (SS) Law, implements approved marketing plan to attain corporate goals on expanding coverage and increasing revenue, and promotes membership/participation to different SSS programs and services.	24DRF0457	ROSARIO, CAVITE
SAN PABLO BRANCH	MEMBER SERVICES SECTION	TEAM II	SENIOR MEMBER SERVICE REPRESENTATIVE	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Senior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, conducts field verification, and provides general information and assistance to clients.	24DRF0458	SAN PABLO CITY, LAGUNA
TAGAYTAY BRANCH	MEMBER SERVICES SECTION	TEAM I	SOCIAL SECURITY OFFICER III	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Social Security Officer III, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the receiving, screening and processing of the different member transactions, timely submission of application documents to appropriate organizational unit for processing, and provision of general information and assistance to SSS clients.	24DRF0459	TAGAYTAY CITY
LUZON SOUTH 2 DIVISION								
LEMERY BRANCH	MEMBER SERVICES SECTION		SENIOR MEMBER SERVICE REPRESENTATIVE	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Senior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, conducts field verification, and provides general information and assistance to clients.	24DRF0460	LEMERY
LIPA BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM III	JUNIOR ANALYST	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Junior Analyst, Team I/II/III/IV/V/VI, Accounts Management Section, manages branch accounts and monitors compliance to Social Security (SS) Law, implements approved marketing plan to attain corporate goals on expanding coverage and increasing revenue, and promotes membership/participation to different SSS programs and services.	24DRF0461	LIPA CITY

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PUERTO PRINCESA BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM II	JUNIOR ANALYST	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Junior Analyst, Team I/II/III/IV/V/VI, Accounts Management Section, manages branch accounts and monitors compliance to Social Security (SS) Law, implements approved marketing plan to attain corporate goals on expanding coverage and increasing revenue, and promotes membership/participation to different SSS programs and services.	24DRF0462	PUERTO PRINCESA CITY
LUZON BICOL DIVISION								
IRIGA BRANCH	ADMINISTRATIVE SECTION		DRIVER	6	(Step 1) 22,288.00 to (Step 8) 24,740.00	The Driver, Administrative Section, drives and maintains the assigned vehicle of the branches.	24DRF0463	IRIGA CITY
LEGAZPI BRANCH	ADMINISTRATIVE SECTION		DRIVER	6	(Step 1) 22,288.00 to (Step 8) 24,740.00	The Driver, Administrative Section, drives and maintains the assigned vehicle of the branches.	24DRF0464	LEGAZPI CITY
TABACO BRANCH	ADMINISTRATIVE SECTION		DRIVER	6	(Step 1) 22,288.00 to (Step 8) 24,740.00	The Driver, Administrative Section, drives and maintains the assigned vehicle of the branches.	24DRF0465	TABACO CITY
VISAYAS OPERATIONS GROUP								
VISAYAS CENTRAL 1 DIVISION								
CEBU BRANCH	ADMINISTRATIVE SECTION		SENIOR ADMINISTRATIVE ASSISTANT	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Senior Administrative Assistant, Administrative Section, provides administrative support to the branch.	24DRF0466	CEBU CITY
LAPU-LAPU BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM II	SOCIAL SECURITY OFFICER III	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Social Security Officer III, Team I/II/III/IV/V/VI, Accounts Management Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to coverage and collection, accounts monitoring and management, marketing and implementation of different SSS coverage programs and ensuring employer's compliance to Social Security (SS) Law.	24DRF0467	LAPU-LAPU CITY
MANDAUE BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM I	SENIOR ANALYST	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Senior Analyst, Team I/II/III/IV/V/VI, Accounts Management Section, manages branch accounts and monitors compliance to Social Security (SS) Law, implements approved marketing plan to attain corporate goals on expanding coverage and increasing revenue, and promotes membership/participation to different SSS programs and services.	24DRF0468	MANDAUE CITY
TAGBILARAN BRANCH	OFFICE OF THE HEAD		JUNIOR ADMINISTRATIVE ASSISTANT	8	(Step 1) 32,121.00 to (Step 8) 35,976.00	The Junior Administrative Assistant, NCR/Luzon/Visayas/Mindanao Branches, provides administrative support to the head of branch.	24DRF0469	TAGBILARAN CITY
TOLEDO BRANCH	ACCOUNTS MANAGEMENT SECTION		JUNIOR ANALYST	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Junior Analyst, Team I/II/III/IV/V/VI, Accounts Management Section, manages branch accounts and monitors compliance to Social Security (SS) Law, implements approved marketing plan to attain corporate goals on expanding coverage and increasing revenue, and promotes membership/participation to different SSS programs and services.	24DRF0470	TOLEDO CITY
VISAYAS CENTRAL 2 DIVISION								
CALBAYOG BRANCH	OFFICE OF THE HEAD		JUNIOR ADMINISTRATIVE ASSISTANT	8	(Step 1) 32,121.00 to (Step 8) 35,976.00	The Junior Administrative Assistant, NCR/Luzon/Visayas/Mindanao Branches, provides administrative support to the head of branch.	24DRF0471	CALBAYOG CITY
MAASIN BRANCH	TELLERING SECTION		CORPORATE EXECUTIVE OFFICER I	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Corporate Executive Officer I, Teller Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the receiving, safekeeping and processing of all types of payments.	24DRF0472	MAASIN CITY, SOUTHERN LEYTE
TACLOBAN BRANCH	MEMBER SERVICES SECTION		CORPORATE EXECUTIVE OFFICER II	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Corporate Executive Officer II, Member Services Section I/II, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the receiving, screening and processing of the different member transactions, timely submission of application documents to appropriate organizational unit for processing, and provision of general information and assistance to SSS clients.	24DRF0473	TACLOBAN CITY

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VISAYAS WEST 1 DIVISION								
BACOLOD EAST BRANCH	ADMINISTRATIVE SECTION		CORPORATE EXECUTIVE OFFICER I	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Corporate Executive Officer I, Administrative Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the provision of administrative support to the employees in the branch office.	24DRF0474	BACOLOD CITY
DUMAGUETE BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM II	SENIOR ANALYST	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Senior Analyst, Team I/II/III/IV/V/VI, Accounts Management Section, manages branch accounts and monitors compliance to Social Security (SS) Law, implements approved marketing plan to attain corporate goals on expanding coverage and increasing revenue, and promotes membership/participation to different SSS programs and services.	24DRF0475	DUMAGUETE CITY
VICTORIAS BRANCH	TELLERING SECTION		CORPORATE EXECUTIVE OFFICER I	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Corporate Executive Officer I, Telling Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the receiving, safekeeping and processing of all types of payments.	24DRF0476	VICTORIAS CITY
VISAYAS WEST 2 DIVISION								
ILOILO-CENTRAL BRANCH	ADMINISTRATIVE SECTION		SENIOR ADMINISTRATIVE ASSISTANT	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Senior Administrative Assistant, Administrative Section, provides administrative support to the branch.	24DRF0477	ILOILO CITY
ROXAS BRANCH	MEMBER SERVICES SECTION		JUNIOR MEMBER SERVICE REPRESENTATIVE	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Junior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, and provides general information and assistance to clients.	24DRF0478	ROXAS CITY
MINDANAO OPERATIONS GROUP								
MINDANAO NORTH DIVISION								
BUTUAN BRANCH	TELLERING SECTION		CORPORATE EXECUTIVE OFFICER I	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Corporate Executive Officer I, Telling Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the receiving, safekeeping and processing of all types of payments.	24DRF0479	BUTUAN CITY
ILIGAN BRANCH	TELLERING SECTION		CASHIER	8	(Step 1) 32,121.00 to (Step 8) 35,976.00	The Cashier, Team I/II, Telling Section, receives and processes all types of payments.	24DRF0480	ILIGAN CITY
ILIGAN BRANCH	TELLERING SECTION		CASHIER	8	(Step 1) 32,121.00 to (Step 8) 35,976.00	The Cashier, Team I/II, Telling Section, receives and processes all types of payments.	24DRF0481	ILIGAN CITY
OZAMIS BRANCH	TELLERING SECTION		CORPORATE EXECUTIVE OFFICER I	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Corporate Executive Officer I, Telling Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the receiving, safekeeping and processing of all types of payments.	24DRF0482	OZAMIS CITY
TANDAG BRANCH	TELLERING SECTION		CORPORATE EXECUTIVE OFFICER I	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Corporate Executive Officer I, Telling Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the receiving, safekeeping and processing of all types of payments.	24DRF0483	TANDAG CITY
VALENCIA BRANCH	TELLERING SECTION		CORPORATE EXECUTIVE OFFICER I	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Corporate Executive Officer I, Telling Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the receiving, safekeeping and processing of all types of payments.	24DRF0484	VALENCIA CITY
MINDANAO SOUTH 1 DIVISION								
DAVAO BRANCH	TELLERING SECTION		CORPORATE EXECUTIVE OFFICER I **	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Corporate Executive Officer I, Telling Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the receiving, safekeeping and processing of all types of payments.	24DRF0485	DAVAO CITY
DIGOS BRANCH	TELLERING SECTION		CORPORATE EXECUTIVE OFFICER I	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Corporate Executive Officer I, Telling Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the receiving, safekeeping and processing of all types of payments.	24DRF0486	DIGOS CITY

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TAGUM BRANCH	TELLERING SECTION		CORPORATE EXECUTIVE OFFICER I	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Corporate Executive Officer I, Tellinging Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the receiving, safekeeping and processing of all types of payments.	24DRF0487	TAGUM CITY
TORIL BRANCH	TELLERING SECTION		CORPORATE EXECUTIVE OFFICER I	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Corporate Executive Officer I, Tellinging Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the receiving, safekeeping and processing of all types of payments.	24DRF0488	TORIL, DAVAO CITY
MINDANAO SOUTH 2 DIVISION								
KIDAPAWAN BRANCH	TELLERING SECTION		CORPORATE EXECUTIVE OFFICER I	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Corporate Executive Officer I, Tellinging Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the receiving, safekeeping and processing of all types of payments.	24DRF0489	KIDAPAWAN CITY
MINDANAO WEST DIVISION								
DIPOLOG BRANCH	TELLERING SECTION		CORPORATE EXECUTIVE OFFICER I	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Corporate Executive Officer I, Tellinging Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the receiving, safekeeping and processing of all types of payments.	24DRF0490	DIPOLOG CITY
ZAMBOANGA BRANCH	TELLERING SECTION		CORPORATE EXECUTIVE OFFICER I	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Corporate Executive Officer I, Tellinging Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the receiving, safekeeping and processing of all types of payments.	24DRF0491	ZAMBOANGA CITY

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