

EMPLOYMENT OPPORTUNITIES

We are pleased to announce the executive and rank and file plantilla vacancies for filling up. Attached are Annexes “A and B” for the List of Executive and Rank and File Plantilla Vacancies, respectively.

Below are the Guidelines for the Qualification Requirements, Submission of Application and Other Reminders. **Please take note of the procedure on the submission of application through the eRecruitment Portal.**

QUALIFICATION REQUIREMENTS

All applicants must meet the minimum Qualification Standards (QS) for the position (Annex C) and must be compliant with other internal rules as of the date of assessment of application. The date of assessment for all positions shall be on the tenth (10th) working day after the application deadline.

The applicants shall be assessed based on the following factors:

- Education, Experience, Training and Eligibility (EETE):
CSC-approved QS for EETE for the position
- **Performance Rating:**

Applicant should have obtained at least Very Satisfactory (VS) performance in the last two rating periods for semestral performance assessment/one rating period for annual performance assessment prior to the date of assessment or screening for promotion or transfer.

OTHER REQUIREMENTS:

1. Applicant must not have more than one (1) relative in the SSS within the third degree of consanguinity or affinity. He/She must not apply to a vacancy of a unit or office where the relative is the head of office or immediate supervisor.
2. Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.
3. CSC Revised Rules on Administrative Cases in the Civil Service (RRACCS) shall be followed.

APPLICATION REQUIREMENTS

1. Submission of application shall be within **10 calendar days** for **executive and rank and file positions, reckoned from the day after the date of the announcement**. Said deadline may be extended if it falls on a weekend, holiday, or there is suspension of work within the application period.
2. Applicants can apply for **only one vacancy**.
3. Below are the required forms and documents:
 - a. Required Forms:

REQUIRED FORMS	REMARKS
1. Application Form for Promotion/ Appointment	<ul style="list-style-type: none">▪ Downloadable from eRecruitment Portal▪ Original copy

2. Personal Data Sheet (PDS) notarized by Notary Public or signed/certified by Administering Officer (Department/Branch/ Office Head)	<ul style="list-style-type: none"> ▪ Downloadable from eRecruitment Portal ▪ Two (2) original copy
3. Work Experience Sheet	<ul style="list-style-type: none"> ▪ Attached as Annex D ▪ Two (2) original copy

Reminders on the accomplishment of PDS:

- Notarized by Notary Public or signed/certified by Administering Officer (Department/Branch/Office Head)
- Properly filled-out (complete details, w/ signature on all pages, w/ latest passport size picture (white background, business attire), w/ thumbmark and date of accomplishment must be within the application period)
- Indicate N/A if not applicable (do not leave any field blank or unanswered)

b. Documentary Requirements:

i. Proof of Eligibility

- Report of rating/license/certificate of admission to the Bar/certificate of eligibility/eligibility card (authenticated copy, certified true copy, photocopy, scanned copy, or site/screen capture of the eligibility using the Civil Service Eligibility Verification System, Professional Regulation Commission’s (PRC)’s Licensure Examination and Registration Information System (LEARIS), or Supreme Court of the Philippines (SC) Lawyer’s List)

ii. Proof of Education

- Transcript of Records (Bachelor’s Degree and Master’s Degree, if any)
For recently completed educational degrees, a certification of completion of all course requirements by the School Registrar may be submitted pending the release of the Official Transcript of Records by the school

iii. Proof of Work Experience

- Signed certificates of employment from the employer or authorized HR representative (with indicated period of employment per position)
- Official and certified duties and responsibilities (per employer and position)
- Certifications/Personnel Orders of current and previous designations, if any, relevant to application
- Service Records, if any, in previous or current employment (signed by the employer or authorized HR representative)

iv. Proof of Training

- Signed certificates of trainings and seminars relevant to application (with indicated date/training hours)
- Modules of trainings and seminars

v. Others

- NBI and Police clearances (original copies) (*shall be required anytime within the period of assessment*)

SUBMISSION OF APPLICATIONS AND UPLOADING OF DOCUMENTS

1. Go to <https://careers.sss.gov.ph/> and click “[sign up](#)” to create a user account.
2. Using the user account, file the application through the **eRecruitment Portal**.
3. Proceed to “Application Status” Menu to download PDS and Application Form.
4. **All forms and required documents mentioned above shall be uploaded in PDF format (15MB max) through the “File Uploading” Menu.** The forms and documents to be uploaded shall follow the order in which they were enumerated in the checklist (under item no. 3 of Application Requirements). Do not forget to click “Finalize Uploaded File” to submit your documents.

5. Print and keep two (2) original hard copies of the notarized PDS with Work Experience Sheet.
6. An email notification will be sent to your email confirming you successfully uploaded your documents.

DEADLINE FOR SUBMISSION OF APPLICATIONS: 21 November 2024

For further queries and concerns, please communicate with the following personnel:

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| +632 87097198 local 3520 | - | Ms. Rizalina Magsino-Valencerina |
| +632 87097198 local 3512 | - | Mr. Jovan Alipao |
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Attached:

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|---------|---|---|
| Annex A | - | List of Executive Positions |
| Annex B | - | List of Rank & File Positions |
| Annex C | - | Qualification Standards for each vacancy and other preferences/requirements |
| Annex D | - | Work Experience Sheet |