



Republic of the Philippines
SOCIAL SECURITY SYSTEM

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CIRCULAR NO. 2021-017

TO : **ALL SSS MEMBERS / PENSIONERS**

SUBJECT : **GUIDELINES ON THE ASSISTANCE FOR SSS MEMBERS/
PENSIONERS AFFECTED BY TROPICAL STORM MARING**

Pursuant to Social Security Commission (SSC) Resolution No. 551-s.2019 dated 31 July 2019 approving the recommendation to provide assistance for SSS members/pensioners affected by **Tropical Storm Maring**, the following guidelines are hereby issued:

A. TYPE OF ASSISTANCE

1. Calamity Loan Assistance Program (CLAP) for member-borrowers whose residence is in the areas affected by calamity and other areas to be declared under state of calamity by National Disaster Risk Reduction and Management Council (NDRRMC) and who suffered losses or damages to their properties located in the said calamity-stricken areas (Annex A).
2. Three-month advance pension for SS and EC pensioners (per ECC Board Resolution No. 14-07-21 dated 28 July 2014) who are residing in the affected areas (Annex B).
3. Direct House Repair and Improvement Loan of SSS members who were affected by the above-mentioned calamity (Annex C).

B. COVERED AREAS

1. Declared areas under State of Calamity:

Areas	Resolution No.	Date
La Union (Province -wide)	1413-2021	12 October 2021
Ilocos Sur (Province-wide)	565s-2021	13 October 2021
Palawan (Municipality of Narra)	2021-4324	13 October 2021
Benguet (Municipality of Kibungan)	103-2021	26 October 2021

2. All other areas which may be declared under state of calamity by the NDRRMC.

[Handwritten signatures and initials]

C. AVAILMENT PERIOD

The availment period for the assistance package will start on 15 December 2021 until 14 March 2022 except for the Direct House Repair and Improvement Loan which is up to one (1) year from issuance of the corresponding SSS Circular.

For inquiries, members are advised to go to any SSS Office or log on to www.sss.gov.ph, or call at hotline number 1455 for assistance.

Please be guided accordingly.


AURORA C. IGNACIO
President and CEO

19 NOV 2021

Date

- ATTACHMENTS:
- | | | |
|---------|---|---|
| Annex A | - | Guidelines on the Calamity Loan Assistance Program (CLAP) for SSS Members affected by Tropical Storm Maring |
| Annex B | - | Guidelines on the Three-month Advance Pension for SS and EC Pensioners affected by Tropical Storm Maring |
| Annex C | - | Guidelines on Direct House Repair and/or Improvement Loan of SSS Members affected by Tropical Storm Maring |

(Policies - Death, Disability, Retirement and Funeral Benefits, Loans Granting)
(Prepared by: Member Loans Department)

**GUIDELINES ON THE CALAMITY LOAN ASSISTANCE PROGRAM (CLAP) FOR
SSS MEMBERS AFFECTED BY TROPICAL STORM MARING**

A. COVERAGE OF THE PROGRAM

Members who are residents of the calamity-stricken areas as declared and may be declared by the National Disaster Risk Reduction and Management Council (NDRRMC) and who suffered losses or damages to their properties located in the said calamity-stricken areas.

B. ELIGIBILITY

To avail of the program, the members:

1. Must be registered in the SSS website (My.SSS facility) to facilitate filing of online application.
2. Must have at least thirty-six (36) monthly contributions, six (6) of which should be posted within the last twelve (12) months prior to the month of filing of application.
3. Must be residents of the calamity declared areas and suffered damages/loss to their properties. A resident, for the purpose of CLAP, is one who has a home address or property at the calamity-stricken area.
4. Have not been granted any final benefit, i.e. permanent total disability or retirement.
5. Must not have an outstanding Loan Restructuring Program (LRP) or Calamity Loan Assistance Program (CLAP).
6. If employed, the employer must certify the CLAP application thru online (My.SSS facility).

C. LOAN AMOUNT

The loan amount shall be equivalent to one (1) monthly salary credit (MSC) computed based on the average of the last twelve (12) MSC (rounded up to the nearest thousand) or the amount applied for, whichever is lower.

D. PAYMENT TERM AND DEADLINE OF PAYMENT

1. The loan shall be payable within two (2) years in twenty-four (24) equal monthly installments.
2. The loan amortization shall start on the 2nd month following the date of the approval of the loan.



3. Payment deadline shall be on or before the last day of the month following the applicable month.
4. In case the payment deadline falls on a Saturday, Sunday or holiday, payment may be made on the next working day.

E. SERVICE FEE, INTEREST RATE AND PENALTY

1. The service fee of 1% of loan amount is waived.
2. The loan shall be charged an interest rate of 10% per annum until fully paid, computed on a diminishing principal balance and shall be amortized over a period of twenty-four (24) months.
3. Pro-rated interest from the date of loan granting up to the end of the month prior to first amortization month shall be deducted in advance from the loan proceeds.

Sample Illustration:

Loan date: 16 December 2021

First amortization month: February 2022

Loan amount: Php 16,000.00

Interest from 17 December to 31 January 2022

$\text{Php } 16,000.00 \times 10\% \times 46 \text{ days} / 365 = \text{Php } 201.64$

Php 201.64 shall be deducted from loan proceeds.

4. Any excess in the amortization payment shall be applied to the outstanding principal balance.
5. Loan amortization not remitted on due date shall bear a penalty of 1% per month. A delay of a fraction of a month shall be charged a full month penalty.

F. FILING OF APPLICATION

The member-borrower must apply for CLAP through the SSS website by accessing his/her My.SSS account.

G. OTHER CONDITIONS

1. This calamity loan must be fully paid before the member can avail of future calamity loans of SSS.
2. Any overpayment on a previous loan shall be subject to validation of SSS, and if valid, shall be applied to the active loan, if any. If there is no active loan, it shall be refunded to the member-borrower upon his/her request.

3. Aggregate unpaid obligation equivalent to more than six (6) monthly amortizations shall result to loan default. The full balance of a defaulted loan shall become due and demandable. A defaulted account is subject to 10% interest per annum to be charged on the outstanding principal balance and 1% penalty per month on unpaid principal and interest until fully paid.
4. Other terms and conditions in the existing salary loan guidelines, not inconsistent with the above provisions shall be applicable in this program.

H. RELEASE OF LOAN PROCEEDS

Through Development Bank of the Philippines (DBP) Philippine Electronic Fund Transfer System and Operations Network (PESONet) Accredited/Participating Banks:

Active single account in any PESONet accredited banks in the name of the Member-borrower shall be enrolled in the DAEM and shall be used as mode of disbursement for CLAP application by accessing the member's My.SSS account.

Through Unified Multi-Purpose Identification (UMID) – Automated Teller Machine (ATM) Card:

If with activated UMID-ATM, the loan proceeds shall automatically be credited to member-borrower's account.

Through Union Bank of the Philippines (UBP) Quick Card:

For UBP Quick Card, the member-borrowers may opt to avail the card at selected SSS Branches with UBP Kiosk. The corresponding account number of UBP Quick Card must be enrolled in the Disbursement Account Enrollment Module (DAEM) by accessing the member's My.SSS account.

GUIDELINES ON THE THREE-MONTH ADVANCE PENSION FOR SS AND EC PENSIONERS AFFECTED BY TROPICAL STORM MARING

A. COVERAGE

Existing **SS retiree, disability and survivor pensioners and EC disability and survivor pensioners** whose residence are located in the calamity areas declared by the National Disaster Risk Reduction and Management Council (NDRRMC).

B. ELIGIBILITY

1. SS and EC pensioners, who are living in calamity areas declared by the NDRRMC, may apply for three-month advance pension starting 15 December 2021 until 14 March 2022.
2. For SS and EC partial disability, pensioner may apply for the advance pension for the remaining months of the partial disability pension but not to exceed the three-month period.
3. SS and EC pensioners who have availed advance pension for the previous calamities and whose pensions are still suspended may avail of the three-month advance pension for "Tropical Storm Maring", provided that the advance pension will not exceed three months at any time.
4. SS Retiree pensioners who have no existing loan under the Pension Loan Program (PLP) are qualified to apply for the three-month advance pension.

C. DOCUMENTARY REQUIREMENTS

The pensioner shall submit the properly accomplished Application for Assistance Due to Calamity/Disaster duly certified by the Barangay Chairman. In case Part II of the form is not accomplished, the pensioner shall submit certification that pensioner is affected by the calamity from any of the following:

- a. Department of Social Welfare and Development (DSWD); or
- b. National Disaster Risk Reduction and Management Council (NDRRMC)

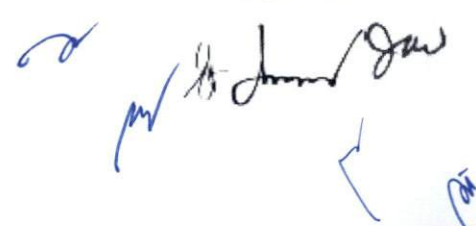
D. FILING OF APPLICATIONS

"File Anywhere" policy shall be implemented. All branches shall receive applications for the three-month advance pension.

E. ENCODING OF APPLICATIONS

The Corporate Executive Office II, Member Services Section, Branch Office, shall immediately encode in the "Advance Pension Calamity Module" the applications received for the day.

All applications received on the last day of the filing period shall be encoded in the Advance Pension Calamity Module within five (5) working days after the last day of the filing period.



F. RELEASE OF BENEFIT THRU CHECK

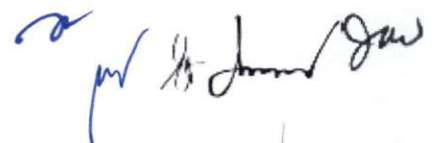
The generated benefit checks shall be sent to the SSS branch where the pensioner filed his/her application. The SSS branch shall allow personal release of the checks, subject to usual presentation of required documents, within ten (10) working days from receipt; otherwise, the check shall be mailed to his/her mailing address.

G. RESUMPTION OF THE MONTHLY PENSION

The resumption of the monthly pension shall be automatically done by the System after the three-month period.

H. FORMS

The Application for Assistance Due to Calamity/Disaster under Office Order No. 2014-048 shall be used for the Three-month Advance Pension for SS and EC Pensioners.



ANNEX C

GUIDELINES ON DIRECT HOUSE REPAIR AND/OR IMPROVEMENT LOAN OF SSS MEMBERS AFFECTED BY THE SEVERE TROPICAL STORM MARING

A. COVERAGE OF THE PROGRAM

1. SSS members who are currently employed, self-employed, voluntary and OFW members, whose residence is located in the disaster area and whose house was destroyed/damaged due to the Severe Tropical Storm Maring.
2. The calamity areas identified based on a declaration to be made by the National Disaster Risk Reduction and Management Council (NDRRMC).

B. ELIGIBILITY

1. Applicant must be an SSS member;
2. Applicant must have a total of at least twenty-four (24) monthly contributions of which three (3) contributions are within the last 12-month period prior to the month of filing of the application;
3. Age of applicant is not more than sixty (60) years old at the time of filing of application;
4. Applicant has not been previously granted a House Repair and/or Improvement Loan by the SSS;
5. Applicant has not been granted final SSS benefit nor was refunded SSS contributions; and
6. Applicant and his/her spouse (if applicable) must be up-to-date in the payment of all other existing loan/s with the SSS.

C. LOAN AMOUNT

The maximum loanable amount is One Million (P1,000,000.00) Pesos subject to repricing every five (5) years.



D. SERVICE FEE, INTEREST RATES AND PENALTY

1. The processing fee shall be waived.
2. Loan shall be charged a penalty of 1.5% of the amount due for every month of delay or a fraction thereof until updated or fully paid.

Loan of Amount	Interest Rates
Up to P450,000.00	8% p.a.
Over P450,000 up to 1M	9% p.a.

E. PAYMENT TERM

The amortization period shall be in multiple of five (5) years with a maximum term of twenty (20) years, plus six (6) months moratorium, but shall in no case exceed:

1. The economic life of the house/improvement, after repair and/or improvement are introduced, as determined by the SSS; and
2. The difference between the age of the applicant and sixty-five (65).

F. MORATORIUM

There shall be a six (6) months moratorium in monthly amortization and interest payments. The loan amortization shall commence on the 7th month and shall be payable in equal monthly amortization during the term of the loan.

G. REPRICING

Repricing rate shall be based on six (6) months average PHP BVAL Reference Rate at present or its equivalent referring to the remaining term of the loan plus 1% credit risk premium.

H. COLLATERAL

The collateral used to secure the repair and/or improvement loan shall be the house and lot or condominium unit being applied for repair and/or improvement. The collateral must meet the following specifications:

1. The OCT/TCT/CCT of the land is registered with the Registry of Deeds under the Torrens System and is in the name of the principal applicant and spouse, if applicable; and

2. The title must be free from liens and encumbrances except those which are held by the SSS.

I. INSURANCE COVERAGE

The loan shall be duly covered by Mortgage Redemption Insurance and Property Insurance which shall be implemented in accordance with existing policies of the SSS, as follows:

1. The first-year insurance premium shall be deducted from the first release (for staggered payment) or full release (for one-time payment) of the loan amount.
2. Succeeding annual premium shall be paid monthly spread equally over one (1) year together with the housing loan amortization effective upon first/full release of the loan.

J. LOAN RELEASES

1. Releases on loan amount shall be in accordance with existing rules but in no case shall any release be more than 90% of the work completed as appraised by the SSS.
2. The full/final release of the loan amount and the completion of the repair and/or improvement shall be within six (6) months from the month of confirmation by SSC of the loan approval.

K. OTHER CONDITIONS

1. The proceeds of the loan shall be solely for the purpose of house repair and/or improvement, the supervision of which shall be the sole responsibility of the applicant.
2. The applicant shall comply with all loan requirements and execute all supporting papers and/or documents to the satisfaction of the SSS.
3. The applicant shall conform to such changes or modifications as may be made by the SSS on the amount of the loan and/or terms thereof before signing of mortgage of contract.
4. The loan may be cancelled by the SSS, if not availed of within the six (6) months following the month of receipt of the notice of loan approval. Any

unreleased amount may be forfeited and failure to complete the repair and/or improvement shall be a ground for foreclosure.

L. FILING OF APPLICATION

The filing of application shall be as follows:

For NCR – to be filed at MLD, SSS Main Office	
For Non-NCR – to be filed at Housing and Acquired Asset Management Team	
Housing and Acquired Asset Management Section	Housing and Acquired Asset Management Team
Northern Luzon	Baguio
Southern Luzon	San Pablo

M. FORMS

The Application for Direct House Repair and/or Improvement Loan under Office Order No. 2013-038 together with the revised Terms and Conditions and Checklists of Requirements shall be used for the Housing Loan Assistance for the Direct House Repair and/or Improvement Loan.

1. Application for Direct House Repair and/or Improvement Loan – Annex C.1
2. Checklist of Requirements – Annex C.2