

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
INTERNAL AUDIT SERVICE GROUP								
INTERNAL AUDIT SERVICE DIVISION I								
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.	25ARF0001	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.	25ARF0002	QUEZON CITY
INTERNAL AUDIT SERVICE DIVISION II								
CORPORATE SERVICE AUDIT DEPARTMENT	SECTION I		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 of units involved in corporate services based on the approved audit plan.	25ARF0003	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.	25ARF0004	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.	25ARF0005	QUEZON CITY
BENEFITS ADMINISTRATION DIVISION								
RETIREMENT, DEATH AND FUNERAL BENEFITS ADMINISTRATION DEPARTMENT	PROGRAM MONITORING SECTION		CORPORATE EXECUTIVE OFFICER III	13	(Step 1) 108,013.00 to (Step 8) 135,016.00	The Corporate Executive Officer III, Program Monitoring Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the monitoring and evaluation of the pilot implementation of retirement, death and funeral (RDF) benefit programs.	25ARF0006	QUEZON CITY
MEMBER SERVICES AND SUPPORT GROUP								
RECORDS ARCHIVING AND SERVICING DEPARTMENT	WESTERN VISAYAS 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 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 provision of copies to requesting organizational units, and maintenance and disposal of back file* Social Security System (SSS) records of organizational units under Western Visayas area based on set guidelines and procedures.	25ARF0007	BACOLOD CITY
IDENTITY MANAGEMENT DEPARTMENT	OPERATIONS SUPPORT SECTION		JUNIOR ANALYST	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Junior Analyst, Operations Support Section, provides assistance in the conduct of monitoring on the implementation of Unified Multi-Purpose Identification (UMID) card program, and provides response and assistance to Social Security System (SSS) members, branches, partner agencies and other concerned internal/external units on their UMID card-related concerns in coordination with appropriate organizational units.	25ARF0008	QUEZON CITY
IDENTITY MANAGEMENT DEPARTMENT	ENROLLMENT AND CARD PROCESSING SECTION	CARD PROCESSING TEAM I (FIRST SHIFT)	SENIOR ANALYST	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Senior Analyst, Card Processing Team I/II (First Shift/Second Shift), reconciles Unified Multi-purpose Identification (UMID) cards delivered by the card production provider, and provides assistance in the inspection and quality control of UMID cards to ensure card quality prior to packaging and releasing.	25ARF0009	QUEZON CITY

* In case of hiring, Step 1/hiring rate shall apply. In case of promotion, rate of applicable step within the Job Grade shall be used based on CPCS guidelines.

For more details about salaries, allowances, benefits and other entitlements, visit <https://www.officialgazette.gov.ph/downloads/2021/10oct/20211001-EO-150-RRD.pdf>.

** Appointment of the previous incumbent to the position is ongoing validation by the CSC. Thus, appointment of the applicant to the announced position will be subject to the result of the said validation.

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 RELATIONS AND SUPPORT DIVISION								
MEMBER RELATIONS AND SUPPORT DIVISION	MONITORING SECTION		SENIOR ANALYST	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Senior Analyst, Monitoring Section, monitors, evaluates and prepares reports on replies or compliance of concerned organizational units on Social Security System (SSS) members' and other stakeholders' complaints, inquiry and requests for assistance pertaining to SSS matters in coordination with Member Communications and Assistance Department (MCAD) to ensure resolution and/or settlement of cases.	25ARF0010	QUEZON CITY
MEMBER COMMUNICATIONS AND ASSISTANCE DEPARTMENT	24/7 CALL CENTER SECTION	FIRST SHIFT	SENIOR MEMBER SERVICE REPRESENTATIVE	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Senior Member Service Representative, First Shift/Second Shift/Third Shift, handles and consolidates 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.	25ARF0011	QUEZON CITY
MEMBER COMMUNICATIONS AND ASSISTANCE DEPARTMENT	24/7 CALL CENTER SECTION	FIRST SHIFT	SENIOR MEMBER SERVICE REPRESENTATIVE	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Senior Member Service Representative, First Shift/Second Shift/Third Shift, handles and consolidates 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.	25ARF0012	QUEZON CITY
MEMBER COMMUNICATIONS AND ASSISTANCE DEPARTMENT	24/7 CALL CENTER SECTION	SECOND 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.	25ARF0013	QUEZON CITY
MEMBER COMMUNICATIONS AND ASSISTANCE DEPARTMENT	24/7 CALL CENTER SECTION	QUALITY ASSURANCE AND SUPPORT TEAM	SENIOR COMMUNICATIONS ANALYST	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Senior Communications Analyst, Quality Assurance and Support Team, develops new/updated scripts, guidelines and metrics in handling communications (e.g., complaints, inquiries, requests for assistance) of Social Security System (SSS) members and other stakeholders (except those OFWs and other members, beneficiaries and pensioners based abroad) pertaining to SSS matters received via telephone hotline and domestic 1-800 toll-free numbers, and conducts monitoring to ensure that calls are handled well and to check adherence to scripts, metrics and guidelines.	25ARF0014	QUEZON CITY
MEMBER COMMUNICATIONS AND ASSISTANCE DEPARTMENT	CORRESPONDENCE SECTION	W-COMM TEAM	ASSISTANT COMMUNICATIONS ANALYST	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Assistant Communications Analyst, W-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 pertaining to SSS matters received via post, fax and over-the-counter except those stamped abroad.	25ARF0015	QUEZON CITY
MEMBER COMMUNICATIONS AND ASSISTANCE DEPARTMENT	SOCIAL MEDIA SERVICES SECTION	SOCIAL MEDIA SERVICES TEAM	SENIOR COMMUNICATIONS ANALYST	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Senior Communications Analyst, develops standard and appropriate responses to complaints, inquiries or requests for assistance pertaining to Social Security System (SSS) matters posted by SSS members and other stakeholders at SSS official social media sites (e.g., Facebook, Twitter, Youtube), facilitates problem solving and resolutions thereof, and prepares reports on transactions and effectiveness of said media channels.	25ARF0016	QUEZON CITY
MEMBER COMMUNICATIONS AND ASSISTANCE DEPARTMENT	SOCIAL MEDIA SERVICES SECTION	SOCIAL MEDIA SUPPORT TEAM	JUNIOR MEMBER SERVICE REPRESENTATIVE	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Junior Member Service Representative, handles simple inquiries or requests for assistance pertaining to Social Security System (SSS) matters posted by SSS members and other stakeholders at SSS official social media sites (e.g., Facebook, Twitter, Youtube).	25ARF0017	QUEZON CITY
MEMBER COMMUNICATIONS AND ASSISTANCE DEPARTMENT	MEMBER ASSISTANCE SECTION	SPECIAL ASSISTANCE TEAM	JUNIOR MEMBER SERVICE REPRESENTATIVE	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Junior Member Service Representative, Special Assistance Team, screens and guides the visitors such as Social Security System (SSS) members and other stakeholders entering the SSS Main Office.	25ARF0018	QUEZON CITY
MEMBER ELECTRONIC SERVICES DEPARTMENT	ELECTRONIC SERVICE FACILITY SECTION II (TEXT/IVRS/OTHERS)		CORPORATE EXECUTIVE OFFICER III	13	(Step 1) 108,013.00 to (Step 8) 135,016.00	The Corporate Executive Officer III, Electronic Service Facility Section II (Text/IVRS/Others), supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the development of project innovations/enhancements, provision of assistance and conduct of monitoring 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.	25ARF0019	QUEZON CITY
MEMBER ELECTRONIC SERVICES DEPARTMENT	ELECTRONIC SERVICE FACILITY OPERATIONS SUPPORT (ESFOS) SECTION	ESFOS TEAM II	SOCIAL SECURITY OFFICER IV	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Social Security Officer IV, ESFOS Team I/II/III, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the provision of support services and assistance (e.g., provision of response/resolutions on problems, queries and feedback) to internal and external clients (e.g., Social Security System (SSS) branch personnel, members, employers) on the use of SSS electronic/self-service facilities (e.g., SSS website, Self-Service Information Terminal (SSIT), email, E-Center, Interactive Voice Response System (IVRS), Text-SSS) in coordination with appropriate organizational units, and consolidation of reports on problems, queries and feedback received by the unit to serve as input for possible improvement/innovation of SSS electronic/self-service facilities.	25ARF0020	QUEZON CITY

* In case of hiring, Step 1/hiring rate shall apply. In case of promotion, rate of applicable step within the Job Grade shall be used based on CPCS guidelines.

For more details about salaries, allowances, benefits and other entitlements, visit <https://www.officialgazette.gov.ph/downloads/2021/10oct/20211001-EO-150-RRD.pdf>.

** Appointment of the previous incumbent to the position is ongoing validation by the CSC. Thus, appointment of the applicant to the announced position will be subject to the result of the said validation.

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
ACCOUNT MANAGEMENT GROUP								
LARGE ACCOUNTS DIVISION								
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.	25ARF0021	MAKATI 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.	25ARF0022	QUEZON CITY
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.	25ARF0023	ILOILO CITY
VISAYAS AND MINDANAO LARGE ACCOUNTS DEPARTMENT	MINDANAO EAST SECTION		SENIOR ANALYST	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Senior Analyst, Mindanao East Section, handles the implementation of marketing plans and programs pertaining to coverage and collection in the Mindanao East area.	25ARF0024	CAGAYAN DE ORO CITY / BUTUAN CITY
INTERNATIONAL OPERATIONS GROUP								
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.	25ARF0025	MAY BE DEPLOYED OVERSEAS
ASIA, AMERICAS AND PACIFIC OPERATIONS DIVISION								
ASIA, AMERICAS AND PACIFIC 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.	25ARF0026	QUEZON CITY
INVESTMENTS SECTOR								
INVESTMENTS SUPPORT DIVISION								
STRATEGIC DECISION AND TECHNICAL SUPPORT DEPARTMENT	FRONT-OFFICE SUPPORT SECTION		JUNIOR SPECIALIST	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Junior Specialist, Front-Office Support Section, gathers and validates updated data required for the preparation of regular market and investment updates, consolidates and computes estimated investments performance by fund (i.e., Social Security, Employees Compensation, Provident, Flexi and Personal Equity and Savings Option) and asset classes (e.g., government securities, corporate notes and bonds, bank deposits, salary loans, housing loans, equities securities, and real-estate), and prepares automated system, guidelines and procedures for the operations research and information system/technology support to the Capital Markets Group and Fund Management Group.	25ARF0027	QUEZON CITY
STRATEGIC DECISION AND TECHNICAL SUPPORT DEPARTMENT	MIDDLE-OFFICE AND BACK-OFFICE SUPPORT SECTION		JUNIOR SPECIALIST	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Junior Specialist, Middle-Office and Back-Office Support Section, gathers data and provides updates on financial market in terms of liquidity, financial transactions, products and institutions relevant to SSS investment portfolio.	25ARF0028	QUEZON CITY
TREASURY DIVISION								
SECURITIES SETTLEMENT AND CUSTODY DEPARTMENT	EQUITIES SECURITIES SETTLEMENT SECTION		CORPORATE EXECUTIVE OFFICER III	13	(Step 1) 108,013.00 to (Step 8) 135,016.00	The Corporate Executive Officer III, Equities Securities Settlement Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the processing and securities settlement of the System's investments in equities to achieve established objectives and targets.	25ARF0029	QUEZON CITY

* In case of hiring, Step 1/hiring rate shall apply. In case of promotion, rate of applicable step within the Job Grade shall be used based on CPCS guidelines.

For more details about salaries, allowances, benefits and other entitlements, visit <https://www.officialgazette.gov.ph/downloads/2021/10oct/20211001-EO-150-RRD.pdf>.

** Appointment of the previous incumbent to the position is ongoing validation by the CSC. Thus, appointment of the applicant to the announced position will be subject to the result of the said validation.

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
LIQUIDITY MANAGEMENT AND BANK DEPOSITS DEPARTMENT	TREASURY BILLS SECTION		JUNIOR ANALYST	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Junior Analyst, Treasury Bills Section, handles processing of the System's investments in treasury bills and other fixed income securities, and facilitating of fidelity bonds of accountable SSS employees and NCR branches.	25ARF0030	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.	25ARF0031	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.	25ARF0032	QUEZON CITY
LENDING AND ASSET MANAGEMENT GROUP								
BUSINESS AND DEVELOPMENT LOANS DEPARTMENT	SOCIAL AND DEVELOPMENT LOANS MANAGEMENT SECTION		JUNIOR SPECIALIST	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Junior Specialist, Social and Development Loans Management Section, evaluates applications for accreditation of rural and cooperative banks, microfinance institutions, leasing companies (affiliated with universal/commercial banks (UBs/KBs) which are accredited as SSS collecting/paying banks) and other non-banks as Participating Financial Institutions (PFIs) under the SSS Omnibus Credit Line (OCL) program and loan proposals (Php20.0 million and below) of member-employer borrowers on social development loan facility and other related loan facilities thru PFIs, and gathers and collates necessary documents on the evaluation of problem loan accounts.	25ARF0033	QUEZON CITY
ASSET MANAGEMENT DIVISION								
HOUSING AND ACQUIRED ASSETS MANAGEMENT DEPARTMENT	NCR HOUSING ACQUIRED ASSETS MANAGEMENT SECTION (HAAMS)	NCR SOUTH TEAM III - DISPOSAL	JUNIOR ANALYST	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Junior Analyst, NCR South Team III – Disposal, NCR Housing Acquired Assets Management Section (HAAMS), markets housing acquired asset properties for sale.	25ARF0034	QUEZON CITY
CORPORATE SERVICES SECTOR								
CONTROLLERSHIP GROUP								
FINANCIAL AND BUDGET DIVISION								
GENERAL ACCOUNTING DEPARTMENT	OPERATIONAL FUND SECTION II	PAYROLL TEAM	SOCIAL SECURITY OFFICER III	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Social Security Officer III, Payroll 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 centralized Personnel Services (PS) expenses.	25ARF0035	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.	25ARF0036	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.	25ARF0037	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.	25ARF0038	QUEZON CITY
BUDGET DEPARTMENT	BUDGET DEVELOPMENT AND EVALUATION SECTION I (PERSONNEL SERVICES AND CAPEX)		JUNIOR ANALYST	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Junior 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 simple and moderate accounts.	25ARF0039	QUEZON CITY

* In case of hiring, Step 1/hiring rate shall apply. In case of promotion, rate of applicable step within the Job Grade shall be used based on CPCS guidelines.

For more details about salaries, allowances, benefits and other entitlements, visit <https://www.officialgazette.gov.ph/downloads/2021/10oct/20211001-EO-150-RRD.pdf>.

** Appointment of the previous incumbent to the position is ongoing validation by the CSC. Thus, appointment of the applicant to the announced position will be subject to the result of the said validation.

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
OPERATIONS ACCOUNTING DIVISION								
INVESTMENTS ACCOUNTING DEPARTMENT	SECURITIES AND COMMERCIAL LOANS SECTION	SECURITIES AND OTHER EQUITIES TEAM	SENIOR ANALYST	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Senior Analyst, Securities and Other Equities Team, Securities and Commercial Loans Section, analyzes, maintains and reconciles financial transactions and information on securities and other equities accounts in subsidiary ledger against general ledger from other organizational unit.	25ARF0040	QUEZON CITY
INVESTMENTS ACCOUNTING DEPARTMENT	SECURITIES AND COMMERCIAL LOANS SECTION	COMMERCIAL LOANS TEAM	SENIOR ANALYST	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Senior Analyst, Commercial Loans Team, Securities and Commercial Loans Section, analyzes, processes, maintains and reconciles financial transactions and information on commercial loan accounts in subsidiary ledger against general ledger from other organizational unit.	25ARF0041	QUEZON CITY
INVESTMENTS ACCOUNTING DEPARTMENT	MEMBER LOANS SECTION	CASH COLLECTION TEAM	PROCESSOR	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Processor, Cash Collection Team, Member Loans Section, analyzes, processes, maintains and reconciles financial transactions and information on cash collection file of short-term member loan accounts and other related accounts in subsidiary ledger against general ledger maintained by other organizational unit.	25ARF0042	QUEZON CITY
ADMINISTRATION GROUP								
SECURITY DEPARTMENT	OFFICE OF THE HEAD		SENIOR SECURITY ANALYST	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Senior Security Analyst, Security Department, conducts research for the development/enhancement of security plans and programs, monitors implementation of security measures in the SSS Main Office and Branch Offices including other properties and facilities, screens application forms and other related documents for the hiring of security guards/officers, and facilitates training programs for the updating of security measures.	25ARF0043	QUEZON CITY
GENERAL SERVICES DIVISION								
GENERAL 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, General Services Division, supervises the activities of the administrative staff in the unit and provides technical support to the head of division.	25ARF0044	QUEZON CITY
OFFICE SERVICES DEPARTMENT	MAILS AND CHECKS RELEASE SECTION		CORPORATE EXECUTIVE OFFICER II	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Corporate Executive Officer II, Mails and Checks Release Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the receiving, processing, releasing and delivery of incoming and outgoing mails, correspondence, checks, notice vouchers, stock certificates, packages and other items including return-to-sender (RTS) mails, processing of centralized payment on postage, and provision of assistance to members/claimants, authorized representatives, suppliers, other authorized payees and other organizational unit pertaining to the operations of the unit.	25ARF0045	QUEZON CITY
ENGINEERING AND FACILITIES MANAGEMENT DEPARTMENT	ENGINEERING SECTION	ELECTRO-MECHANICAL TEAM	SENIOR ENGINEER	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Senior Engineer, Electro-Mechanical Team, Engineering Section, prepares electrical/mechanical plans and designs for the installation, repair or improvement of electrical/mechanical facilities and equipment.	25ARF0046	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).	25ARF0047	QUEZON CITY
PROCUREMENT MANAGEMENT DIVISION								
PROCUREMENT PLANNING AND MANAGEMENT DEPARTMENT	PURCHASING SECTION	PURCHASING TEAM II	SENIOR ANALYST	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Senior Analyst, Purchasing Team II, Purchasing Section, handles the posting of procurement documents based on relevant policies and procedures, distribution and monitoring of canvass forms as well as the conduct of spot canvassing/benchmarking to prospective consultants/contractors, and monitors compliance of bidders on pre-qualification requirements.	25ARF0048	QUEZON CITY
HUMAN RESOURCE MANAGEMENT GROUP								
HUMAN RESOURCE 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, Human Resource Management Group, supervises the activities of the administrative staff in the unit and provides technical support to the head of group.	25ARF0049	QUEZON CITY

* In case of hiring, Step 1/hiring rate shall apply. In case of promotion, rate of applicable step within the Job Grade shall be used based on CPCS guidelines.

For more details about salaries, allowances, benefits and other entitlements, visit <https://www.officialgazette.gov.ph/downloads/2021/10oct/20211001-EO-150-RRD.pdf>.

** Appointment of the previous incumbent to the position is ongoing validation by the CSC. Thus, appointment of the applicant to the announced position will be subject to the result of the said validation.

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
ORGANIZATIONAL PLANNING AND STAFFING DEPARTMENT	ORGANIZATIONAL PLANNING SECTION	TEAM I	JUNIOR HUMAN RESOURCE ANALYST **	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Junior Human Resource Analyst, Team I/II, Organizational Planning Section, evaluates and prepares recommendations on proposed changes in organizational structure, functions and staffing pattern, and reviews and updates job descriptions, competency directory, functional charts, and position charts to ensure conformity with organizational changes and requirements.	25ARF0050	QUEZON CITY
ORGANIZATIONAL PLANNING AND STAFFING DEPARTMENT	ORGANIZATIONAL PLANNING SECTION	TEAM II	HUMAN RESOURCE SPECIALIST	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Human Resource Specialist, 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.	25ARF0051	QUEZON CITY
ORGANIZATIONAL PLANNING AND STAFFING DEPARTMENT	STAFFING SECTION	RECRUITMENT AND APPOINTMENT TEAM	SENIOR HUMAN RESOURCE ANALYST	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Senior Human Resource Analyst, Recruitment and Appointments Team, Staffing Section, determines qualifications of applicants through interview, looks for prospective applicants from the pool of candidates, and coordinates with concerned units for the preparation and dissemination of documents relative to the unit's function.	25ARF0052	QUEZON CITY
ORGANIZATIONAL PLANNING AND STAFFING DEPARTMENT	STAFFING SECTION	EXAMINATION AND DIAGNOSTICS TEAM	JUNIOR HUMAN RESOURCE ANALYST	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Junior Human Resource Analyst, Examination and Diagnostics Team, Staffing Section, checks and scores accomplished examination and competency assessment materials, facilitates/acts as proctor in specialized examinations, and maintains/updates database on specialized examinations.	25ARF0053	QUEZON CITY
HUMAN RESOURCE SERVICES DIVISION								
EMPLOYEE SERVICES DEPARTMENT	PROVIDENT FUND SECTION	OPERATIONAL FUND TEAM	PROCESSOR **	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Processor, Operational Fund Team, Provident Fund Section, processes various Provident Fund (PF) loans and benefits claim applications/availments of SSS employees and their beneficiaries in accordance with established rules and guidelines.	25ARF0054	QUEZON CITY
EMPLOYEE SERVICES DEPARTMENT	PROVIDENT FUND SECTION	FINANCIAL ACCOUNTING TEAM	ACCOUNTANT	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Accountant, Financial Accounting Team, Provident Fund Section, analyzes and reconciles various general/subsidiary ledgers and prepares various financial and investments reports related to Provident Fund.	25ARF0055	QUEZON CITY
LEARNING AND DEVELOPMENT DEPARTMENT	PROGRAM IMPLEMENTATION SECTION I (OPERATIONS)	PROGRAM IMPLEMENTATION TEAM I	SENIOR HUMAN RESOURCE ANALYST	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Senior Human Resource Analyst, Program Implementation Team I, Program Implementation Section I (Operations), handles activities relevant to the conduct of simple and complex learning and development programs for managers and supervisors which are relevant to operations 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.	25ARF0056	QUEZON CITY
PERFORMANCE MANAGEMENT AND EMPLOYEE RELATIONS DEPARTMENT	EMPLOYEE RELATIONS SECTION		CORPORATE EXECUTIVE OFFICER III	13	(Step 1) 108,013.00 to (Step 8) 135,016.00	The Corporate Executive Officer III, Employee Relations Section, supervises the section's activities and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the formulation of new and strengthening of existing policies, procedures and guidelines, and the development, administration and implementation of programs/projects/activities and strategies on employee relations and communications and gender and development.	25ARF0057	QUEZON CITY
PERFORMANCE MANAGEMENT AND EMPLOYEE RELATIONS DEPARTMENT	EMPLOYEE RELATIONS SECTION	EMPLOYEE RELATIONS TEAM	JUNIOR HUMAN RESOURCE ANALYST	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Junior Human Resource Analyst, Employee Relations Team, Employee Relations Section, coordinates the conduct of, implements and assists in monitoring programs/projects on employee relations and assistance, facilitates employee participation in programs/projects, and conducts interviews/ surveys and consolidates results for the preparation of report and recommendations on program/project enhancement.	25ARF0058	QUEZON CITY
PERFORMANCE MANAGEMENT AND EMPLOYEE RELATIONS DEPARTMENT	CAREER MANAGEMENT SECTION	TEAM II	JUNIOR HUMAN RESOURCE ANALYST	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Junior Human Resource Analyst, Team II, Career Management Section, prepares and updates Individual Profile of Potential Successors (IPPS), prepares relevant documents, and maintains a systematic and orderly file of documents pertinent to work assignments.	25ARF0059	QUEZON CITY
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.	25ARF0060	QUEZON CITY
PROGRAM SERVICES DIVISION								
IT GOVERNANCE AND STANDARDS DEPARTMENT	IT STANDARDS SECTION	HARDWARE AND SOFTWARE TEAM	JUNIOR ANALYST	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Junior Analyst, Hardware and Software Team, IT Standards Section, conducts research and analyzes data on standards development in areas of application systems and computer operations, updates Standards Compendium of approved IT standards, and recommends updates on the design of the Standards Website to improve user experience.	25ARF0061	QUEZON CITY

* In case of hiring, Step 1/hiring rate shall apply. In case of promotion, rate of applicable step within the Job Grade shall be used based on CPCS guidelines.

For more details about salaries, allowances, benefits and other entitlements, visit <https://www.officialgazette.gov.ph/downloads/2021/10oct/20211001-EO-150-RRD.pdf>.

** Appointment of the previous incumbent to the position is ongoing validation by the CSC. Thus, appointment of the applicant to the announced position will be subject to the result of the said validation.

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
PROJECT MANAGEMENT OFFICE	PROJECT MANAGEMENT SUPPORT SECTION		SENIOR ANALYST	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Senior Analyst, Project Management Support Section, coordinates with solution providers and Information Technology Management Group (ITMG) units for the schedule of technology updates sessions, evaluates IT solutions and cost proposal from providers, evaluates and documents proof of concept on new IT solutions, conducts technical and market research, and monitors projects teams to ensure that all projects are delivered on time, within scope and within budget.	25ARF0062	QUEZON CITY
IT OPERATIONS DIVISION								
DATA CENTER OPERATIONS DEPARTMENT	OPERATIONS CONTROL SECTION	DEPLOYMENT, BACKUP AND RECOVERY TEAM	COMPUTER MAINTENANCE TECHNOLOGIST II	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Computer Maintenance Technologist II, Deployment, Backup and Recovery Team, Operations Control Section, performs archiving and back up of transaction data, deploys program files and application systems to pre-production, and codes programs and assists in the testing of all Non-Impact Printer (NIP) programs.	25ARF0063	QUEZON CITY
ICT SUPPORT SERVICES DIVISION								
ICT SUPPORT 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, ICT Support Services Division, provides administrative support to the head of division.	25ARF0064	QUEZON CITY
TECHNICAL SUPPORT DEPARTMENT	WORKSTATION ADMINISTRATION SECTION		COMPUTER MAINTENANCE TECHNOLOGIST II	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Computer Maintenance Technologist II, Workstation Administration Section, customizes and maintains newly-acquired or existing PC workstations and other devices, installs and maintains software packages, performs back-up and recovery, diagnoses and resolves assigned simple cases, and prepares accomplishment report for internal monitoring purposes.	25ARF0065	QUEZON CITY
HOSTING SERVICES DEPARTMENT	WINTEL PLATFORM ADMINISTRATION AND SUPPORT SECTION	WINDOWS SERVER ADMINISTRATION TEAM	COMPUTER MAINTENANCE TECHNOLOGIST III	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Computer Maintenance Technologist III, Windows Server Administration Team, WinTel Platform Administration and Support Section, customizes and maintains servers; monitors, fine-tunes and upgrades server and storage, and provides technical support to customers/users on server related queries and problems.	25ARF0066	QUEZON 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.	25ARF0067	SAN PABLO CITY, LAGUNA
IT SOLUTIONS DIVISION								
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.	25ARF0068	QUEZON CITY
LEGAL AND ENFORCEMENT GROUP								
CORPORATE LEGAL SERVICES DIVISION								
DOCUMENTATION AND CONVEYANCING DEPARTMENT	OFFICE OF THE HEAD		LEGAL RESEARCHER	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Legal Researcher, Documentation and Conveyancing Department, conducts legal research and provides assistance in the preparation and review of contracts entered into by the Social Security System (SSS).	25ARF0069	QUEZON CITY
OPERATIONS LEGAL SERVICES DIVISION I								
NCR WEST LEGAL DEPARTMENT	OFFICE OF THE HEAD		ATTORNEY II	13	(Step 1) 108,013.00 to (Step 8) 135,016.00	The Attorney II, NCR West 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 NCR West area as referred by other organizational units for appropriate legal action.	25ARF0070	QUEZON CITY

* In case of hiring, Step 1/hiring rate shall apply. In case of promotion, rate of applicable step within the Job Grade shall be used based on CPCS guidelines.

For more details about salaries, allowances, benefits and other entitlements, visit <https://www.officialgazette.gov.ph/downloads/2021/10oct/20211001-EO-150-RRD.pdf>.

** Appointment of the previous incumbent to the position is ongoing validation by the CSC. Thus, appointment of the applicant to the announced position will be subject to the result of the said validation.

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 NORTH 1 LEGAL DEPARTMENT	OFFICE OF THE HEAD		ATTORNEY II	13	(Step 1) 108,013.00 to (Step 8) 135,016.00	The Attorney II, Luzon North 1 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 North 1 area as referred by other organizational units for appropriate legal action.	25ARF0071	BAGUIO CITY
LUZON CENTRAL LEGAL DEPARTMENT	OFFICE OF THE HEAD		ATTORNEY III	14	(Step 1) 136,738.00 to (Step 8) 170,923.00	The Attorney III, Luzon 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 Luzon Central area as referred by other organizational units for appropriate legal action.	25ARF0072	TARLAC CITY
LUZON SOUTH 1 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 1 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 1 area as referred by other organizational units for appropriate legal action.	25ARF0073	SAN PABLO CITY, LAGUNA
OPERATIONS LEGAL SERVICES DIVISION II								
OPERATIONS LEGAL SERVICES DIVISION II	OFFICE OF THE HEAD		JUNIOR TECHNICAL ASSISTANT	13	(Step 1) 108,013.00 to (Step 8) 135,016.00	The Junior Technical Assistant, Operations Legal Services Division I/II, provides technical support and coordinates the activities of the unit under the division.	25ARF0074	
ACTUARIAL AND RISK MANAGEMENT GROUP								
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.	25ARF0075	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.	25ARF0076	QUEZON CITY
VALUATION DEPARTMENT	FUND VALUATION AND SPECIAL PROPOSALS SECTION		JUNIOR ACTUARIAL RESEARCHER	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Junior Actuarial Researcher, Fund Valuation and Special Proposals Section, conducts periodic valuation of the System's fund and special proposals on Social Security programs.	25ARF0077	QUEZON CITY
MEDICAL SERVICES DIVISION								
MEDICAL SERVICES DIVISION	OFFICE OF THE HEAD		SENIOR EXECUTIVE ASSISTANT	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Senior Executive Assistant, Medical Services Division, provides technical and administrative support to the head of the division.	25ARF0078	QUEZON CITY
MEDICAL OPERATIONS DEPARTMENT	NCR NORTH MEDICAL OPERATIONS SECTION	SAN FRANCISCO DEL MONTE 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.	25ARF0079	QUEZON CITY
MEDICAL OPERATIONS DEPARTMENT	NCR SOUTH MEDICAL OPERATIONS SECTION	MAKATI II 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.	25ARF0080	MAKATI CITY
MEDICAL OPERATIONS DEPARTMENT	NCR SOUTH MEDICAL OPERATIONS SECTION	ALABANG 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.	25ARF0081	MUNTINLUPA CITY
MEDICAL OPERATIONS DEPARTMENT	NCR SOUTH MEDICAL OPERATIONS SECTION	TAGUIG 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.	25ARF0082	TAGUIG CITY

* In case of hiring, Step 1/hiring rate shall apply. In case of promotion, rate of applicable step within the Job Grade shall be used based on CPCS guidelines.

For more details about salaries, allowances, benefits and other entitlements, visit <https://www.officialgazette.gov.ph/downloads/2021/10oct/20211001-EO-150-RRD.pdf>.

** Appointment of the previous incumbent to the position is ongoing validation by the CSC. Thus, appointment of the applicant to the announced position will be subject to the result of the said validation.

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	TAGUIG 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.	25ARF0083	TAGUIG CITY
MEDICAL OPERATIONS DEPARTMENT	LUZON NORTH MEDICAL OPERATIONS SECTION	LA UNION 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.	25ARF0084	SAN FERNANDO CITY, LA UNION
MEDICAL OPERATIONS DEPARTMENT	LUZON CENTRAL MEDICAL OPERATIONS SECTION	BALANGA 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.	25ARF0085	BALANGA CITY
MEDICAL OPERATIONS DEPARTMENT	LUZON CENTRAL MEDICAL OPERATIONS SECTION	URDANETA 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.	25ARF0086	URDANETA CITY
MEDICAL OPERATIONS DEPARTMENT	LUZON SOUTH MEDICAL OPERATIONS SECTION	BIÑAN 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.	25ARF0087	BIÑAN
MEDICAL OPERATIONS DEPARTMENT	LUZON SOUTH MEDICAL OPERATIONS SECTION	DASMARIÑAS 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.	25ARF0088	DASMARIÑAS CITY
MEDICAL OPERATIONS DEPARTMENT	BICOL MEDICAL OPERATIONS SECTION	LEGASPI BRANCH MEDICAL EVALUATION TEAM	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.	25ARF0089	LEGASPI BRANCH
MEDICAL OPERATIONS DEPARTMENT	VISAYAS CENTRAL MEDICAL OPERATIONS SECTION	LAPU-LAPU 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.	25ARF0090	LAPU-LAPU CITY
MEDICAL OPERATIONS DEPARTMENT	VISAYAS WEST 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.	25ARF0091	BACOLOD CITY
MEDICAL OPERATIONS DEPARTMENT	MINDANAO NORTH MEDICAL OPERATIONS SECTION	BUTUAN 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.	25ARF0092	BUTUAN CITY
HEALTH CARE DEPARTMENT	CLINICAL, DIAGNOSTIC AND LABORATORY SERVICES SECTION		JUNIOR MEDICAL TECHNOLOGIST	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Junior Medical Technologist, Clinical, Diagnostic and Laboratory Services Section, renders laboratory services to SSS employees, dependents and applicants for annual physical examination.	25ARF0093	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.	25ARF0094	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.	25ARF0095	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.	25ARF0096	QUEZON CITY
CORPORATE POLICY AND PLANNING DEPARTMENT	POLICY DEVELOPMENT, PLANNING AND MONITORING SECTION	MONITORING AND EVALUATION TEAM	JUNIOR SPECIALIST	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Junior Specialist, Monitoring and Evaluation Team, Policy Development, Planning and Monitoring Section, evaluates accomplishment of plans and programs and computes ratings, prepares the Office Performance Commitment Review (OPCR) of all units including Major Final Outputs (MFO) and Success Indicators (SI) and recommends action on requests for amendment of commitment targets, and coordinates logistical requirements for the conduct of regional visits of SSS officials.	25ARF0097	QUEZON CITY

* In case of hiring, Step 1/hiring rate shall apply. In case of promotion, rate of applicable step within the Job Grade shall be used based on CPCS guidelines.

For more details about salaries, allowances, benefits and other entitlements, visit <https://www.officialgazette.gov.ph/downloads/2021/10oct/20211001-EO-150-RRD.pdf>.

** Appointment of the previous incumbent to the position is ongoing validation by the CSC. Thus, appointment of the applicant to the announced position will be subject to the result of the said validation.

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
CORPORATE POLICY AND PLANNING DEPARTMENT	ECONOMIC RESEARCH SECTION	MICROECONOMIC RESEARCH TEAM	SENIOR SPECIALIST	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Senior Specialist, Microeconomic Research Team, Economic Research Section, conducts and evaluates microeconomic researches and studies on SSS-related indicators requiring information on critical issues that affect the SSS operations, provides/recommends innovative solutions to critical and other issues, and urgent problems affecting SSS operations, develops and designs frameworks and models needed for planning and forecasting of SSS-related indicators and analyzes impact of data gathered on overall operation of the System, and prepares reports/studies based on SSS indicators, technical and other reports for submission to international social security agencies.	25ARF0098	QUEZON CITY
CORPORATE POLICY AND PLANNING DEPARTMENT	DATA MANAGEMENT SECTION	DATA ANALYSIS TEAM	JUNIOR SPECIALIST	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Junior Specialist, Data Analysis Team, Data Management Section, prepares and provides statistical and quantitative analysis on operation and financial performance of SSS, forecasts, special reports, analyses, researches and studies requiring simple and complex information needed by management in addressing issues, evaluating performance, decision- making, formulation of policies and planning strategies.	25ARF0099	QUEZON CITY
QUALITY MANAGEMENT DEPARTMENT	QUALITY PROGRAM DEPLOYMENT AND MAINTENANCE SECTION	QUALITY PROGRAM DEPLOYMENT AND MAINTENANCE TEAM II - QUALITY TOOLS/INITIATIVES	JUNIOR SPECIALIST	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Junior 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 simple/complex organizational units as established based on set criteria to ensure the effective implementation and sustainability.	25ARF0100	QUEZON CITY
BRANCH OPERATIONS SECTOR								
BRANCH EXPANSION AND MANAGEMENT SERVICES DEPARTMENT	BRANCH LEASING AND MONITORING SECTION		SENIOR SPECIALIST	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Senior Specialist, Branch Leasing and Monitoring Section, monitors the proper implementation of terms and conditions in the lease contracts and Memorandum of Agreement (MOA) to leased branch and service offices, and coordinates the preparation and review of Lease Contract and MOA, including Deed of Absolute Sale for lot acquisition for branch use, with the appropriate organizational unit.	25ARF0101	QUEZON CITY
CENTRAL PROCESSING GROUP								
CENTRAL PROCESSING GROUP	ADMINISTRATIVE AND TECHNICAL SUPPORT SECTION		SENIOR SPECIALIST	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Senior Specialist, Administrative and Technical Support Section, analyzes and reviews data relating to the provision of administrative and technical support services of the group.	25ARF0102	QUEZON CITY
NCR REGIONAL PROCESSING DIVISION								
DILIMAN PROCESSING CENTER	MEMBERSHIP AND OPERATIONS ACCOUNTING SECTION	MEMBERSHIP TEAM II	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.	25ARF0103	QUEZON CITY
DILIMAN PROCESSING CENTER	MEMBERSHIP AND OPERATIONS ACCOUNTING SECTION	MEMBERSHIP TEAM II	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.	25ARF0104	QUEZON CITY
DILIMAN PROCESSING CENTER	MEMBERSHIP AND OPERATIONS ACCOUNTING SECTION	OPERATIONS ACCOUNTING TEAM I	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.	25ARF0105	QUEZON CITY
DILIMAN PROCESSING CENTER	MEMBERSHIP AND OPERATIONS ACCOUNTING SECTION	OPERATIONS ACCOUNTING TEAM II	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.	25ARF0106	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.	25ARF0107	QUEZON CITY
DILIMAN PROCESSING CENTER	SELF-EMPLOYED AND VOLUNTARY MEMBERS SECTION	SELF-EMPLOYED AND VOLUNTARY MEMBERS TEAM II	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.	25ARF0108	QUEZON CITY
DILIMAN 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, Sickness, Maternity and EC Reimbursement Team, Sickness, Maternity and EC Reimbursement Section, handles the processing, amendment, adjustment and updating of benefit claim records, and evaluation of sickness, maternity and EC medical benefit claims.	25ARF0109	QUEZON CITY
DILIMAN PROCESSING CENTER	SICKNESS, MATERNITY AND EC REIMBURSEMENT SECTION	SICKNESS, MATERNITY AND EC REIMBURSEMENT TEAM II	CLAIMS PROCESSOR II	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Claims Processor II, Sickness, Maternity and EC Reimbursement Team, Sickness, Maternity and EC Reimbursement Section, handles the processing, amendment, adjustment and updating of benefit claim records, and evaluation of sickness, maternity and EC medical benefit claims.	25ARF0110	QUEZON CITY

* In case of hiring, Step 1/hiring rate shall apply. In case of promotion, rate of applicable step within the Job Grade shall be used based on CPCS guidelines.

For more details about salaries, allowances, benefits and other entitlements, visit <https://www.officialgazette.gov.ph/downloads/2021/10oct/20211001-EO-150-RRD.pdf>.

** Appointment of the previous incumbent to the position is ongoing validation by the CSC. Thus, appointment of the applicant to the announced position will be subject to the result of the said validation.

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
DILIMAN 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.	25ARF0111	QUEZON CITY
DILIMAN 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.	25ARF0112	QUEZON CITY
DILIMAN 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.	25ARF0113	QUEZON CITY
DILIMAN PROCESSING CENTER	DEATH, DISABILITY AND RETIREMENT SECTION	DEATH, DISABILITY AND RETIREMENT TEAM III	CLAIMS PROCESSOR IV	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Claims Processor IV, Death, Disability and Retirement Team, Death, Disability and Retirement Section, reviews transactions on processing, amendment, adjustment and updating of benefit claim records, and evaluation of death, disability and retirement benefit claims.	25ARF0114	QUEZON CITY
DILIMAN PROCESSING CENTER	DEATH, DISABILITY AND RETIREMENT SECTION	DEATH, DISABILITY AND RETIREMENT TEAM III	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.	25ARF0115	QUEZON CITY
DILIMAN PROCESSING CENTER	DEATH, DISABILITY AND RETIREMENT SECTION	DEATH, DISABILITY AND RETIREMENT TEAM III	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.	25ARF0116	QUEZON CITY
DILIMAN PROCESSING CENTER	DEATH, DISABILITY AND RETIREMENT SECTION	DEATH, DISABILITY AND RETIREMENT TEAM IV	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.	25ARF0117	QUEZON 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.	25ARF0118	PASIG CITY
PASIG PROCESSING CENTER	MEMBERSHIP AND OPERATIONS ACCOUNTING SECTION	OPERATIONS ACCOUNTING TEAM II	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.	25ARF0119	PASIG CITY
PASIG PROCESSING CENTER	SICKNESS, MATERNITY AND EC REIMBURSEMENT SECTION	SICKNESS, MATERNITY AND EC REIMBURSEMENT TEAM II	CLAIMS PROCESSOR II	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Claims Processor II, Sickness, Maternity and EC Reimbursement Team, Sickness, Maternity and EC Reimbursement Section, handles the processing, amendment, adjustment and updating of benefit claim records, and evaluation of sickness, maternity and EC medical benefit claims.	25ARF0120	PASIG CITY
PASIG PROCESSING CENTER	SICKNESS, MATERNITY AND EC REIMBURSEMENT SECTION	SICKNESS, MATERNITY AND EC REIMBURSEMENT TEAM II	CLAIMS PROCESSOR II	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Claims Processor II, Sickness, Maternity and EC Reimbursement Team, Sickness, Maternity and EC Reimbursement Section, handles the processing, amendment, adjustment and updating of benefit claim records, and evaluation of sickness, maternity and EC medical benefit claims.	25ARF0121	PASIG CITY
PASIG 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.	25ARF0122	PASIG CITY
PASIG 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.	25ARF0123	PASIG CITY
PASIG 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.	25ARF0124	PASIG CITY
PASIG PROCESSING CENTER	DEATH, DISABILITY AND RETIREMENT SECTION	DEATH, DISABILITY AND RETIREMENT TEAM III	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.	25ARF0125	PASIG CITY
PASIG PROCESSING CENTER	DEATH, DISABILITY AND RETIREMENT SECTION	DEATH, DISABILITY AND RETIREMENT TEAM III	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.	25ARF0126	PASIG CITY
MAKATI 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.	25ARF0127	MAKATI CITY
MAKATI 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.	25ARF0128	MAKATI CITY

* In case of hiring, Step 1/hiring rate shall apply. In case of promotion, rate of applicable step within the Job Grade shall be used based on CPCS guidelines.

For more details about salaries, allowances, benefits and other entitlements, visit <https://www.officialgazette.gov.ph/downloads/2021/10oct/20211001-EO-150-RRD.pdf>.

** Appointment of the previous incumbent to the position is ongoing validation by the CSC. Thus, appointment of the applicant to the announced position will be subject to the result of the said validation.

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
MAKATI 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.	25ARF0129	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.	25ARF0130	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.	25ARF0131	MAKATI CITY
MAKATI 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.	25ARF0132	MAKATI CITY
MAKATI 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.	25ARF0133	MAKATI CITY
LUZON REGIONAL PROCESSING DIVISION								
LA UNION 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.	25ARF0134	SAN FERNANDO CITY, LA UNION
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.	25ARF0135	SAN FERNANDO CITY, LA UNION
LA UNION 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.	25ARF0136	SAN FERNANDO CITY, LA UNION
LA UNION PROCESSING CENTER	SICKNESS, MATERNITY AND EC REIMBURSEMENT SECTION	SICKNESS, MATERNITY AND EC REIMBURSEMENT TEAM II	CLAIMS PROCESSOR II	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Claims Processor II, Sickness, Maternity and EC Reimbursement Team, Sickness, Maternity and EC Reimbursement Section, handles the processing, amendment, adjustment and updating of benefit claim records, and evaluation of sickness, maternity and EC medical benefit claims.	25ARF0137	SAN FERNANDO CITY, LA UNION
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.	25ARF0138	SAN FERNANDO CITY, LA UNION
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.	25ARF0139	SAN FERNANDO CITY, LA UNION
LA UNION PROCESSING CENTER	DEATH, DISABILITY AND RETIREMENT SECTION	DEATH, DISABILITY AND RETIREMENT TEAM II	CLAIMS PROCESSOR IV	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Claims Processor IV, Death, Disability and Retirement Team, Death, Disability and Retirement Section, reviews transactions on processing, amendment, adjustment and updating of benefit claim records, and evaluation of death, disability and retirement benefit claims.	25ARF0140	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.	25ARF0141	SAN FERNANDO CITY, LA UNION
TARLAC 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.	25ARF0142	TARLAC CITY
TARLAC 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.	25ARF0143	TARLAC CITY
TARLAC 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, Sickness, Maternity and EC Reimbursement Team, Sickness, Maternity and EC Reimbursement Section, handles the processing, amendment, adjustment and updating of benefit claim records, and evaluation of sickness, maternity and EC medical benefit claims.	25ARF0144	TARLAC CITY
TARLAC PROCESSING CENTER	SICKNESS, MATERNITY AND EC REIMBURSEMENT SECTION	SICKNESS, MATERNITY AND EC REIMBURSEMENT TEAM II	CLAIMS PROCESSOR II	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Claims Processor II, Sickness, Maternity and EC Reimbursement Team, Sickness, Maternity and EC Reimbursement Section, handles the processing, amendment, adjustment and updating of benefit claim records, and evaluation of sickness, maternity and EC medical benefit claims.	25ARF0145	TARLAC CITY

* In case of hiring, Step 1/hiring rate shall apply. In case of promotion, rate of applicable step within the Job Grade shall be used based on CPCS guidelines.

For more details about salaries, allowances, benefits and other entitlements, visit <https://www.officialgazette.gov.ph/downloads/2021/10oct/20211001-EO-150-RRD.pdf>.

** Appointment of the previous incumbent to the position is ongoing validation by the CSC. Thus, appointment of the applicant to the announced position will be subject to the result of the said validation.

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
TARLAC PROCESSING CENTER	DEATH, DISABILITY AND RETIREMENT SECTION	DEATH, DISABILITY AND RETIREMENT TEAM I	CLAIMS PROCESSOR IV	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Claims Processor IV, Death, Disability and Retirement Team, Death, Disability and Retirement Section, reviews transactions on processing, amendment, adjustment and updating of benefit claim records, and evaluation of death, disability and retirement benefit claims.	25ARF0146	TARLAC CITY
TARLAC 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.	25ARF0147	TARLAC CITY
TARLAC PROCESSING CENTER	DEATH, DISABILITY AND RETIREMENT SECTION	DEATH, DISABILITY AND RETIREMENT TEAM III	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.	25ARF0148	TARLAC CITY
TARLAC PROCESSING CENTER	DEATH, DISABILITY AND RETIREMENT SECTION	DEATH, DISABILITY AND RETIREMENT TEAM III	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.	25ARF0149	TARLAC CITY
SAN PABLO 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.	25ARF0150	SAN PABLO CITY, LAGUNA
SAN PABLO 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.	25ARF0151	SAN PABLO CITY, LAGUNA
SAN PABLO 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.	25ARF0152	SAN PABLO CITY, LAGUNA
SAN PABLO 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.	25ARF0153	SAN PABLO CITY, LAGUNA
SAN PABLO 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, Sickness, Maternity and EC Reimbursement Team, Sickness, Maternity and EC Reimbursement Section, handles the processing, amendment, adjustment and updating of benefit claim records, and evaluation of sickness, maternity and EC medical benefit claims.	25ARF0154	SAN PABLO CITY, LAGUNA
SAN PABLO 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, Sickness, Maternity and EC Reimbursement Team, Sickness, Maternity and EC Reimbursement Section, handles the processing, amendment, adjustment and updating of benefit claim records, and evaluation of sickness, maternity and EC medical benefit claims.	25ARF0155	SAN PABLO CITY, LAGUNA
SAN PABLO 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.	25ARF0156	SAN PABLO CITY, LAGUNA
SAN PABLO PROCESSING CENTER	DEATH, DISABILITY AND RETIREMENT SECTION	DEATH, DISABILITY AND RETIREMENT TEAM III	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.	25ARF0157	SAN PABLO CITY, LAGUNA
SAN PABLO PROCESSING CENTER	DEATH, DISABILITY AND RETIREMENT SECTION	DEATH, DISABILITY AND RETIREMENT TEAM III	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.	25ARF0158	SAN PABLO CITY, LAGUNA
SAN PABLO PROCESSING CENTER	DEATH, DISABILITY AND RETIREMENT SECTION	DEATH, DISABILITY AND RETIREMENT TEAM III	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.	25ARF0159	SAN PABLO CITY, LAGUNA
VISAYAS AND MINDANAO REGIONAL PROCESSING DIVISION								
CEBU 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.	25ARF0160	CEBU CITY
CEBU 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.	25ARF0161	CEBU CITY
CEBU 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.	25ARF0162	CEBU CITY

* In case of hiring, Step 1/hiring rate shall apply. In case of promotion, rate of applicable step within the Job Grade shall be used based on CPCS guidelines.

For more details about salaries, allowances, benefits and other entitlements, visit <https://www.officialgazette.gov.ph/downloads/2021/10oct/20211001-EO-150-RRD.pdf>.

** Appointment of the previous incumbent to the position is ongoing validation by the CSC. Thus, appointment of the applicant to the announced position will be subject to the result of the said validation.

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
CEBU 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.	25ARF0163	CEBU CITY
CEBU 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.	25ARF0164	CEBU CITY
CEBU PROCESSING CENTER	SICKNESS, MATERNITY AND EC REIMBURSEMENT SECTION	SICKNESS, MATERNITY AND EC REIMBURSEMENT TEAM II	CLAIMS PROCESSOR II	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Claims Processor II, Sicknes, Maternity and EC Reimbursement Team, Sicknes, Maternity and EC Reimbursement Section, handles the processing, amendment, adjustment and updating of benefit claim records, and evaluation of sickness, maternity and EC medical benefit claims.	25ARF0165	CEBU CITY
CEBU PROCESSING CENTER	DEATH, DISABILITY AND RETIREMENT SECTION	DEATH, DISABILITY AND RETIREMENT TEAM I	CLAIMS PROCESSOR IV	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Claims Processor IV, Death, Disability and Retirement Team, Death, Disability and Retirement Section, reviews transactions on processing, amendment, adjustment and updating of benefit claim records, and evaluation of death, disability and retirement benefit claims.	25ARF0166	CEBU CITY
CEBU 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.	25ARF0167	CEBU CITY
CEBU 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.	25ARF0168	CEBU CITY
CEBU 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.	25ARF0169	CEBU CITY
CEBU 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.	25ARF0170	CEBU CITY
ILOILO 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.	25ARF0171	ILOILO CITY
ILOILO 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.	25ARF0172	ILOILO CITY
ILOILO PROCESSING CENTER	SICKNESS, MATERNITY AND EC REIMBURSEMENT SECTION	SICKNESS, MATERNITY AND EC REIMBURSEMENT TEAM II	CLAIMS PROCESSOR II	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Claims Processor II, Sicknes, Maternity and EC Reimbursement Team, Sicknes, Maternity and EC Reimbursement Section, handles the processing, amendment, adjustment and updating of benefit claim records, and evaluation of sickness, maternity and EC medical benefit claims.	25ARF0173	ILOILO CITY
ILOILO 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.	25ARF0174	ILOILO CITY
ILOILO 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.	25ARF0175	ILOILO CITY
ILOILO PROCESSING CENTER	DEATH, DISABILITY AND RETIREMENT SECTION	DEATH, DISABILITY AND RETIREMENT TEAM II	CLAIMS PROCESSOR IV	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Claims Processor IV, Death, Disability and Retirement Team, Death, Disability and Retirement Section, reviews transactions on processing, amendment, adjustment and updating of benefit claim records, and evaluation of death, disability and retirement benefit claims.	25ARF0176	ILOILO CITY
ILOILO 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.	25ARF0177	ILOILO CITY
ILOILO 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.	25ARF0178	ILOILO CITY
ILOILO 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.	25ARF0179	ILOILO CITY
CAGAYAN DE ORO 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.	25ARF0180	CAGAYAN DE ORO CITY

* In case of hiring, Step 1/hiring rate shall apply. In case of promotion, rate of applicable step within the Job Grade shall be used based on CPCS guidelines.

For more details about salaries, allowances, benefits and other entitlements, visit <https://www.officialgazette.gov.ph/downloads/2021/10oct/20211001-EO-150-RRD.pdf>.

** Appointment of the previous incumbent to the position is ongoing validation by the CSC. Thus, appointment of the applicant to the announced position will be subject to the result of the said validation.

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
CAGAYAN DE ORO 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.	25ARF0181	CAGAYAN DE ORO CITY
CAGAYAN DE ORO PROCESSING CENTER	SICKNESS, MATERNITY AND EC REIMBURSEMENT SECTION	SICKNESS, MATERNITY AND EC REIMBURSEMENT TEAM II	CLAIMS PROCESSOR II	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Claims Processor II, Sicknes, Maternity and EC Reimbursement Team, Sicknes, Maternity and EC Reimbursement Section, handles the processing, amendment, adjustment and updating of benefit claim records, and evaluation of sickness, maternity and EC medical benefit claims.	25ARF0182	CAGAYAN DE ORO CITY
CAGAYAN DE ORO 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.	25ARF0183	CAGAYAN DE ORO CITY
DAVAO 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.	25ARF0184	DAVAO CITY
DAVAO 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.	25ARF0185	DAVAO CITY
DAVAO 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.	25ARF0186	DAVAO CITY
DAVAO 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, Sicknes, Maternity and EC Reimbursement Team, Sicknes, Maternity and EC Reimbursement Section, handles the processing, amendment, adjustment and updating of benefit claim records, and evaluation of sickness, maternity and EC medical benefit claims.	25ARF0187	DAVAO CITY
DAVAO 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, Sicknes, Maternity and EC Reimbursement Team, Sicknes, Maternity and EC Reimbursement Section, handles the processing, amendment, adjustment and updating of benefit claim records, and evaluation of sickness, maternity and EC medical benefit claims.	25ARF0188	DAVAO CITY
DAVAO 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.	25ARF0189	DAVAO CITY
NCR OPERATIONS GROUP								
NCR NORTH DIVISION								
BATASAN HILLS BRANCH	MEMBER SERVICES SECTION	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.	25ARF0190	QUEZON CITY
BATASAN HILLS 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.	25ARF0191	QUEZON CITY
CUBAO BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM IV	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.	25ARF0192	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.	25ARF0193	CALOOCAN CITY
DILIMAN BRANCH	MEMBER SERVICES SECTION I	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.	25ARF0194	QUEZON CITY
DILIMAN BRANCH	MEMBER SERVICES SECTION II	TEAM VI	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.	25ARF0195	QUEZON CITY

* In case of hiring, Step 1/hiring rate shall apply. In case of promotion, rate of applicable step within the Job Grade shall be used based on CPCS guidelines.

For more details about salaries, allowances, benefits and other entitlements, visit <https://www.officialgazette.gov.ph/downloads/2021/10oct/20211001-EO-150-RRD.pdf>.

** Appointment of the previous incumbent to the position is ongoing validation by the CSC. Thus, appointment of the applicant to the announced position will be subject to the result of the said validation.

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
DILIMAN BRANCH	MEMBER SERVICES SECTION II	TEAM VII	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.	25ARF0196	QUEZON CITY
DILIMAN BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM IV	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.	25ARF0197	QUEZON CITY
KALOOKAN 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.	25ARF0198	CALOOCAN CITY
MALABON 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.	25ARF0199	MALABON CITY
NAVOTAS 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.	25ARF0200	NAVOTAS CITY
NOVALICHES 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.	25ARF0201	QUEZON CITY
SAN FRANCISCO DEL MONTE 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.	25ARF0202	QUEZON CITY
SAN FRANCISCO DEL MONTE BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM IV	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.	25ARF0203	QUEZON CITY
VALENZUELA 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.	25ARF0204	VALENZUELA CITY
NCR EAST DIVISION								
ANTIPOLO 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.	25ARF0205	ANTIPOLO CITY
ANTIPOLO BRANCH	MEMBER SERVICES SECTION	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.	25ARF0206	ANTIPOLO CITY
ANTIPOLO 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.	25ARF0207	ANTIPOLO CITY
ANTIPOLO 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.	25ARF0208	ANTIPOLO CITY
NEW PANADEROS 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.	25ARF0209	MANDALUYONG CITY

* In case of hiring, Step 1/hiring rate shall apply. In case of promotion, rate of applicable step within the Job Grade shall be used based on CPCS guidelines.

For more details about salaries, allowances, benefits and other entitlements, visit <https://www.officialgazette.gov.ph/downloads/2021/10oct/20211001-EO-150-RRD.pdf>.

** Appointment of the previous incumbent to the position is ongoing validation by the CSC. Thus, appointment of the applicant to the announced position will be subject to the result of the said validation.

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
NEW PANADEROS 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.	25ARF0210	MANDALUYONG CITY
MARIKINA 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.	25ARF0211	MARIKINA CITY
MARIKINA 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.	25ARF0212	MARIKINA CITY
MARIKINA 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.	25ARF0213	MARIKINA CITY
MARIKINA 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.	25ARF0214	MARIKINA CITY
MARIKINA 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.	25ARF0215	MARIKINA CITY
PASIG-PIONEER 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.	25ARF0216	PASIG CITY
PASIG-PIONEER 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.	25ARF0217	PASIG CITY
SAN JUAN BRANCH	MEMBER SERVICES SECTION	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.	25ARF0218	SAN JUAN CITY
PASIG-ROSARIO 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.	25ARF0219	PASIG CITY
PASIG-ROSARIO 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.	25ARF0220	PASIG CITY
PASIG-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.	25ARF0221	PASIG CITY
NCR SOUTH DIVISION								
ALABANG-MUNTINLUPA BRANCH	MEMBER SERVICES SECTION	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.	25ARF0222	MUNTINLUPA CITY
ALABANG-MUNTINLUPA 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.	25ARF0223	MUNTINLUPA CITY
ALABANG-MUNTINLUPA 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.	25ARF0224	MUNTINLUPA CITY
ALABANG-ZAPOTE 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.	25ARF0225	MUNTINLUPA CITY

* In case of hiring, Step 1/hiring rate shall apply. In case of promotion, rate of applicable step within the Job Grade shall be used based on CPCS guidelines.

For more details about salaries, allowances, benefits and other entitlements, visit <https://www.officialgazette.gov.ph/downloads/2021/10oct/20211001-EO-150-RRD.pdf>.

** Appointment of the previous incumbent to the position is ongoing validation by the CSC. Thus, appointment of the applicant to the announced position will be subject to the result of the said validation.

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
MAKATI-CHINO ROCES BRANCH	MEMBER SERVICES SECTION	TEAM IV	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.	25ARF0226	MAKATI CITY
MAKATI-CHINO ROCES 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.	25ARF0227	MAKATI CITY
MAKATI-GIL PUYAT BRANCH	MEMBER SERVICES SECTION	TEAM IV	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.	25ARF0228	MAKATI CITY
MAKATI-GIL PUYAT BRANCH	MEMBER SERVICES SECTION	TEAM V	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.	25ARF0229	MAKATI CITY
MAKATI-GIL PUYAT BRANCH	MEMBER SERVICES SECTION	TEAM VI	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.	25ARF0230	MAKATI CITY
MAKATI-GIL PUYAT 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.	25ARF0231	MAKATI CITY
MAKATI-J.P. RIZAL 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.	25ARF0232	MAKATI CITY
MAKATI-J.P. RIZAL 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.	25ARF0233	MAKATI CITY
TAGUIG BRANCH	MEMBER SERVICES SECTION	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.	25ARF0234	TAGUIG CITY
TAGUIG-GATE 3 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.	25ARF0235	TAGUIG CITY
TAGUIG-GATE 3 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.	25ARF0236	TAGUIG CITY
TAGUIG-GATE 3 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.	25ARF0237	TAGUIG CITY
TAGUIG-GATE 3 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.	25ARF0238	TAGUIG CITY
BICUTAN-SUN VALLEY 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.	25ARF0239	PARAÑAQUE CITY
NCR WEST DIVISION								
BINONDO BRANCH	MEMBER SERVICES SECTION	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.	25ARF0240	MANILA CITY

* In case of hiring, Step 1/hiring rate shall apply. In case of promotion, rate of applicable step within the Job Grade shall be used based on CPCS guidelines.

For more details about salaries, allowances, benefits and other entitlements, visit <https://www.officialgazette.gov.ph/downloads/2021/10oct/20211001-EO-150-RRD.pdf>.

** Appointment of the previous incumbent to the position is ongoing validation by the CSC. Thus, appointment of the applicant to the announced position will be subject to the result of the said validation.

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
BINONDO 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.	25ARF0241	MANILA CITY
BINONDO 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.	25ARF0242	MANILA CITY
LEGARDA 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.	25ARF0243	MANILA CITY
MANILA BRANCH	MEMBER SERVICES SECTION	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.	25ARF0244	MANILA CITY
PASAY-TAFT 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.	25ARF0245	PASAY CITY
PASAY-TAFT 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.	25ARF0246	PASAY CITY
TONDO 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.	25ARF0247	MANILA CITY
LUZON OPERATIONS GROUP								
LUZON NORTH 1 DIVISION								
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.	25ARF0248	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.	25ARF0249	BAGUIO CITY
BAGUIO BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM IV	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.	25ARF0250	BAGUIO CITY
BONTOC 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.	25ARF0251	BONTOC
LA UNION 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.	25ARF0252	SAN FERNANDO CITY, LA UNION
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.	25ARF0253	SAN FERNANDO CITY, LA UNION

* In case of hiring, Step 1/hiring rate shall apply. In case of promotion, rate of applicable step within the Job Grade shall be used based on CPCS guidelines.

For more details about salaries, allowances, benefits and other entitlements, visit <https://www.officialgazette.gov.ph/downloads/2021/10oct/20211001-EO-150-RRD.pdf>.

** Appointment of the previous incumbent to the position is ongoing validation by the CSC. Thus, appointment of the applicant to the announced position will be subject to the result of the said validation.

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
AGOO 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.	25ARF0254	AGOO
LUZON NORTH 2 DIVISION								
LUZON NORTH 2 DIVISION	ADMINISTRATIVE AND GENERAL ACCOUNTING SECTION		ACCOUNTANT	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Accountant, Administrative and General Accounting Section, accounts, controls and records all operational transactions and benefit disbursements of the division.	25ARF0255	CAUAYAN CITY, ISABELA
CAUAYAN, ISABELA 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.	25ARF0256	CAUAYAN CITY, ISABELA
CAUAYAN, ISABELA 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.	25ARF0257	CAUAYAN CITY, ISABELA
SANTIAGO, ISABELA 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.	25ARF0258	SANTIAGO CITY, ISABELA
SANTIAGO, ISABELA 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.	25ARF0259	SANTIAGO CITY, ISABELA
SOLANO 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.	25ARF0260	SOLANO
SOLANO 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.	25ARF0261	SOLANO
TUGUEGARAO BRANCH	MEMBER SERVICES SECTION	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.	25ARF0262	TUGUEGARAO
LUZON CENTRAL 1 DIVISION								
ALAMINOS BRANCH		LINGAYEN 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.	25ARF0263	ALAMINOS
CAMILING 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.	25ARF0264	CAMILING
DAGUPAN 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.	25ARF0265	DAGUPAN CITY
DAGUPAN BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM IV	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.	25ARF0266	DAGUPAN CITY
DAGUPAN BRANCH		BHF DAGUPAN 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.	25ARF0267	DAGUPAN CITY

* In case of hiring, Step 1/hiring rate shall apply. In case of promotion, rate of applicable step within the Job Grade shall be used based on CPCS guidelines.

For more details about salaries, allowances, benefits and other entitlements, visit <https://www.officialgazette.gov.ph/downloads/2021/10oct/20211001-EO-150-RRD.pdf>.

** Appointment of the previous incumbent to the position is ongoing validation by the CSC. Thus, appointment of the applicant to the announced position will be subject to the result of the said validation.

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
TARLAC BRANCH		ROBINSONS LUISITA 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.	25ARF0268	TARLAC CITY
URDANETA 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.	25ARF0269	URDANETA CITY
LUZON CENTRAL 2 DIVISION								
ANGELES 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.	25ARF0270	ANGELES CITY
ANGELES 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.	25ARF0271	ANGELES CITY
BALIUAG BRANCH	MEMBER SERVICES SECTION	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.	25ARF0272	BALIUAG
BALIUAG 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.	25ARF0273	BALIUAG
BOCAUE 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.	25ARF0274	BOCAUE
MALOLOS 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.	25ARF0275	MALOLOS CITY
MEYCAUAYAN 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.	25ARF0276	MEYCAUAYAN CITY
MEYCAUAYAN 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.	25ARF0277	MEYCAUAYAN CITY
OLONGAPO 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.	25ARF0278	OLONGAPO CITY
PAMPANGA 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.	25ARF0279	SAN FERNANDO CITY, PAMPANGA
PAMPANGA 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.	25ARF0280	SAN FERNANDO CITY, PAMPANGA
PAMPANGA 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.	25ARF0281	SAN FERNANDO CITY, PAMPANGA

* In case of hiring, Step 1/hiring rate shall apply. In case of promotion, rate of applicable step within the Job Grade shall be used based on CPCS guidelines.

For more details about salaries, allowances, benefits and other entitlements, visit <https://www.officialgazette.gov.ph/downloads/2021/10oct/20211001-EO-150-RRD.pdf>.

** Appointment of the previous incumbent to the position is ongoing validation by the CSC. Thus, appointment of the applicant to the announced position will be subject to the result of the said validation.

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
PAMPANGA 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.	25ARF0282	SAN FERNANDO CITY, PAMPANGA
STA. MARIA 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.	25ARF0283	STA. MARIA, BULACAN
SAN JOSE DEL MONTE 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.	25ARF0284	SAN JOSE DEL MONTE, BULACAN
DAU 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.	25ARF0285	MABALACAT CITY
LUZON SOUTH 1 DIVISION								
LUZON SOUTH 1 DIVISION	ADMINISTRATIVE AND GENERAL ACCOUNTING SECTION		ACCOUNTANT	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Accountant, Administrative and General Accounting Section, accounts, controls and records all operational transactions and benefit disbursements of the division.	25ARF0286	SAN PABLO CITY, LAGUNA
BACOR 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.	25ARF0287	BACOR CITY
BACOR 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.	25ARF0288	BACOR CITY
BACOR 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.	25ARF0289	BACOR CITY
BIÑAN BRANCH	MEMBER SERVICES SECTION	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.	25ARF0290	BIÑAN
BIÑAN 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.	25ARF0291	BIÑAN
BIÑAN 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.	25ARF0292	BIÑAN
BIÑAN 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.	25ARF0293	BIÑAN
CARMONA 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.	25ARF0294	CARMONA
DASMARIÑAS 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.	25ARF0295	DASMARIÑAS CITY

* In case of hiring, Step 1/hiring rate shall apply. In case of promotion, rate of applicable step within the Job Grade shall be used based on CPCS guidelines.

For more details about salaries, allowances, benefits and other entitlements, visit <https://www.officialgazette.gov.ph/downloads/2021/10oct/20211001-EO-150-RRD.pdf>.

** Appointment of the previous incumbent to the position is ongoing validation by the CSC. Thus, appointment of the applicant to the announced position will be subject to the result of the said validation.

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
DASMARIÑAS 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.	25ARF0296	DASMARIÑAS CITY
LUCENA 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.	25ARF0297	LUCENA CITY
SAN PABLO 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.	25ARF0298	SAN PABLO CITY, LAGUNA
STA. CRUZ 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.	25ARF0299	STA. CRUZ, LAGUNA
LUZON SOUTH 2 DIVISION								
CALAPAN 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.	25ARF0300	CALAPAN CITY
PUERTO PRINCESA BRANCH		BROOKES' POINT 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.	25ARF0301	PUERTO PRINCESA CITY
SAN JOSE, OCCIDENTAL MINDORO 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.	25ARF0302	SAN JOSE, OCCIDENTAL MINDORO
LUZON BICOL DIVISION								
DAET 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.	25ARF0303	DAET
IRIGA 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.	25ARF0304	IRIGA CITY
LEGAZPI 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.	25ARF0305	LEGAZPI CITY
LEGAZPI 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.	25ARF0306	LEGAZPI CITY
LEGAZPI 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.	25ARF0307	LEGAZPI CITY
NAGA 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.	25ARF0308	NAGA CITY

* In case of hiring, Step 1/hiring rate shall apply. In case of promotion, rate of applicable step within the Job Grade shall be used based on CPCS guidelines.

For more details about salaries, allowances, benefits and other entitlements, visit <https://www.officialgazette.gov.ph/downloads/2021/10oct/20211001-EO-150-RRD.pdf>.

** Appointment of the previous incumbent to the position is ongoing validation by the CSC. Thus, appointment of the applicant to the announced position will be subject to the result of the said validation.

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
NAGA 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.	25ARF0309	NAGA CITY
NAGA 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.	25ARF0310	NAGA CITY
NAGA 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.	25ARF0311	NAGA CITY
NAGA BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM IV	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.	25ARF0312	NAGA CITY
NAGA BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM IV	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.	25ARF0313	NAGA CITY
VIRAC 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.	25ARF0314	VIRAC CITY
VISAYAS OPERATIONS GROUP								
VISAYAS CENTRAL 1 DIVISION								
CEBU 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.	25ARF0315	CEBU CITY
CEBU BRANCH	MEMBER SERVICES SECTION	TEAM IV	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.	25ARF0316	CEBU CITY
CEBU 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.	25ARF0317	CEBU CITY
CEBU BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM IV	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.	25ARF0318	CEBU CITY
CEBU 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.	25ARF0319	CEBU CITY
MANDAUE 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.	25ARF0320	MANDAUE CITY
MANDAUE 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.	25ARF0321	MANDAUE CITY

* In case of hiring, Step 1/hiring rate shall apply. In case of promotion, rate of applicable step within the Job Grade shall be used based on CPCS guidelines.

For more details about salaries, allowances, benefits and other entitlements, visit <https://www.officialgazette.gov.ph/downloads/2021/10oct/20211001-EO-150-RRD.pdf>.

** Appointment of the previous incumbent to the position is ongoing validation by the CSC. Thus, appointment of the applicant to the announced position will be subject to the result of the said validation.

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
MANDAUE 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.	25ARF0322	MANDAUE CITY
TAGBILARAN 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.	25ARF0323	TAGBILARAN CITY
TAGBILARAN BRANCH		TALIBON 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.	25ARF0324	TAGBILARAN CITY
TOLEDO 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.	25ARF0325	TOLEDO CITY
TOLEDO 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.	25ARF0326	TOLEDO CITY
VISAYAS CENTRAL 2 DIVISION								
VISAYAS CENTRAL 2 DIVISION	ADMINISTRATIVE AND GENERAL ACCOUNTING SECTION		ACCOUNTANT	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Accountant, Administrative and General Accounting Section, accounts, controls and records all operational transactions and benefit disbursements of the division.	25ARF0327	ORMOC CITY
CALBAYOG 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.	25ARF0328	CALBAYOG CITY
TACLOBAN BRANCH	MEMBER SERVICES SECTION	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.	25ARF0329	TACLOBAN CITY
VISAYAS WEST 1 DIVISION								
BACOLOD 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.	25ARF0330	BACOLOD CITY
BACOLOD EAST 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.	25ARF0331	BACOLOD CITY
DUMAGUETE 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.	25ARF0332	DUMAGUETE CITY
DUMAGUETE 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.	25ARF0333	DUMAGUETE CITY
DUMAGUETE 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.	25ARF0334	DUMAGUETE CITY
DUMAGUETE BRANCH		ROBINSONS DUMAGUETE 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.	25ARF0335	DUMAGUETE CITY

* In case of hiring, Step 1/hiring rate shall apply. In case of promotion, rate of applicable step within the Job Grade shall be used based on CPCS guidelines.

For more details about salaries, allowances, benefits and other entitlements, visit <https://www.officialgazette.gov.ph/downloads/2021/10oct/20211001-EO-150-RRD.pdf>.

** Appointment of the previous incumbent to the position is ongoing validation by the CSC. Thus, appointment of the applicant to the announced position will be subject to the result of the said validation.

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
MINDANAO OPERATIONS GROUP								
MINDANAO NORTH DIVISION								
BUTUAN 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.	25ARF0336	BUTUAN CITY
BUTUAN 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.	25ARF0337	BUTUAN CITY
CDO-LAPASAN 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.	25ARF0338	LAPASAN, CDO
CDO-LAPASAN 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.	25ARF0339	LAPASAN, CDO
CAGAYAN DE ORO 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.	25ARF0340	CAGAYAN DE ORO CITY
CAGAYAN DE ORO 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.	25ARF0341	CAGAYAN DE ORO CITY
CAGAYAN DE ORO 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.	25ARF0342	CAGAYAN DE ORO CITY
CAGAYAN DE ORO 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.	25ARF0343	CAGAYAN DE ORO CITY
GINGOOG 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.	25ARF0344	GINGOOG CITY
OROQUIETA 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.	25ARF0345	OROQUIETA CITY
SURIGAO 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.	25ARF0346	SURIGAO CITY
MINDANAO SOUTH 1 DIVISION								
DAVAO 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.	25ARF0347	DAVAO CITY
DAVAO BRANCH	MEMBER SERVICES SECTION	TEAM IV	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.	25ARF0348	DAVAO CITY

* In case of hiring, Step 1/hiring rate shall apply. In case of promotion, rate of applicable step within the Job Grade shall be used based on CPCS guidelines.

For more details about salaries, allowances, benefits and other entitlements, visit <https://www.officialgazette.gov.ph/downloads/2021/10oct/20211001-EO-150-RRD.pdf>.

** Appointment of the previous incumbent to the position is ongoing validation by the CSC. Thus, appointment of the applicant to the announced position will be subject to the result of the said validation.

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
DAVAO-SAN PEDRO 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.	25ARF0349	DAVAO CITY
DAVAO-SAN PEDRO 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.	25ARF0350	DAVAO CITY
DAVAO-SAN PEDRO 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.	25ARF0351	DAVAO CITY
DAVAO-SAN PEDRO 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.	25ARF0352	DAVAO CITY
DIGOS 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.	25ARF0353	DIGOS CITY
MATI 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.	25ARF0354	MATI CITY
PANABO 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.	25ARF0355	PANABO CITY
PANABO 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.	25ARF0356	PANABO CITY
PANABO 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.	25ARF0357	PANABO CITY
MINDANAO SOUTH 2 DIVISION								
TACURONG 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.	25ARF0358	TACURONG CITY
MINDANAO WEST DIVISION								
IPIL 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.	25ARF0359	IPIL, ZAMBOANGA SIBUGAY

* In case of hiring, Step 1/hiring rate shall apply. In case of promotion, rate of applicable step within the Job Grade shall be used based on CPCS guidelines.

For more details about salaries, allowances, benefits and other entitlements, visit <https://www.officialgazette.gov.ph/downloads/2021/10oct/20211001-EO-150-RRD.pdf>.

** Appointment of the previous incumbent to the position is ongoing validation by the CSC. Thus, appointment of the applicant to the announced position will be subject to the result of the said validation.