

LIST OF EXECUTIVE/MANAGERIAL PLANTILLA VACANCIES FOR FILLING-UP

OFFICE	POSITION	JOB GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	COMPETENCY **	VACANCY CODE	PLACE OF ASSIGNMENT
COMMISSION SECRETARY, COMPLIANCE OFFICER AND EXECUTIVE COMMISSION CLERK							
COMMISSION SECRETARY, COMPLIANCE OFFICER AND EXECUTIVE COMMISSION CLERK	SENIOR VICE PRESIDENT	28	(Step 1) 434,160.00 to (Step 8) 537,327.00	Within the guidelines and limits of authority established by policies of the Social Security Commission (SSC)/Social Security System (SSS) and relevant government regulations, the Senior Vice President, Commission Secretary, Compliance Officer and Executive Commission Clerk, oversees the activities of the units under its jurisdiction relative to the provision of assistance and support services to SSC in the exercise of its mandated functions (i.e., policy making, quasi-judicial, administrative) to achieve established objectives and targets.	Managerial Competency: Achieving Goals, Managing Work, Motivating and Developing People, Problem Solving and Decision Making, Visioning Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Commission Secretarial and Support Services, Commission Legal Services, Commission Policy Research and Governance	26EXEC0001	MAKATI CITY
DEPUTY COMMISSION CLERK							
LUZON COMMISSION LEGAL DEPARTMENT	DEPARTMENT MANAGER III	25	(Step 1) 213,699.00 to (Step 8) 262,431.00	Within the guidelines and limits of authority established by policies of the Social Security Commission (SSC)/Social Security System (SSS) and relevant government regulations, the Department Manager III, Luzon Commission Legal Department, manages the department's activities relative to the conduct of hearings, preparation, review and draft of appropriate resolutions and orders, and management of case records and other legal documents of SSC cases including preparation and service of legal processes issued by the SSC.	Managerial Competency: Achieving Goals, Managing Work, Motivating and Developing People, Problem Solving and Decision Making, Visioning Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Commission Legal Services	26EXEC0002	MAKATI CITY
INTERNAL AUDIT SERVICE GROUP							
INTERNAL AUDIT SERVICE DIVISION I							
LUZON, VISAYAS AND MINDANAO AUDIT DEPARTMENT	DEPARTMENT MANAGER III	25	(Step 1) 213,699.00 to (Step 8) 262,431.00	Within the guidelines and limits of authority established by policies of the Social Security System (SSS) and relevant government regulations, the Department Manager III, Luzon, Visayas and Mindanao Audit Department, manages the department's activities relative to the conduct of compliance, management, operations audit, Quality Audit for ISO 9001 and Service Quality of Luzon, Visayas and Mindanao branches to achieve established objectives and targets.	Managerial Competency: Achieving Goals, Managing Work, Motivating and Developing People, Problem Solving and Decision Making, Visioning Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Audit Plan Implementation, Audit Planning	26EXEC0003	QUEZON CITY

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INTERNAL AUDIT SERVICE DIVISION II							
INTERNAL AUDIT SERVICE DIVISION II	VICE PRESIDENT (Assumption shall not be earlier than 01 June 2026, date of separation of the incumbent)	27	(Step 1) 333,969.00 to (Step 8) 429,861.00	Within the guidelines and limits of authority established by policies of the Social Security System (SSS) and relevant government regulations, the Vice President, Internal Audit Service Division II, directs the implementation and monitoring of the division's conduct of compliance, management, operations and/or special audit of units involved in corporate services, financial and investments, procurement and information technology services of the Social Security System to achieve established objectives and targets.	Managerial Competency: Achieving Goals, Managing Work, Motivating and Developing People, Problem Solving and Decision Making, Visioning Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Audit Plan Implementation, Audit Planning	26EXEC0004	QUEZON CITY
BENEFITS ADMINISTRATION DIVISION							
SICKNESS, MATERNITY AND DISABILITY BENEFITS ADMINISTRATION DEPARTMENT	DEPARTMENT MANAGER III	25	(Step 1) 213,699.00 to (Step 8) 262,431.00	Within the guidelines established by policies of the Social Security System (SSS) and relevant government regulations, the Department Manager III, Sickness, Maternity and Disability Benefits Administration Department, manages the department's activities relative to the development of sickness, maternity and disability (SMD) benefit programs, policies and procedures, monitoring and evaluation of the pilot implementation of SMD benefit programs, and conduct of activities relative to the Memorandum of Agreement (MOA) with accredited banks for SMD benefit programs to achieve established objectives and targets.	Managerial Competency: Achieving Goals, Managing Work, Motivating and Developing People, Problem Solving and Decision Making, Visioning Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Benefit Program Development and Monitoring, Coordinating with Partner Agencies and Internal Units on Benefit Transactions, Processing of Benefit Transactions	26EXEC0005	QUEZON CITY
MEMBER SERVICES AND SUPPORT GROUP							
MEMBER RELATIONS AND SUPPORT DIVISION							
MEMBER EDUCATION DEPARTMENT	DEPARTMENT MANAGER III	25	(Step 1) 213,699.00 to (Step 8) 262,431.00	Within the guidelines and limits of authority established by policies of the Social Security System (SSS) and other relevant government regulations, the Department Manager III, Member Education Department, manages the department's activities relative to planning, designing and conduct of information seminars (in-house and external) for Social Security System (SSS) members, and conduct of research on latest trends, processes and technology related to information dissemination to increase members' knowledge and appreciation of SSS programs, policies and procedures.	Managerial Competency: Achieving Goals, Managing Work, Motivating and Developing People, Problem Solving and Decision Making, Visioning Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Member Education	26EXEC0006	QUEZON CITY

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INTERNATIONAL OPERATIONS GROUP							
ASIA, AMERICAS AND PACIFIC OPERATIONS DIVISION	VICE PRESIDENT	27	(Step 1) 333,969.00 to (Step 8) 429,861.00	Within the guidelines and limits of authority established by policies of the Social Security System (SSS) and other relevant government regulations, the Vice President, Asia, Americas and Pacific Operations Division, directs the operations and activities of all Foreign Representative Offices (FROs) in Asia, Americas and Pacific.	Managerial Competency: Achieving Goals, Managing Work, Motivating and Developing People, Problem Solving and Decision Making, Visioning Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management (POEA), Branch Services (POEA), OFW Member Support Services, Teller Services	26EXEC0007	QUEZON CITY
CORPORATE SERVICES SECTOR							
HUMAN RESOURCE MANAGEMENT GROUP	SENIOR VICE PRESIDENT (Assumption shall not be earlier than 01 July 2026, date of separation of the incumbent)	28	(Step 1) 434,160.00 to (Step 8) 537,327.00	Within the guidelines and limits of authority established by policies of the Social Security System (SSS) and other relevant government regulations, the Senior Vice President, Human Resource Management Group, oversees the System's management and implementation of human resource programs and activities, and provision of support services to other organizational units, to achieve established objectives and targets.	Managerial Competency: Achieving Goals, Managing Work, Motivating and Developing People, Problem Solving and Decision Making, Visioning Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Career Development Program Management, Employee Performance Program Management, Employee Relations, Employee Services, Employee Wellness, Incentives and Rewards Program Management, Learning and Development Program Management, Library Operations and Services, Organizational Planning and Staffing	26EXEC0008	QUEZON CITY
INFORMATION TECHNOLOGY MANAGEMENT GROUP							
PROGRAM SERVICES DIVISION							
PROJECT MANAGEMENT OFFICE	DEPARTMENT MANAGER III	25	(Step 1) 213,699.00 to (Step 8) 262,431.00	Within the guidelines and limits of authority established by policies of the Social Security System (SSS) and relevant government regulations, the Department Manager III, Project Management Office, manages the department's activities relative to the development and maintenance of Project Management (PM) Methodology and Standards, oversee of IT projects, monitoring of project status and compliance of Project Teams to PM Methodology and Standards, conduct of research and evaluation on IT solutions to support planned and ongoing IT projects, and provision of support and shared project resources to Project Teams to achieve established objectives and targets.	Managerial Competency: Achieving Goals, Managing Work, Motivating and Developing People, Problem Solving and Decision Making, Visioning Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Project Management Oversight, Project Management Support	26EXEC0009	QUEZON CITY

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LEGAL AND ENFORCEMENT GROUP							
OPERATIONS LEGAL SERVICES DIVISION II	VICE PRESIDENT	27	(Step 1) 333,969.00 to (Step 8) 429,861.00	Within the guidelines and limits of authority established by policies of the Social Security System (SSS) and other relevant government regulations, the Vice President, Operations Legal Services Division II, directs the activities of the division relative to the enforcement of Social Security (SS) Law and handling of coverage and collection cases (e.g., non-reporting of employees, non-remittance of contributions) of employers from Visayas and Mindanao areas as referred by other organizational units for appropriate legal action.	Managerial Competency: Achieving Goals, Managing Work, Motivating and Developing People, Problem Solving and Decision Making, Visioning Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Corporate/Operations Legal Services, Support to Legal Services	26EXEC0010	CEBU CITY
BRANCH OPERATIONS SECTOR							
BRANCH SYSTEMS AND PROCEDURES DEPARTMENT	DEPARTMENT MANAGER III	25	(Step 1) 213,699.00 to (Step 8) 262,431.00	Within the guidelines and limits of authority established by policies of the Social Security System (SSS) and other relevant government regulations, the Department Manager III, Branch Systems and Procedures Department, manages the operations of the unit relative to the branch systems, policies and procedures affecting branch operations, categorization of branches and service offices, implementation of Branch Queue Management System (BQMS), staffing and logistical requirements (Information and Communication Technology (ICT) equipment and tellering facilities), and monitoring of branches' compliance to Anti-Red Tape Act (ARTA) requirements.	Managerial Competency: Achieving Goals, Managing Work, Motivating and Developing People, Problem Solving and Decision Making, Visioning Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Systems and Procedures Management, Branch Public Relations	26EXEC0011	QUEZON CITY
NCR OPERATIONS GROUP							
NCR OPERATIONS GROUP	SENIOR VICE PRESIDENT (Assumption shall not be earlier than 07 May 2026, date of separation of the incumbent)	28	(Step 1) 434,160.00 to (Step 8) 537,327.00	Within the guidelines and limits of authority established by policies of the Social Security System (SSS) and relevant government regulations, the Senior Vice President, NCR/Luzon/Visayas/Mindanao Operations Group, oversees the overall operations of the group and the divisions under its jurisdiction ensuring the delivery of prompt, efficient, transparent and quality services to members and their beneficiaries, and achievement of coverage and collection targets.	Managerial Competency: Achieving Goals, Managing Work, Motivating and Developing People, Problem Solving and Decision Making, Visioning Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services, Teller Services, Branch Public Relations	26EXEC0012	QUEZON CITY
NCR NORTH DIVISION							
CUBAO BRANCH	BRANCH HEAD III (Assumption shall not be earlier than 07 April 2026, date of separation of the incumbent)	25	(Step 1) 213,699.00 to (Step 8) 262,431.00	Within the guidelines and limits of authority established by policies of the Social Security System (SSS) and relevant government regulations, the Branch Head I/II/III, NCR/Luzon/Visayas/Mindanao Branches, manages branch operations and ensures the delivery of effective, efficient and quality frontline services to clients and the achievement of coverage and collection targets.	Managerial Competency: Achieving Goals, Managing Work, Motivating and Developing People, Problem Solving and Decision Making, Visioning Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services, Teller Services, Branch Public Relations	26EXEC0013	QUEZON CITY

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DILIMAN BRANCH	ASSISTANT BRANCH HEAD	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	Within the guidelines and limits of authority established by policies of the Social Security System (SSS) and relevant government regulations, the Assistant Branch Head, NCR/Luzon/Visayas/Mindanao Branches, assists in managing branch operations and in ensuring the delivery of effective, efficient and quality services to clients and the achievement of coverage and collection targets.	Managerial Competency: Achieving Goals, Managing Work, Motivating and Developing People, Problem Solving and Decision Making, Visioning Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services, Telling Services, Branch Public Relations	26EXEC0014	QUEZON CITY
NCR EAST DIVISION							
ANTIPOLO BRANCH	ASSISTANT BRANCH HEAD	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	Within the guidelines and limits of authority established by policies of the Social Security System (SSS) and relevant government regulations, the Assistant Branch Head, NCR/Luzon/Visayas/Mindanao Branches, assists in managing branch operations and in ensuring the delivery of effective, efficient and quality services to clients and the achievement of coverage and collection targets.	Managerial Competency: Achieving Goals, Managing Work, Motivating and Developing People, Problem Solving and Decision Making, Visioning Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services, Telling Services, Branch Public Relations	26EXEC0015	ANTIPOLO CITY
PASIG-MABINI BRANCH	ASSISTANT BRANCH HEAD	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	Within the guidelines and limits of authority established by policies of the Social Security System (SSS) and relevant government regulations, the Assistant Branch Head, NCR/Luzon/Visayas/Mindanao Branches, assists in managing branch operations and in ensuring the delivery of effective, efficient and quality services to clients and the achievement of coverage and collection targets.	Managerial Competency: Achieving Goals, Managing Work, Motivating and Developing People, Problem Solving and Decision Making, Visioning Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services, Telling Services, Branch Public Relations	26EXEC0016	PASIG CITY
SAN JUAN BRANCH	BRANCH HEAD II	24	(Step 1) 168,119.00 to (Step 8) 211,583.00	Within the guidelines and limits of authority established by policies of the Social Security System (SSS) and relevant government regulations, the Branch Head I/II/III, NCR/Luzon/Visayas/Mindanao Branches, manages branch operations and ensures the delivery of effective, efficient and quality frontline services to clients and the achievement of coverage and collection targets.	Managerial Competency: Achieving Goals, Managing Work, Motivating and Developing People, Problem Solving and Decision Making, Visioning Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services, Telling Services, Branch Public Relations	26EXEC0017	SAN JUAN CITY
NCR SOUTH DIVISION							
TAGUIG BRANCH	BRANCH HEAD II	24	(Step 1) 168,119.00 to (Step 8) 211,583.00	Within the guidelines and limits of authority established by policies of the Social Security System (SSS) and relevant government regulations, the Branch Head I/II/III, NCR/Luzon/Visayas/Mindanao Branches, manages branch operations and ensures the delivery of effective, efficient and quality frontline services to clients and the achievement of coverage and collection targets.	Managerial Competency: Achieving Goals, Managing Work, Motivating and Developing People, Problem Solving and Decision Making, Visioning Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services, Telling Services, Branch Public Relations	26EXEC0018	TAGUIG CITY

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NCR WEST DIVISION							
BINONDO BRANCH	BRANCH HEAD III	25	(Step 1) 213,699.00 to (Step 8) 262,431.00	Within the guidelines and limits of authority established by policies of the Social Security System (SSS) and relevant government regulations, the Branch Head I/II/III, NCR/Luzon/Visayas/Mindanao Branches, manages branch operations and ensures the delivery of effective, efficient and quality frontline services to clients and the achievement of coverage and collection targets.	Managerial Competency: Achieving Goals, Managing Work, Motivating and Developing People, Problem Solving and Decision Making, Visioning Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services, Teller Services, Branch Public Relations	26EXEC0019	MANILA CITY
LUZON OPERATIONS GROUP							
LUZON CENTRAL 2 DIVISION							
BOCAUE BRANCH	BRANCH HEAD I	22	(Step 1) 131,153.00 to (Step 8) 146,392.00	Within the guidelines and limits of authority established by policies of the Social Security System (SSS) and relevant government regulations, the Branch Head I/II/III, NCR/Luzon/Visayas/Mindanao Branches, manages branch operations and ensures the delivery of effective, efficient and quality frontline services to clients and the achievement of coverage and collection targets.	Managerial Competency: Achieving Goals, Managing Work, Motivating and Developing People, Problem Solving and Decision Making, Visioning Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services, Teller Services, Branch Public Relations	26EXEC0020	BOCAUE
LUZON SOUTH 1 DIVISION							
SANTA ROSA BRANCH	BRANCH HEAD I	22	(Step 1) 131,153.00 to (Step 8) 146,392.00	Within the guidelines and limits of authority established by policies of the Social Security System (SSS) and relevant government regulations, the Branch Head I/II/III, NCR/Luzon/Visayas/Mindanao Branches, manages branch operations and ensures the delivery of effective, efficient and quality frontline services to clients and the achievement of coverage and collection targets.	Managerial Competency: Achieving Goals, Managing Work, Motivating and Developing People, Problem Solving and Decision Making, Visioning Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services, Teller Services, Branch Public Relations	26EXEC0021	STA. ROSA, LAGUNA
LUZON SOUTH 2 DIVISION							
LUZON SOUTH 2 DIVISION	VICE PRESIDENT	27	(Step 1) 333,969.00 to (Step 8) 429,861.00	Within the guidelines and limits of authority established by policies of the Social Security System (SSS) and relevant government regulations, the Vice President, NCR/Luzon/Visayas/Mindanao Division Offices, directs the activities of the division and branches under its jurisdiction related to the delivery of effective, efficient and quality services to members, achievement of coverage and collection targets, and provision of support services to branches within the division.	Managerial Competency: Achieving Goals, Managing Work, Motivating and Developing People, Problem Solving and Decision Making, Visioning Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services, Teller Services, Branch Public Relations	26EXEC0022	BATANGAS CITY

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LUZON BICOL DIVISION							
LUZON BICOL DIVISION	VICE PRESIDENT	27	(Step 1) 333,969.00 to (Step 8) 429,861.00	Within the guidelines and limits of authority established by policies of the Social Security System (SSS) and relevant government regulations, the Vice President, NCR/Luzon/Visayas/Mindanao Division Offices, directs the activities of the division and branches under its jurisdiction related to the delivery of effective, efficient and quality services to members, achievement of coverage and collection targets, and provision of support services to branches within the division.	Managerial Competency: Achieving Goals, Managing Work, Motivating and Developing People, Problem Solving and Decision Making, Visioning Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services, Telling Services, Branch Public Relations	26EXEC0023	NAGA CITY
VISAYAS OPERATIONS GROUP							
VISAYAS CENTRAL 1 DIVISION							
VISAYAS CENTRAL 1 DIVISION	VICE PRESIDENT	27	(Step 1) 333,969.00 to (Step 8) 429,861.00	Within the guidelines and limits of authority established by policies of the Social Security System (SSS) and relevant government regulations, the Vice President, NCR/Luzon/Visayas/Mindanao Division Offices, directs the activities of the division and branches under its jurisdiction related to the delivery of effective, efficient and quality services to members, achievement of coverage and collection targets, and provision of support services to branches within the division.	Managerial Competency: Achieving Goals, Managing Work, Motivating and Developing People, Problem Solving and Decision Making, Visioning Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services, Telling Services, Branch Public Relations	26EXEC0024	CEBU CITY
LAPU-LAPU BRANCH	BRANCH HEAD III	25	(Step 1) 213,699.00 to (Step 8) 262,431.00	Within the guidelines and limits of authority established by policies of the Social Security System (SSS) and relevant government regulations, the Branch Head I/II/III, NCR/Luzon/Visayas/Mindanao Branches, manages branch operations and ensures the delivery of effective, efficient and quality frontline services to clients and the achievement of coverage and collection targets.	Managerial Competency: Achieving Goals, Managing Work, Motivating and Developing People, Problem Solving and Decision Making, Visioning Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services, Telling Services, Branch Public Relations	26EXEC0025	LAPU-LAPU CITY
VISAYAS WEST 1 DIVISION							
VISAYAS WEST 1 DIVISION	VICE PRESIDENT	27	(Step 1) 333,969.00 to (Step 8) 429,861.00	Within the guidelines and limits of authority established by policies of the Social Security System (SSS) and relevant government regulations, the Vice President, NCR/Luzon/Visayas/Mindanao Division Offices, directs the activities of the division and branches under its jurisdiction related to the delivery of effective, efficient and quality services to members, achievement of coverage and collection targets, and provision of support services to branches within the division.	Managerial Competency: Achieving Goals, Managing Work, Motivating and Developing People, Problem Solving and Decision Making, Visioning Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services, Telling Services, Branch Public Relations	26EXEC0026	BACOLOD CITY

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MINDANAO OPERATIONS GROUP							
MINDANAO SOUTH 1 DIVISION							
DAVAO BRANCH	ASSISTANT BRANCH HEAD	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	Within the guidelines and limits of authority established by policies of the Social Security System (SSS) and relevant government regulations, the Assistant Branch Head, NCR/Luzon/Visayas/Mindanao Branches, assists in managing branch operations and in ensuring the delivery of effective, efficient and quality services to clients and the achievement of coverage and collection targets.	Managerial Competency: Achieving Goals, Managing Work, Motivating and Developing People, Problem Solving and Decision Making, Visioning Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services, Telling Services, Branch Public Relations	26EXEC0027	DAVAO CITY
DIGOS BRANCH	BRANCH HEAD I	22	(Step 1) 131,153.00 to (Step 8) 146,392.00	Within the guidelines and limits of authority established by policies of the Social Security System (SSS) and relevant government regulations, the Branch Head I/II/III, NCR/Luzon/Visayas/Mindanao Branches, manages branch operations and ensures the delivery of effective, efficient and quality frontline services to clients and the achievement of coverage and collection targets.	Managerial Competency: Achieving Goals, Managing Work, Motivating and Developing People, Problem Solving and Decision Making, Visioning Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services, Telling Services, Branch Public Relations	26EXEC0028	DIGOS CITY
TAGUM BRANCH	ASSISTANT BRANCH HEAD	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	Within the guidelines and limits of authority established by policies of the Social Security System (SSS) and relevant government regulations, the Assistant Branch Head, NCR/Luzon/Visayas/Mindanao Branches, assists in managing branch operations and in ensuring the delivery of effective, efficient and quality services to clients and the achievement of coverage and collection targets.	Managerial Competency: Achieving Goals, Managing Work, Motivating and Developing People, Problem Solving and Decision Making, Visioning Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services, Telling Services, Branch Public Relations	26EXEC0029	TAGUM CITY
MINDANAO SOUTH 2 DIVISION							
MINDANAO SOUTH 2 DIVISION	VICE PRESIDENT	27	(Step 1) 333,969.00 to (Step 8) 429,861.00	Within the guidelines and limits of authority established by policies of the Social Security System (SSS) and relevant government regulations, the Vice President, NCR/Luzon/Visayas/Mindanao Division Offices, directs the activities of the division and branches under its jurisdiction related to the delivery of effective, efficient and quality services to members, achievement of coverage and collection targets, and provision of support services to branches within the division.	Managerial Competency: Achieving Goals, Managing Work, Motivating and Developing People, Problem Solving and Decision Making, Visioning Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services, Telling Services, Branch Public Relations	26EXEC0030	GENERAL SANTOS CITY

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

For more details about salaries, allowances, benefits, incentives and other entitlements, visit <https://www.officialgazette.gov.ph/downloads/2025/09sep/20250916-EO-95-FRM-2.pdf>.

** A detailed description of the competencies is provided on the last page of this annex.

LIST OF EXECUTIVE/MANAGERIAL PLANTILLA VACANCIES FOR FILLING-UP

OFFICE	POSITION	JOB GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	COMPETENCY **	VACANCY CODE	PLACE OF ASSIGNMENT
MINDANAO WEST DIVISION							
ZAMBOANGA BRANCH	ASSISTANT BRANCH HEAD	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	Within the guidelines and limits of authority established by policies of the Social Security System (SSS) and relevant government regulations, the Assistant Branch Head, NCR/Luzon/Visayas/Mindanao Branches, assists in managing branch operations and in ensuring the delivery of effective, efficient and quality services to clients and the achievement of coverage and collection targets.	Managerial Competency: Achieving Goals, Managing Work, Motivating and Developing People, Problem Solving and Decision Making, Visioning Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services, Teller Services, Branch Public Relations	26EXEC0031	ZAMBOANGA CITY

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

For more details about salaries, allowances, benefits, incentives and other entitlements, visit <https://www.officialgazette.gov.ph/downloads/2025/09sep/20250916-EO-95-FRM-2.pdf>.

** A detailed description of the competencies is provided on the last page of this annex.

Managerial Competencies - are the knowledge, skills, attitudes and aptitudes associated with leading and managing SSS and which add value to one's work. These are required only of individuals holding executive/managerial and supervisory positions.

COMPETENCIES	DEFINITION (BASED ON SSS COMPETENCY CATALOG (DEC 2018))
Achieving Goals	The strong commitment to work and accomplish tasks in a timely, efficient and effective manner to achieve desired outcomes and meet performance standards and expectations.
Managing Work	The ability to create a high-performing organizational culture by setting directions, planning work, and managing time and resources in a cost effective manner.
Motivating and Developing People	The ability to inspire, engage and empower people in order to create and maintain a positive and enabling work environment that promotes high performance, continuous learning, and professional growth and development.
Problem Solving and Decision Making	The ability to analyze relevant information, exercise good judgment, make sound decisions and take appropriate courses of action in a timely manner to resolve problems and prevent deviations from rules, guidelines and procedures.
Visioning	The ability to think multi-dimensionally, craft innovative solutions, and anticipate future consequences towards the accomplishment of organizational goals and enhancement of organizational effectiveness and responsiveness.

Core Competencies - are behaviors required in developing the desired SSS corporate culture. These are the underlying characteristics, values or habits which all personnel are expected to exhibit and which are related to superior performance.

COMPETENCIES	DEFINITION (BASED ON SSS COMPETENCY CATALOG (DEC 2018))
Communication	The ability to deliver both written and verbal messages in a clear, concise and easily understood manner.
Interpersonal Flexibility	The ability to effectively establish and maintain a helpful and productive relationship with others, and to work well in a team to facilitate work performance and achieve common goals.
Professionalism	The ability to develop and maintain effective behavior in the workplace and to conduct oneself in a manner consistent with the Code of Ethical Standards for SSS Officials and Employees.
Quality-Oriented	The ability to improve quality, efficiency and effectiveness of one's work in order to deliver value to internal and external clients (e.g., co-employees, SSS members and other stakeholders).

Functional Competencies - are task-specific knowledge and skills that are needed to be effective in a given position. Essentially, these are the "know-how" required to provide services or carry out the activities in a function or job. These functional competencies are categorized based on job families.

COMPETENCIES	DEFINITION (BASED ON SSS COMPETENCY CATALOG (DEC 2018))
Audit Plan Implementation	The ability to conduct audit in accordance with audit plans and programs.
Audit Planning	The ability to develop audit plans and programs for the effective and efficient conduct of audit.
Benefit Program Development and Monitoring	The ability to develop/enhance benefit program policies, processes and procedures, monitor program implementation, and resolve pertinent cases/issues.
Branch Accounts Management	The ability to manage branch accounts and monitor compliance to the Social Security (SS) Law in order to meet the corporate goals on expanding coverage and increasing revenue.
Branch Accounts Management (POEA)	The ability to manage POEA branch accounts and monitor compliance to the Social Security (SS) Law in order to meet the corporate goals on expanding coverage and increasing revenue.
Branch Public Relations	The ability to manage external communication activities of the branches to promote and enhance SSS public image.
Branch Services	The ability to provide prompt, convenient, reliable and client-focused frontline services to SSS clients.
Branch Services (POEA)	The ability to provide prompt, convenient, reliable and client-focused frontline services to land-based SSS Overseas Filipino Workers (OFWs).
Branch Systems and Procedures Management	The ability to conceptualize, review and update policies and guidelines on branch organization, staffing and logistical requirements (i.e., information and communications technology (ICT) equipment and tellering facilities), and systems and procedures relevant to branch operations.
Career Development Program Management	The ability to develop and handle the implementation of employee career development programs effectively and efficiently.
Commission Legal Services	The ability to utilize legal expertise and provide legal services to assist the Social Security Commission (SSC) in the performance of its quasi-judicial functions.
Commission Policy Research and Governance	The ability to conduct research, analysis, and review for further development and enhancement of corporate and operational policies, legal manuals, templates and rules of procedure of the Social Security Commission (SSC) and SSS, as well as those pertaining to good governance in compliance with the Governance Commission for GOCCs (GCG)'s issuances and other submission/reportorial requirements.
Commission Secretarial and Support Services	The ability to provide prompt, efficient and effective secretarial services during Social Security Commission (SSC)/Committee meetings.
Coordinating with Partner Agencies and Internal Units on Benefit Transactions	The ability to coordinate with partner agencies and internal units on benefit transactions such as the preparation of memorandum of agreement with banks and conduct of data matching of pensioners' records.

Corporate/Operations Legal Services	The ability to use legal expertise for the advancement of the legislative agenda of the SSS and passage of amendatory and/or non-amendatory bill to the Social Security (SS) Law, and to provide legal services for the efficient implementation of legal processes and provisions of the SS Law including the provision of legal opinions, preparation and review of contracts, and handling of cases referred by management and other organizational units.
Employee Performance Program Management	The ability to develop and handle the implementation of performance evaluation programs effectively and efficiently and to validate and monitor the use of performance measures and standards appropriately.
Employee Relations	The ability to develop and handle the implementation of employee relations and communications programs effectively and efficiently.
Employee Services	The ability to develop, enhance and administer services and programs on employee benefits, compensation, loans and other related matters.
Employee Wellness	The ability to develop and handle the implementation of employee wellness programs effectively and efficiently.
Incentives and Rewards Program Management	The ability to develop and handle the implementation of incentives and rewards programs effectively and efficiently.
Learning and Development Program Management	The ability to conceptualize, develop, administer and evaluate learning and development programs for the System's employees.
Library Operations and Services	The ability to manage library operations and provide library services efficiently to internal and external clients of the SSS library.
Member Education	The ability to plan, design and conduct information seminars (in-house and external) for SSS members to enhance members' knowledge and appreciation of SSS programs, policies and procedures.
OFW Member Support Services	The ability to effectively and efficiently perform foreign office activities and provide prompt, convenient, reliable and client-focused frontline services to Overseas Filipino Workers (OFWs).
Organizational Planning and Staffing	The ability to utilize knowledge of human resource concepts, principles and practices related to organizational planning and staffing to address changing organizational needs and requirements.
Processing of Benefit Transactions	The ability to process benefit transactions in accordance with approved program policies, processes and procedures.
Project Management Oversight	The ability to monitor and audit compliance of project teams to established project management methodology and standards, corporate objectives and budget plan and to develop project management methodology and standards on project initiation, planning, execution, control and closure.
Project Management Support	The ability to provide technical assistance, training and shared project resources to project teams, and develop and maintain the project library.
Support to Legal Services	The ability to provide support services and technical assistance vital to the operations of legal services of the organization.
Teller Services	The ability to process and safekeep all types of payments received, and provide prompt, reliable and client-focused teller services to SSS clients.