

LIST OF RANK & FILE PLANTILLA VACANCIES FOR FILLING-UP

OFFICE	SECTION	TEAM	POSITION	PAY 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	OFFICE OF THE HEAD		ATTORNEY III	23	(Step 1) 147,856.00 to (Step 8) 166,454.00	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 Attorney III, Commission Secretary, Compliance Officer and Executive Commission Clerk, manages the provision of administrative support to the unit, and provides technical assistance to the unit head on legal matters affecting the SSC in the exercise of its mandated functions (i.e., policy-making, quasi-judicial, administrative).	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, Office Management, Records Management, Commission Legal Services	26ARF0001	MAKATI CITY
COMMISSION SECRETARIAT DEPARTMENT	COMMITTEE AGENDA AND MINUTES SECTION	AGENDA TEAM	SOCIAL SECURITY OFFICER IV	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	The Social Security Officer IV, Agenda Team, Committee Agenda and Minutes Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the preparation of agenda materials and provision of other logistic requirements for Social Security Commission (SSC) Committee, Special/Ad Hoc Committee and staff meetings.	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, Records Management	26ARF0002	MAKATI CITY
POLICY RESEARCH AND GOVERNANCE DEPARTMENT	OFFICE OF THE HEAD		SENIOR RECORDS CUSTODIAN	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Senior Records Custodian, Policy Research and Governance Department, handles systematic filing and tracking of records, documents and other relevant materials of the department.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Records Management	26ARF0003	MAKATI CITY
DEPUTY COMMISSION CLERK									
DEPUTY COMMISSION CLERK	OFFICE OF THE HEAD		JUNIOR TECHNICAL ASSISTANT	22	(Step 1) 131,153.00 to (Step 8) 146,392.00	The Junior Technical Assistant, Deputy Commission Clerk, supervises the activities of the administrative staff in the unit and provides technical support to the Deputy Commission Clerk.	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: Office Management, Records Management	26ARF0004	MAKATI CITY
MINDANAO COMMISSION LEGAL DEPARTMENT	HEARING OFFICERS' SECTION		SUPERVISING HEARING OFFICER	23	(Step 1) 147,856.00 to (Step 8) 166,454.00	The Supervising Hearing Officer, Hearing Officers' Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the conduct of hearings and preparation of draft resolutions on Social Security Commission (SSC) cases including conduct of legal research, preparation of necessary and appropriate legal documents and filing of appropriate pleadings and motions before the appellate courts.	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	26ARF0005	MAKATI CITY
INTERNAL AUDIT SERVICE GROUP									
INTERNAL AUDIT SERVICE GROUP	OFFICE OF THE HEAD		JUNIOR TECHNICAL ASSISTANT	22	(Step 1) 131,153.00 to (Step 8) 146,392.00	The Junior Technical Assistant, Internal Audit Service Group, supervises the activities of the administrative staff in the unit and provides technical support to the head of group.	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: Office Management, Records Management	26ARF0006	QUEZON CITY
INTERNAL AUDIT SERVICE DIVISION I									
NCR AND FOREIGN AUDIT DEPARTMENT	SECTION I		CORPORATE EXECUTIVE OFFICER III	22	(Step 1) 131,153.00 to (Step 8) 146,392.00	The Corporate Executive Officer III, Section I/Section II, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the conduct of compliance, management and operations audit and Internal Quality Audit (IQA) of NCR branches and foreign offices.	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	26ARF0007	QUEZON CITY

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OFFICE	SECTION	TEAM	POSITION	PAY GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	COMPETENCY **	VACANCY CODE	PLACE OF ASSIGNMENT
BRANCH ACCOUNTING DEPARTMENT	OFFICE OF THE HEAD		JUNIOR EXECUTIVE ASSISTANT	16	(Step 1) 58,749.00 to (Step 8) 63,078.00	The Junior Executive Assistant, Branch Accounting Department, provides administrative support to the unit.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Office Management, Records Management	26ARF0076	QUEZON CITY
BRANCH ACCOUNTING DEPARTMENT	NCR BRANCH ACCOUNTS SECTION		ACCOUNTANT	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounting	26ARF0077	QUEZON CITY
BRANCH ACCOUNTING DEPARTMENT	NCR BRANCH ACCOUNTS SECTION		BOOKKEEPER	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Bookkeeper, NCR Branch Accounts Section, evaluates, processes, records and monitors simple financial transactions on operational fund of National Capital Region (NCR) branches, and prepares/generates corresponding remittances.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounting	26ARF0078	QUEZON CITY
BRANCH ACCOUNTING DEPARTMENT	LUZVISMIN AND FOREIGN BRANCH ACCOUNTS SECTION	LUZVISMIN BRANCH OPERATIONAL FUND TEAM	ACCOUNTANT	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounting	26ARF0079	QUEZON CITY
BRANCH ACCOUNTING DEPARTMENT	LUZVISMIN AND FOREIGN BRANCH ACCOUNTS SECTION	FOREIGN BRANCH OPERATIONAL FUND TEAM	ACCOUNTANT	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounting	26ARF0080	QUEZON CITY
BRANCH ACCOUNTING DEPARTMENT	LUZVISMIN AND FOREIGN BRANCH ACCOUNTS SECTION	FOREIGN BRANCH OPERATIONAL FUND TEAM	BOOKKEEPER	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Bookkeeper, Foreign Branch Operational Fund Team, LuzVisMin and Foreign Branch Accounts Section, evaluates, processes, records and monitors simple financial transactions on revolving fund replenishment of foreign offices.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounting	26ARF0081	QUEZON CITY
BUDGET DEPARTMENT	OFFICE OF THE HEAD		JUNIOR EXECUTIVE ASSISTANT	16	(Step 1) 58,749.00 to (Step 8) 63,078.00	The Junior Executive Assistant, Budget Department, provides administrative support to the unit.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Office Management, Records Management	26ARF0082	QUEZON CITY
BUDGET DEPARTMENT	BUDGET DEVELOPMENT AND EVALUATION SECTION I (PERSONNEL SERVICES AND CAPEX)		CORPORATE EXECUTIVE OFFICER II	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	The Corporate Executive Officer II, Budget Development and Evaluation Section I (Personnel Services and CAPEX), supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the development/updating of annual budget guidelines, evaluation, consolidation and preparation of annual budget and Project Procurement Management Plan (PPMP) for Personnel Services (PS), PS related expenses and Capital Expenditures (CAPEX), and Main Office and NCR Operations Group, monitoring of budget utilization of assigned units and accounts, processing of requests for supplemental and reallocation of budget, analysis of profit and loss statements, and determining and analysis of budget savings.	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: Budget Management	26ARF0083	QUEZON CITY
BUDGET DEPARTMENT	BUDGET DEVELOPMENT AND EVALUATION SECTION I (PERSONNEL SERVICES AND CAPEX)		JUNIOR ANALYST	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Budget Management	26ARF0084	QUEZON CITY
OPERATIONS ACCOUNTING DIVISION									
INVESTMENTS ACCOUNTING DEPARTMENT	OFFICE OF THE HEAD	INSURANCE TEAM	SOCIAL SECURITY OFFICER III	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	The Social Security Officer III, Insurance Team, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the accounting, maintenance, reconciliation and control of accounts involving fire insurance (FI) and mortgage redemption insurance (MRI) claims, and preparation of remittance reports on FI and MRI within established schedule.	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: Investments Accounting	26ARF0085	QUEZON CITY

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INVESTMENTS ACCOUNTING DEPARTMENT	HOUSING LOANS SECTION		CORPORATE EXECUTIVE OFFICER II	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	The Corporate Executive Officer II, Housing Loans Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the accounting, maintenance, reconciliation and control of all financial transactions on real estate, pari-passu, Participating Financial Institutions (PFIs), Overseas Filipino Workers (OFW)/Trade Union Members (TUM)/Workers Organization Member (WOM), corporate and employee housing loan accounts.	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: Investments Accounting	26ARF0086	QUEZON CITY
INVESTMENTS ACCOUNTING DEPARTMENT	HOUSING LOANS SECTION	PARI-PASSU/PFI/CORPORATE AND EMPLOYEES HOUSING LOANS TEAM	SOCIAL SECURITY OFFICER III	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	The Social Security Officer III, Pari-Passu/PFI/Corporate and Employees Housing Loans Team, Housing Loans Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the accounting, maintenance, reconciliation and control of financial transactions on pari-passu, Participating Financial Institutions (PFIs), Overseas Filipino Workers (OFW)/Trade Union Members (TUM)/Workers Organization Member (WOM), corporate and employee housing loan accounts.	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: Investments Accounting	26ARF0087	QUEZON CITY
INVESTMENTS ACCOUNTING DEPARTMENT	MEMBER LOANS SECTION	CASH COLLECTION TEAM	SOCIAL SECURITY OFFICER II	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	The Social Security Officer II, Cash Collection Team, Member Loans Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the accounting, maintenance, reconciliation and control of financial transactions on cash collection file of short-term member loan accounts and other related accounts.	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: Investments Accounting	26ARF0088	QUEZON CITY
INVESTMENTS ACCOUNTING DEPARTMENT	MEMBER LOANS SECTION	EE RECONCILIATION TEAM	PROCESSOR	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	The Processor, EE Reconciliation Team, Member Loans Section, processes, maintains and reconciles financial transactions and information on short-term member loan accounts of individual borrowers (e.g., self-employed, voluntary member) including accounts on other short-term member loan programs such as Study Now Pay Later (SNPL), Vocational and Technical (VOC-TECH), Stock Investment Loan Program (SILP), Special Educational Loan Program (Y2K), Privatization Fund Loan Program (PFLP) and others in subsidiary ledgers against records from other organizational unit.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Investments Accounting	26ARF0089	QUEZON CITY
INVESTMENTS ACCOUNTING DEPARTMENT	MEMBER LOANS SECTION	EE RECONCILIATION TEAM	PROCESSOR	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	The Processor, EE Reconciliation Team, Member Loans Section, processes, maintains and reconciles financial transactions and information on short-term member loan accounts of individual borrowers (e.g., self-employed, voluntary member) including accounts on other short-term member loan programs such as Study Now Pay Later (SNPL), Vocational and Technical (VOC-TECH), Stock Investment Loan Program (SILP), Special Educational Loan Program (Y2K), Privatization Fund Loan Program (PFLP) and others in subsidiary ledgers against records from other organizational unit.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Investments Accounting	26ARF0090	QUEZON CITY
INVESTMENTS ACCOUNTING DEPARTMENT	MEMBER LOANS SECTION	ER RECONCILIATION TEAM	PROCESSOR	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	The Processor, ER Reconciliation Team, Member Loans Section, analyzes reports on the discrepancies of employer payments on short-term member loan accounts (exception reports), and maintains and reconciles financial transactions and information on short-term member loan accounts of employer payments in subsidiary ledger against records from other organizational unit.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Investments Accounting	26ARF0091	QUEZON CITY
INVESTMENTS ACCOUNTING DEPARTMENT	MEMBER LOANS SECTION	ER RECONCILIATION TEAM	PROCESSOR	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	The Processor, ER Reconciliation Team, Member Loans Section, analyzes reports on the discrepancies of employer payments on short-term member loan accounts (exception reports), and maintains and reconciles financial transactions and information on short-term member loan accounts of employer payments in subsidiary ledger against records from other organizational unit.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Investments Accounting	26ARF0092	QUEZON CITY
CONTRIBUTIONS ACCOUNTING DEPARTMENT	RECONCILIATION AND MONITORING SECTION	R3/R5 RECONCILIATION AND MONITORING TEAM II (NON-NCR)	PROCESSOR	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	The Processor, R3/R5 Reconciliation and Monitoring Team II (Non-NCR), Reconciliation and Monitoring Section, analyzes and reconciles contribution payment records of employer (ER), household employer (HR), self-employed (SE) and voluntary member (VM) posted in subsidiary ledger against general ledger, and validates monthly automated ER contribution collection lists (R3)/ER contribution payments (R5) reconciliation reports from non-National Capital Region (NCR) branches and Luzon/Visayas and Mindanao Large Accounts Department.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Contributions Accounting	26ARF0093	QUEZON CITY
CONTRIBUTIONS ACCOUNTING DEPARTMENT	ER/HR MAINTENANCE SECTION	RECORDS CONTROL TEAM	SOCIAL SECURITY OFFICER II	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	The Social Security Officer II, Records Control Team, ER/HR Maintenance Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the maintenance and control of employer (ER) and household employer (HR) records.	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: Contributions Accounting, Records Management	26ARF0094	QUEZON CITY

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ADMINISTRATION GROUP									
ADMINISTRATION GROUP	OFFICE OF THE HEAD		SENIOR ADMINISTRATIVE ASSISTANT	14	(Step 1) 49,749.00 to (Step 8) 53,323.00	The Senior Administrative Assistant, Administration Group, provides administrative support to the group.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Office Management, Records Management	26ARF0095	QUEZON CITY
SECURITY DEPARTMENT	OFFICE OF THE HEAD		CONFIDENTIAL ASSISTANT III	8	(Step 1) 28,144.00 to (Step 8) 31,209.00	The Confidential Analyst III, Security Department, monitors the CCTV operation in the Main Office and performs general clerical functions such as receiving, filing, routing, and preparation of simple correspondence, memoranda and reports.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Security Management	26ARF0096	QUEZON CITY
GENERAL SERVICES DIVISION									
ENGINEERING AND FACILITIES MANAGEMENT DEPARTMENT	FACILITIES MANAGEMENT SECTION I		CORPORATE EXECUTIVE OFFICER IV	23	(Step 1) 147,856.00 to (Step 8) 166,454.00	The Corporate Executive Officer IV, Facilities Management Section I, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the conduct of maintenance and repair on buildings and facilities, operation and maintenance of service vehicles, providing data for the purchase of Main Office vehicles, handling of attendance and performance of janitorial and maintenance staff, preparation of plans for small value projects, and providing of telephone operation services.	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: Engineering and Architectural Services, Maintenance Management, Supplies Management, Vehicle Management	26ARF0097	QUEZON CITY
ENGINEERING AND FACILITIES MANAGEMENT DEPARTMENT	FACILITIES MANAGEMENT SECTION I	MAIN BUILDING AND EQUIPMENT TEAM	SENIOR TECHNICIAN	14	(Step 1) 49,749.00 to (Step 8) 53,323.00	The Senior Technician, Main Building and Equipment Team, Facilities Management Section I, conducts regular inspection and assesses problems pertaining to office equipment such as bundy/wall clock, paging system, audio/video system, electric fan and microphone.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Maintenance Management	26ARF0098	QUEZON CITY
ENGINEERING AND FACILITIES MANAGEMENT DEPARTMENT	FACILITIES MANAGEMENT SECTION I	MAIN BUILDING ELECTRO-MECHANICAL FACILITIES TEAM	SOCIAL SECURITY OFFICER IV	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	The Social Security Officer IV, Main Building Electro-Mechanical Facilities Team, Facilities Management Section I, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the conduct of maintenance and repair on electrical and mechanical equipment in the SSS Main Building, Bagbag Records Center, East Triangle Livelihood Trade Center and Member Assistance Center, and handling of centralized air-conditioning system, motor pumps and other related facilities.	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: Maintenance Management	26ARF0099	QUEZON CITY
ENGINEERING AND FACILITIES MANAGEMENT DEPARTMENT	FACILITIES MANAGEMENT SECTION I	MAIN BUILDING ELECTRO-MECHANICAL FACILITIES TEAM	JUNIOR ENGINEER	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	The Junior Engineer, Main Building Electro-Mechanical Facilities Team, Facilities Management Section I, inspects operation, maintenance and repair of electrical and mechanical facilities, and evaluates proposals of outsourced contractors for the maintenance or repair of electrical and mechanical facilities.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Maintenance Management	26ARF0100	QUEZON CITY
ENGINEERING AND FACILITIES MANAGEMENT DEPARTMENT	FACILITIES MANAGEMENT SECTION II	NCR BRANCH FACILITIES MANAGEMENT TEAM	SOCIAL SECURITY OFFICER IV	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	The Social Security Officer IV, NCR Branch Facilities Management Team, Facilities Management Section II, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the conduct of maintenance and repair on building facilities, fixtures, furniture, and office/electrical/mechanical equipment in the NCR branch offices.	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: Maintenance Management	26ARF0101	QUEZON CITY
PROCUREMENT MANAGEMENT DIVISION									
PROCUREMENT PLANNING AND MANAGEMENT DEPARTMENT	PURCHASING SECTION	PURCHASING TEAM II	JUNIOR ANALYST	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	The Junior Analyst, Purchasing Team II, Purchasing Section, checks and coordinates completeness of requests for procurement of consulting services and infrastructure projects, handles activities related to the preparation of procurement documents (e.g., canvass form, summary of canvass), and checks and monitors compliance of lowest complying consultants/ contractors prior to the awarding of contracts.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Procurement Planning and Management	26ARF0102	QUEZON CITY
BIDS AND AWARDS COMMITTEE SECRETARIAT DEPARTMENT	OFFICE OF THE HEAD		JUNIOR EXECUTIVE ASSISTANT	16	(Step 1) 58,749.00 to (Step 8) 63,078.00	The Junior Executive Assistant, Bids and Awards Committee Secretariat Department, provides administrative support to the unit.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Office Management, Records Management	26ARF0103	QUEZON CITY

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BIDS AND AWARDS COMMITTEE SECRETARIAT DEPARTMENT	ADMINISTRATIVE SUPPORT SECTION		CORPORATE EXECUTIVE OFFICER IV	23	(Step 1) 147,856.00 to (Step 8) 166,454.00	The Corporate Executive Officer III, Administrative Support Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the provision of administrative support to the Bids and Awards Committee (BAC) (e.g., Conduct and preparation of documents relative BAC meetings and conferences).	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: Bids and Awards Committee Secretariat Services	26ARF0104	QUEZON CITY
BIDS AND AWARDS COMMITTEE SECRETARIAT DEPARTMENT	TECHNICAL SUPPORT SECTION		JUNIOR ANALYST	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	The Junior Analyst, Technical Support Section, validates the authenticity of legal and financial documents submitted by the bidder, and coordinates relating matters to concerned government agencies.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Bids and Awards Committee Secretariat Services	26ARF0105	QUEZON CITY
HUMAN RESOURCE MANAGEMENT GROUP									
HUMAN RESOURCE MANAGEMENT GROUP	OFFICE OF THE HEAD		SENIOR EXECUTIVE ASSISTANT	20	(Step 1) 84,558.00 to (Step 8) 103,729.00	The Senior Executive Assistant, Human Resource Management Group, provides technical and administrative support to the group.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Office Management, Records Management	26ARF0106	QUEZON CITY
ORGANIZATIONAL PLANNING AND STAFFING DEPARTMENT	STAFFING SECTION	RECRUITMENT AND APPOINTMENT TEAM	JUNIOR HUMAN RESOURCE ANALYST	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	The Junior Human Resource Analyst, Recruitment and Appointments Team, Staffing Section; receives and screens walk-in applications; prepares communication to applicants/newly-hired employees/concerned heads regarding schedules, submission of documents, and other requirements; coordinates with internal units for transmittal of necessary records; and maintains and updates databases relative to the unit's function.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Organizational Planning and Staffing	26ARF0107	QUEZON CITY
HUMAN RESOURCE SERVICES DIVISION									
HUMAN RESOURCE SERVICES DIVISION	OFFICE OF THE HEAD		SENIOR ADMINISTRATIVE ASSISTANT	14	(Step 1) 49,749.00 to (Step 8) 53,323.00	The Senior Administrative Assistant, Human Resource Services Division, provides administrative support to the head of division.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Office Management, Records Management	26ARF0108	QUEZON CITY
EMPLOYEE SERVICES DEPARTMENT	PROVIDENT FUND SECTION	FINANCIAL ACCOUNTING TEAM	ACCOUNTANT	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Employee Services	26ARF0109	QUEZON CITY
INFORMATION TECHNOLOGY MANAGEMENT GROUP									
INFORMATION TECHNOLOGY MANAGEMENT GROUP	OFFICE OF THE HEAD		JUNIOR TECHNICAL ASSISTANT	22	(Step 1) 131,153.00 to (Step 8) 146,392.00	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.	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: Office Management, Records Management	26ARF0110	QUEZON CITY
PROGRAM SERVICES DIVISION									
IT GOVERNANCE AND STANDARDS DEPARTMENT	OFFICE OF THE HEAD		JUNIOR EXECUTIVE ASSISTANT	16	(Step 1) 58,749.00 to (Step 8) 63,078.00	The Junior Executive Assistant, IT Governance and Standards Department, provides administrative support to the unit.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Office Management, Records Management	26ARF0111	QUEZON CITY
IT GOVERNANCE AND STANDARDS DEPARTMENT	IT STANDARDS SECTION	HARDWARE AND SOFTWARE TEAM	JUNIOR ANALYST	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: IT Standards Development	26ARF0112	QUEZON CITY

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LIST OF RANK & FILE PLANTILLA VACANCIES FOR FILLING-UP

OFFICE	SECTION	TEAM	POSITION	PAY GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	COMPETENCY **	VACANCY CODE	PLACE OF ASSIGNMENT
PROJECT MANAGEMENT OFFICE	PROJECT MANAGEMENT SUPPORT SECTION		SENIOR ANALYST	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Project Management Support	26ARF0113	QUEZON CITY
PROJECT MANAGEMENT OFFICE	PROJECT MANAGEMENT SUPPORT SECTION		SENIOR CLERK	9	(Step 1) 31,521.00 to (Step 8) 33,081.00	The Senior Clerk, Project Management Support Section, performs general clerical functions such as receiving, filing, routing, and preparation of simple correspondence, memoranda and reports.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Office Management, Records Management	26ARF0114	QUEZON CITY
INFORMATION SYSTEMS SECURITY DEPARTMENT	INFORMATION SECURITY MANAGEMENT SECTION	THREAT/RISK MANAGEMENT TEAM	JUNIOR SPECIALIST	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	The Junior Specialist, Threat/Risk Management Team, Information Security Management Section, evaluates and determines updates on information systems (IS) security policies, collects and analyzes data on IS performance metrics, monitors compliance to IS security policies, coordinates in the dissemination of IS security policies, conducts Information Systems Security Awareness (ISSA) training, and documents findings of studies regarding IS security solutions.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Threat and Risk Management	26ARF0115	QUEZON CITY
IT OPERATIONS DIVISION									
IT OPERATIONS DIVISION	OFFICE OF THE HEAD		JUNIOR TECHNICAL ASSISTANT	22	(Step 1) 131,153.00 to (Step 8) 146,392.00	The Junior Technical Assistant, IT Operations Division, supervises the activities of the administrative staff in the unit and provides technical support to the head of 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: Office Management, Records Management	26ARF0116	QUEZON CITY
IT OPERATIONS ANALYSIS DEPARTMENT	ICT OPERATIONS MONITORING SECTION	INFRASTRUCTURE MONITORING TEAM	COMPUTER MAINTENANCE TECHNOLOGIST II	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	The Computer Maintenance Technologist II, Infrastructure Monitoring Team, ICT Operations Monitoring Section, conducts 24/7 systems performance monitoring of network and server vis-a-vis service level agreements (SLA), logs network and server alerts in the Information Technology Management System (ITMS), prepares network and server alerts, and prepares reports on network and server performance.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: ICT Infrastructure Monitoring	26ARF0117	QUEZON CITY
DATA CENTER OPERATIONS DEPARTMENT	OPERATIONS CONTROL SECTION		CORPORATE EXECUTIVE OFFICER III	22	(Step 1) 131,153.00 to (Step 8) 146,392.00	The Corporate Executive Officer III, Operations Control Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the deployment of programs and application systems to pre-production, production and disaster recovery servers, backup and recovery of application systems and transaction data, scheduling and allocation of required IT supplies and materials, performance of quality control of all computer generated outputs, and updating, controlling, and monitoring the flow of all computer media and ensuring the safety of all masterfile back-up at computer library.	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: Deployment, Backup and Recovery Management, Media Library Management, Scheduling and Monitoring of Computer Jobs	26ARF0118	QUEZON CITY
IT RESOURCE MANAGEMENT DEPARTMENT	ICT ASSET PROCUREMENT, ACCEPTANCE AND DEPLOYMENT SECTION		JUNIOR SPECIALIST	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	The Junior Specialist, IT Asset Procurement, Acceptance and Deployment Section, monitors implementation of the deployment plan for procured IT resources, monitors acquisition of IT resources using the acquisition monitoring tool, endorses procurement and deploys end-users IT resource requirements on a timely manner.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: IT Asset Procurement, Acceptance and Deployment Management	26ARF0119	QUEZON CITY
ICT SUPPORT SERVICES DIVISION									
ICT SUPPORT SERVICES DIVISION	OFFICE OF THE HEAD		JUNIOR TECHNICAL ASSISTANT	22	(Step 1) 131,153.00 to (Step 8) 146,392.00	The Junior Technical Assistant, ICT Support Services Division, supervises the activities of the administrative staff in the unit and provides technical support to the head of division.	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: Office Management, Records Management	26ARF0120	QUEZON CITY

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OFFICE	SECTION	TEAM	POSITION	PAY GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	COMPETENCY **	VACANCY CODE	PLACE OF ASSIGNMENT
HOSTING SERVICES DEPARTMENT	HARDWARE ADMINISTRATION AND SUPPORT SECTION		CORPORATE EXECUTIVE OFFICER III	22	(Step 1) 131,153.00 to (Step 8) 146,392.00	The Corporate Executive Officer III, Hardware Administration and Support Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to server acquisition, provisioning, administration, monitoring and tuning of servers for optimized performance, provision of support for the implementation of System Change Requests (SCRs) and resolution of hardware or server related problems.	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: Server Administration and Support	26ARF0121	QUEZON CITY
HOSTING SERVICES DEPARTMENT	SOFTWARE ADMINISTRATION AND SUPPORT SECTION	TEAM II	COMPUTER MAINTENANCE TECHNOLOGIST III	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	The Computer Maintenance Technologist III, Team II, Software Administration and Support Section, installs and upgrades operating system software, application server software and related packages, performs daily system monitoring, backup and recovery, and provides technical support to customers/users on software related queries and problems.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Server Administration and Support	26ARF0122	QUEZON CITY
HOSTING SERVICES DEPARTMENT	WINTEL PLATFORM ADMINISTRATION AND SUPPORT SECTION	WINDOWS SERVER ADMINISTRATION TEAM	COMPUTER MAINTENANCE TECHNOLOGIST III	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Server Administration and Support	26ARF0123	QUEZON CITY
NETWORK AND COMMUNICATIONS DEPARTMENT	NETWORK OPERATIONS AND SUPPORT SECTION	MAIN OFFICE AND NCR SUPPORT TEAM	COMPUTER MAINTENANCE TECHNOLOGIST II	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	The Computer Maintenance Technologist II, Main Office and NCR Support Team, Network Operations and Support Section, conducts maintenance, relocation and repair of all network related facilities and equipment for main office, NCR branches, service offices and foreign offices.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Network Operations and Support	26ARF0124	QUEZON CITY
NETWORK AND COMMUNICATIONS DEPARTMENT	NETWORK OPERATIONS AND SUPPORT SECTION	MAIN OFFICE AND NCR SUPPORT TEAM	COMPUTER MAINTENANCE TECHNOLOGIST II	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	The Computer Maintenance Technologist II, Main Office and NCR Support Team, Network Operations and Support Section, conducts maintenance, relocation and repair of all network related facilities and equipment for main office, NCR branches, service offices and foreign offices.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Network Operations and Support	26ARF0125	QUEZON CITY
IT SOLUTIONS DIVISION									
INFORMATION SYSTEMS DEPARTMENT I	REGISTRATION AND COVERAGE SECTION		SENIOR SPECIALIST	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	The Senior Specialist, Registration and Coverage Section, supervises the project team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the development, maintenance and monitoring of computer application systems relative to registration and coverage of employee, employer, self-employed, voluntary members and for Unified Multipurpose Identification (UMID) Card for the duration of the assigned project.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Application System Development	26ARF0126	QUEZON CITY
INFORMATION SYSTEMS DEPARTMENT II	PROGRAMMING STAFF		JUNIOR PROGRAMMER	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	The Junior Programmer, Programming Staff, develops, documents and maintains application systems assigned by the project team head.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Application System Development	26ARF0127	QUEZON CITY
INFORMATION SYSTEMS DEPARTMENT III	INVESTMENT AND ASSET MANAGEMENT SECTION		CORPORATE EXECUTIVE OFFICER III	22	(Step 1) 131,153.00 to (Step 8) 146,392.00	The Corporate Executive Officer III, Investment and Asset Management Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the development, maintenance and monitoring of computer application systems for investment and asset management.	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: Application System Development	26ARF0128	QUEZON CITY
INFORMATION SYSTEMS DEPARTMENT IV	PROGRAMMING STAFF		JUNIOR PROGRAMMER	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	The Junior Programmer, Programming Staff, develops, documents and maintains application systems assigned by the project team head.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Application System Development	26ARF0129	QUEZON CITY
LEGAL AND ENFORCEMENT GROUP									
LEGAL AND ENFORCEMENT GROUP	RECORDS SECTION		SENIOR CLERK	9	(Step 1) 31,521.00 to (Step 8) 33,081.00	The Senior Clerk, Records Section, performs general clerical functions such as receiving, filing, routing and preparation of simple correspondence, memoranda and reports.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Office Management, Records Management	26ARF0130	QUEZON CITY

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OFFICE	SECTION	TEAM	POSITION	PAY GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	COMPETENCY **	VACANCY CODE	PLACE OF ASSIGNMENT
CORPORATE LEGAL SERVICES DIVISION									
GOVERNANCE AND ADMINISTRATIVE ADJUDICATION DEPARTMENT	OFFICE OF THE HEAD		ATTORNEY III	23	(Step 1) 147,856.00 to (Step 8) 166,454.00	The Attorney III, Governance and Administrative Adjudication Department, presides over hearings and handles administrative cases filed against Social Security System (SSS) employees concerning violations of good governance laws and rules (e.g., GOCC Governance Act of 2011, Civil Service Law and Rules), recommends appropriate resolutions including preparation of necessary legal documents (e.g., formal charge/notice of charge, pleadings), and represents the SSS before the courts, quasi-judicial agencies and other tribunals relative to administrative cases.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Corporate/Operations Legal Services	26ARF0131	QUEZON CITY
LITIGATION DEPARTMENT	OFFICE OF THE HEAD		ATTORNEY III	23	(Step 1) 147,856.00 to (Step 8) 166,454.00	The Attorney III, Litigation Department, plans, develops and organizes general case theory and strategies, and handles civil cases (with pecuniary statement of P300M and above), criminal/fraudulent cases, Philippines Deposit Insurance Corporation (PDIC) cases, Employees Compensation (EC) cases and other special cases filed by or against the Social Security System (SSS) for appropriate legal action.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Corporate/Operations Legal Services	26ARF0132	QUEZON CITY
OPERATIONS LEGAL SERVICES DIVISION I									
NCR NORTH LEGAL DEPARTMENT	OFFICE OF THE HEAD		ATTORNEY II	22	(Step 1) 131,153.00 to (Step 8) 146,392.00	The Attorney II, NCR North 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 North area as referred by other organizational units for appropriate legal action.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Corporate/Operations Legal Services	26ARF0133	QUEZON CITY
NCR EAST LEGAL DEPARTMENT	OFFICE OF THE HEAD		ATTORNEY II	22	(Step 1) 131,153.00 to (Step 8) 146,392.00	The Attorney II, NCR East 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 East area as referred by other organizational units for appropriate legal action.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Corporate/Operations Legal Services	26ARF0134	PASIG CITY
LUZON BICOL LEGAL DEPARTMENT	OFFICE OF THE HEAD		ATTORNEY II	22	(Step 1) 131,153.00 to (Step 8) 146,392.00	The Attorney II, Luzon Bicol 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 Bicol area as referred by other organizational units for appropriate legal action.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Corporate/Operations Legal Services	26ARF0135	NAGA CITY
OPERATIONS LEGAL SERVICES DIVISION II									
VISAYAS CENTRAL LEGAL DEPARTMENT	OFFICE OF THE HEAD		JUNIOR EXECUTIVE ASSISTANT	16	(Step 1) 58,749.00 to (Step 8) 63,078.00	The Junior Executive Assistant, Visayas Central Legal Department, provides administrative support to the unit.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Office Management, Records Management	26ARF0136	CEBU CITY
VISAYAS WEST 2 LEGAL DEPARTMENT	OFFICE OF THE HEAD		JUNIOR EXECUTIVE ASSISTANT	16	(Step 1) 58,749.00 to (Step 8) 63,078.00	The Junior Executive Assistant, Visayas West 2 Legal Department, provides administrative support to the unit.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Office Management, Records Management	26ARF0137	ILOILO CITY
MINDANAO NORTH LEGAL DEPARTMENT	OFFICE OF THE HEAD		JUNIOR EXECUTIVE ASSISTANT	16	(Step 1) 58,749.00 to (Step 8) 63,078.00	The Junior Executive Assistant, Mindanao North Legal Department, provides administrative support to the unit.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Office Management, Records Management	26ARF0138	CAGAYAN DE ORO CITY

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ACTUARIAL AND RISK MANAGEMENT GROUP									
STATISTICS AND DATA ANALYSIS DEPARTMENT	OFFICE OF THE HEAD		JUNIOR EXECUTIVE ASSISTANT	16	(Step 1) 58,749.00 to (Step 8) 63,078.00	The Junior Executive Assistant, Statistics and Data Analysis Department, provides administrative support to the head of the department.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Office Management, Records Management	26ARF0139	QUEZON CITY
STATISTICS AND DATA ANALYSIS DEPARTMENT	DATA ANALYTICS SECTION		SENIOR SPECIALIST	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	The Senior Specialist, Data Analytics Section, conducts management and analysis of data and information pertaining to members, pensioners, beneficiaries and other relevant factors affecting the overall operations of the System.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Statistics and Data Analysis	26ARF0140	QUEZON CITY
STATISTICS AND DATA ANALYSIS DEPARTMENT	STATISTICS SERVICES SECTION		JUNIOR SPECIALIST	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	The Junior Specialist, Statistics Services Section, conducts management and analysis of statistical information pertaining to members, pensioners, beneficiaries and other relevant factors affecting the overall operations of the System.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Statistics and Data Analysis	26ARF0141	QUEZON CITY
ACTUARIAL SERVICES DIVISION									
ACTUARIAL RESEARCH DEPARTMENT	MEMBERSHIP PROGRAM RESEARCH SECTION		JUNIOR ACTUARIAL RESEARCHER	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	The Junior Actuarial Researcher, Membership Program Research Section, conducts actuarial studies and researches on the extension of membership coverage.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Actuarial Services	26ARF0142	QUEZON CITY
PROGRAM DEVELOPMENT AND PRICING DEPARTMENT	PENSION BENEFITS SECTION		JUNIOR ACTUARIAL RESEARCHER	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Actuarial Services	26ARF0143	QUEZON CITY
VALUATION DEPARTMENT	LIABILITY VALUATION SECTION		SENIOR ACTUARIAL RESEARCHER	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	The Senior Actuarial Researcher, Liability Valuation Section, conducts actuarial projections for the periodic valuation of the System's liabilities.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Actuarial Services	26ARF0144	QUEZON CITY
MEDICAL SERVICES DIVISION									
MEDICAL PROGRAM DEPARTMENT	PROGRAM DEVELOPMENT AND ENHANCEMENT SECTION		ASSISTANT PROGRAM SPECIALIST <small>(The indicated PG is subject to change pending GCG approval)</small>	16	(Step 1) 58,749.00 to (Step 8) 63,078.00	The Assistant Program Specialist, Program Development and Enhancement Section, conducts researches on processes, technology and people for program development purposes which provide support to the organizational units implementing and monitoring the program.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Medical Program Management	26ARF0145	QUEZON CITY
MEDICAL OPERATIONS DEPARTMENT	NCR NORTH MEDICAL OPERATIONS SECTION	VALENZUELA BRANCH MEDICAL EVALUATION TEAM	MEDICAL SPECIALIST II	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	The Medical Specialist II, Branch Medical Evaluation Team, evaluates medical-related claims in accordance with Social Security (SS) and Employees' Compensation (EC) Laws.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Employees' Health Care Services, Employees' Medical Reimbursement Claims Management, Medical Operations	26ARF0146	VALENZUELA CITY
MEDICAL OPERATIONS DEPARTMENT	NCR EAST MEDICAL OPERATIONS SECTION	PASIG II BRANCH MEDICAL EVALUATION TEAM	MEDICAL SPECIALIST II	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	The Medical Specialist II, Branch Medical Evaluation Team, evaluates medical-related claims in accordance with Social Security (SS) and Employees' Compensation (EC) Laws.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Employees' Health Care Services, Employees' Medical Reimbursement Claims Management, Medical Operations	26ARF0147	PASIG CITY
MEDICAL OPERATIONS DEPARTMENT	LUZON SOUTH MEDICAL OPERATIONS SECTION	CARMONA BRANCH MEDICAL EVALUATION TEAM	MEDICAL SPECIALIST II	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	The Medical Specialist II, Branch Medical Evaluation Team, evaluates medical-related claims in accordance with Social Security (SS) and Employees' Compensation (EC) Laws.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Employees' Health Care Services, Employees' Medical Reimbursement Claims Management, Medical Operations	26ARF0148	CARMONA
MEDICAL OPERATIONS DEPARTMENT	BICOL MEDICAL OPERATIONS SECTION	IRIGA BRANCH MEDICAL EVALUATION TEAM	MEDICAL SPECIALIST II	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	The Medical Specialist II, Branch Medical Evaluation Team, evaluates medical-related claims in accordance with Social Security (SS) and Employees' Compensation (EC) Laws.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Employees' Health Care Services, Employees' Medical Reimbursement Claims Management, Medical Operations	26ARF0149	IRIGA CITY

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MEDICAL OPERATIONS DEPARTMENT	VISAYAS WEST MEDICAL OPERATIONS SECTION	BAGO CITY BRANCH MEDICAL EVALUATION TEAM	MEDICAL SPECIALIST II	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	The Medical Specialist II, Branch Medical Evaluation Team, evaluates medical-related claims in accordance with Social Security (SS) and Employees' Compensation (EC) Laws.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Employees' Health Care Services, Employees' Medical Reimbursement Claims Management, Medical Operations	26ARF0150	BAGO CITY
MEDICAL OPERATIONS DEPARTMENT	MINDANAO NORTH MEDICAL OPERATIONS SECTION	BUTUAN BRANCH MEDICAL EVALUATION TEAM (PEC)	MEDICAL SPECIALIST II	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	The Medical Specialist II, Branch Medical Evaluation Team, evaluates medical-related claims in accordance with Social Security (SS) and Employees' Compensation (EC) Laws.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Employees' Health Care Services, Employees' Medical Reimbursement Claims Management, Medical Operations	26ARF0151	BUTUAN CITY
MEDICAL OPERATIONS DEPARTMENT	MINDANAO SOUTH MEDICAL OPERATIONS SECTION	COTABATO CITY BRANCH MEDICAL EVALUATION TEAM	MEDICAL SPECIALIST II	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	The Medical Specialist II, Branch Medical Evaluation Team, evaluates medical-related claims in accordance with Social Security (SS) and Employees' Compensation (EC) Laws.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Employees' Health Care Services, Employees' Medical Reimbursement Claims Management, Medical Operations	26ARF0152	BUTUAN CITY
MANAGEMENT SERVICES AND PLANNING DIVISION									
MANAGEMENT SERVICES AND PLANNING DIVISION	OFFICE OF THE HEAD		SENIOR ADMINISTRATIVE ASSISTANT	14	(Step 1) 49,749.00 to (Step 8) 53,323.00	The Senior Administrative Assistant, Management Services and Planning Division, provides administrative support to the head of division.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Office Management, Records Management	26ARF0153	QUEZON CITY
CORPORATE POLICY AND PLANNING DEPARTMENT	ECONOMIC RESEARCH SECTION	MICROECONOMIC RESEARCH TEAM	SENIOR SPECIALIST	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Economic Research	26ARF0154	QUEZON CITY
MANAGEMENT SUPPORT SERVICES DEPARTMENT	BUSINESS PROCESS REVIEW AND MONITORING (BPRM) SECTION II (SUPPORT UNITS)	BPRM TEAM II (SUPPORT UNITS)	SOCIAL SECURITY OFFICER V	22	(Step 1) 131,153.00 to (Step 8) 146,392.00	The Social Security Officer V, BPRM Team I/II (Support Units), Business Process Review and Monitoring (BPRM) Section II (Support Units), supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the review of Manual of Procedures (MOP) and preparation of official orders relevant to support units, monitoring of compliance to and evaluation of implementation of issued MOP orders, provision of assistance to proponents/process owners, committees, technical working groups and task forces, and performance of ad hoc assignments as directed by the President and CEO (PCEO).	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: Process Development, Review and Monitoring	26ARF0155	QUEZON CITY
MANAGEMENT SUPPORT SERVICES DEPARTMENT	CORPORATE EVALUATION (CE) SECTION (OPERATIONS AND SUPPORT UNITS)	CE TEAM I (OPERATIONS UNITS)	SOCIAL SECURITY OFFICER V	22	(Step 1) 131,153.00 to (Step 8) 146,392.00	The Social Security Officer V, CE Team I (Operations Units), Corporate Evaluation (CE) Section (Operations and Support Units), supervises the team's activities, and ensures the attainment of commitment targets relative to the conduct of technical studies on issues and concerns relevant to operations units, monitoring of the implementation of the approved solutions/innovations based on the study conducted/deployed, development and documentation of Official Orders for a certain program/committee/task force, provision of assistance to proponents/process owners, committees, technical working groups and task forces, and performance of ad hoc assignments as directed by the President and CEO (PCEO).	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: Process Development, Review and Monitoring	26ARF0156	QUEZON CITY
QUALITY MANAGEMENT DEPARTMENT	QUALITY PROGRAM DEPLOYMENT AND MAINTENANCE SECTION	QUALITY PROGRAM DEPLOYMENT AND MAINTENANCE TEAM II - QUALITY TOOLS/INITIATIVES	SENIOR SPECIALIST	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	The Senior Specialist, Quality Program Deployment and Maintenance Team II-Quality Tools/Initiatives, Quality Program Deployment and Maintenance Section, deploys, monitors and maintains the quality programs/projects and process improvement methodologies/framework for complex/critical organizational units as established based on set criteria to ensure the effective implementation and sustainability.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Quality Management	26ARF0157	QUEZON CITY

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LIST OF RANK & FILE PLANTILLA VACANCIES FOR FILLING-UP

OFFICE	SECTION	TEAM	POSITION	PAY GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	COMPETENCY **	VACANCY CODE	PLACE OF ASSIGNMENT
PUBLIC AFFAIRS AND SPECIAL EVENTS DIVISION									
CORPORATE COMMUNICATIONS DEPARTMENT	ADVERTISING AND PROMOTIONS SECTION	CORPORATE SOCIAL RESPONSIBILITY MANAGEMENT TEAM	SOCIAL SECURITY OFFICER IV	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	The Social Security Officer IV, Corporate Social Responsibility Management Team, Advertising and Promotions Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the implementation of various corporate social responsibility (CSR) programs/activities to promote and enhance the public image of the System in terms of transparency, responsiveness, integrity and effectiveness as a government service institution.	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 Communications Management	26ARF0158	QUEZON CITY
CORPORATE COMMUNICATIONS DEPARTMENT	EDITORIAL AND COMMUNICATIONS SECTION		CORPORATE EXECUTIVE OFFICER III	22	(Step 1) 131,153.00 to (Step 8) 146,392.00	The Corporate Executive Officer III, Editorial and Communications Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to ISO standardization, preparation of editorial materials for SSS publications and its layout and design, speeches, scripts and presentation materials of SSS executives and SSC members.	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 Communications Management	26ARF0159	QUEZON CITY
CORPORATE COMMUNICATIONS DEPARTMENT	MULTI-MEDIA SECTION	PRODUCTION AND DOCUMENTATION TEAM	AUDIO-VISUAL EQUIPMENT OPERATOR	8	(Step 1) 28,144.00 to (Step 8) 31,209.00	The Audio-Visual Equipment Operator, Production and Documentation Team, Multi-Media Section, provides required equipment for pre- and post-production of audio-visual materials, prepares preliminary shooting schedule and breakdown of budget, monitors production checklist, and operates audio-visual equipment during SSS internal and external events.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Corporate Communications Management	26ARF0160	QUEZON CITY
MEDIA AFFAIRS DEPARTMENT	PUBLIC RELATIONS AND MONITORING SECTION		CORPORATE EXECUTIVE OFFICER III	22	(Step 1) 131,153.00 to (Step 8) 146,392.00	The Corporate Executive Officer III, Public Relations and Monitoring Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the monitoring of various media platforms and preparation and dissemination of response to negative news releases related to SSS, conduct of regional PR activities and trainings, posting of daily news summaries to SSS Intranet, evaluation of proposal for regional media sponsorships, and the preparation of PR monitoring report on frequency and treatment of corporate news on national and regional media.	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 Public Relations, Media Relations	26ARF0161	QUEZON CITY
MEDIA AFFAIRS DEPARTMENT	PUBLIC RELATIONS AND MONITORING SECTION	MEDIA MONITORING TEAM	SENIOR COMMUNICATIONS ANALYST	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	The Senior Communications Analyst, Media Monitoring Team, Public Relations and Monitoring Section, monitors various media platforms and gathers negative news about SSS financial/legal matters and policies, prepares letters to editors in response to negative news releases, formats and releases media releases, and prepares PR monitoring report on frequency and treatment of corporate news on national media.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Media Relations	26ARF0162	QUEZON CITY
BRANCH OPERATIONS SECTOR									
BRANCH SYSTEMS AND PROCEDURES DEPARTMENT	POLICIES AND PROCEDURES SECTION		SENIOR SPECIALIST	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	The Senior Specialist, Policies and Procedures Section, reviews policies and procedures, including forms concerning branch operations referred by other organizational unit/s (process owners), monitors, analyzes and ensures actions are taken on the feedback of branches on implemented branch systems, policies, procedures and forms developed by the unit, performs initial review on reports, recommendations and other related documents pertaining to the operations of the unit (e.g., areas of jurisdiction of branches, classification of employer accounts), and develops and updates systems, policies and procedures affecting branch operations, when necessary.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Systems and Procedures Management	26ARF0163	QUEZON CITY
BRANCH SYSTEMS AND PROCEDURES DEPARTMENT	POLICIES AND PROCEDURES SECTION		SENIOR SPECIALIST	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	The Senior Specialist, Policies and Procedures Section, reviews policies and procedures, including forms concerning branch operations referred by other organizational unit/s (process owners), monitors, analyzes and ensures actions are taken on the feedback of branches on implemented branch systems, policies, procedures and forms developed by the unit, performs initial review on reports, recommendations and other related documents pertaining to the operations of the unit (e.g., areas of jurisdiction of branches, classification of employer accounts), and develops and updates systems, policies and procedures affecting branch operations, when necessary.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Systems and Procedures Management	26ARF0164	QUEZON CITY

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LIST OF RANK & FILE PLANTILLA VACANCIES FOR FILLING-UP

OFFICE	SECTION	TEAM	POSITION	PAY GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	COMPETENCY **	VACANCY CODE	PLACE OF ASSIGNMENT
BRANCH SYSTEMS AND PROCEDURES DEPARTMENT	BRANCH ORGANIZATION SECTION		SENIOR SPECIALIST	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	The Senior Specialist, Branch Organization Section, reviews and updates policies and guidelines on branch organizational structure, staffing and logistical requirements (Information and Communication Technology (ICT) equipment and tellering facilities), conducts workforce analysis in the branch operations, and performs initial review on recommendations on branch requests for additional personnel, ICT equipment and tellering facilities, branch personnel access to application systems, reports on Branch Queue Management System (BQMS) and other related documents.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Systems and Procedures Management	26ARF0165	QUEZON CITY
NCR OPERATIONS GROUP									
NCR OPERATIONS GROUP	OFFICE OF THE HEAD		SENIOR ADMINISTRATIVE ASSISTANT	14	(Step 1) 49,749.00 to (Step 8) 53,323.00	The Senior Administrative Assistant, NCR/Luzon/Visayas/Mindanao Operations Group, provides administrative support to the group.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Office Management, Records Management	26ARF0166	QUEZON CITY
NCR NORTH DIVISION									
NCR NORTH DIVISION	OFFICE OF THE HEAD		SENIOR ADMINISTRATIVE ASSISTANT	14	(Step 1) 49,749.00 to (Step 8) 53,323.00	The Senior Administrative Assistant, NCR/Luzon/Visayas/Mindanao Division Offices, provides administrative support to the head of division.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Office Management, Records Management	26ARF0167	QUEZON CITY
BATASAN HILLS BRANCH	MEMBER SERVICES SECTION	TEAM I	SENIOR MEMBER SERVICE REPRESENTATIVE	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	The Senior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, conducts field verification, and provides general information and assistance to clients.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0168	QUEZON CITY
BATASAN HILLS BRANCH	MEMBER SERVICES SECTION	TEAM II	JUNIOR MEMBER SERVICE REPRESENTATIVE	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0169	QUEZON CITY
FAIRVIEW BRANCH	OFFICE OF THE HEAD		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, NCR/Luzon/Visayas/Mindanao Branches, provides administrative support to the head of branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0170	QUEZON CITY
FAIRVIEW BRANCH	ACCOUNTS MANAGEMENT SECTION		CORPORATE EXECUTIVE OFFICER II (with Social Security Officer III as next-in-rank)	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	The Corporate Executive Officer II, Accounts Management Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and in 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.	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	26ARF0171	QUEZON CITY
CONGRESSIONAL BRANCH	MEMBER SERVICES SECTION		JUNIOR MEMBER SERVICE REPRESENTATIVE	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0172	QUEZON CITY
CONGRESSIONAL BRANCH	MEMBER SERVICES SECTION		JUNIOR MEMBER SERVICE REPRESENTATIVE	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0173	QUEZON CITY
CONGRESSIONAL BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM II	SENIOR ANALYST	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services	26ARF0174	QUEZON CITY
CUBAO BRANCH	MEMBER SERVICES SECTION	TEAM IV	JUNIOR MEMBER SERVICE REPRESENTATIVE	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0175	QUEZON CITY
CUBAO BRANCH	MEMBER SERVICES SECTION	TEAM IV	JUNIOR MEMBER SERVICE REPRESENTATIVE	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0176	QUEZON CITY

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OFFICE	SECTION	TEAM	POSITION	PAY GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	COMPETENCY **	VACANCY CODE	PLACE OF ASSIGNMENT
CUBAO BRANCH	TELLERING SECTION		CORPORATE EXECUTIVE OFFICER I	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	The Corporate Executive Officer I, Telling Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the receiving, safekeeping and processing of all types of payments.	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: Telling Services	26ARF0177	QUEZON CITY
CUBAO BRANCH	TELLERING SECTION		CASHIER	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Cashier, Team I/II, Telling Section, receives and processes all types of payments.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Telling Services	26ARF0178	QUEZON CITY
CUBAO BRANCH	TELLERING SECTION		CASHIER	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Cashier, Team I/II, Telling Section, receives and processes all types of payments.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Telling Services	26ARF0179	QUEZON CITY
DEPARO BRANCH	OFFICE OF THE HEAD		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, NCR/Luzon/Visayas/Mindanao Branches, provides administrative support to the head of branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0180	CALOOCAN CITY
DEPARO BRANCH	MEMBER SERVICES SECTION	TEAM I	SENIOR MEMBER SERVICE REPRESENTATIVE	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	The Senior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, conducts field verification, and provides general information and assistance to clients.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0181	CALOOCAN CITY
DILIMAN BRANCH	OFFICE OF THE HEAD		JUNIOR EXECUTIVE ASSISTANT	16	(Step 1) 58,749.00 to (Step 8) 63,078.00	The Junior Executive Assistant, NCR/Luzon/Visayas/Mindanao Branches, provides administrative support to the head of branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0182	QUEZON CITY
DILIMAN BRANCH	ADMINISTRATIVE SECTION		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, Administrative Section, provides administrative support to the branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0183	QUEZON CITY
DILIMAN BRANCH	MEMBER SERVICES SECTION I	TEAM I	JUNIOR MEMBER SERVICE REPRESENTATIVE	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0184	QUEZON CITY
DILIMAN BRANCH	MEMBER SERVICES SECTION I	TEAM II	JUNIOR MEMBER SERVICE REPRESENTATIVE	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0185	QUEZON CITY
DILIMAN BRANCH	MEMBER SERVICES SECTION II	TEAM IV	JUNIOR MEMBER SERVICE REPRESENTATIVE	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0186	QUEZON CITY
DILIMAN BRANCH	MEMBER SERVICES SECTION II	TEAM IV	JUNIOR MEMBER SERVICE REPRESENTATIVE	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0187	QUEZON CITY
DILIMAN BRANCH	MEMBER SERVICES SECTION II	TEAM V	JUNIOR MEMBER SERVICE REPRESENTATIVE	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0188	QUEZON CITY
DILIMAN BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM II	JUNIOR ANALYST	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services	26ARF0189	QUEZON CITY
DILIMAN BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM III	JUNIOR ANALYST	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services	26ARF0190	QUEZON CITY

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OFFICE	SECTION	TEAM	POSITION	PAY GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	COMPETENCY **	VACANCY CODE	PLACE OF ASSIGNMENT
DILIMAN BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM IV	JUNIOR ANALYST	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services	26ARF0191	QUEZON CITY
DILIMAN BRANCH	TELLERING SECTION		CORPORATE EXECUTIVE OFFICER I	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	The Corporate Executive Officer I, Teller Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the receiving, safekeeping and processing of all types of payments.	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: Teller Services	26ARF0192	QUEZON CITY
DILIMAN BRANCH	TELLERING SECTION		CASHIER	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Cashier, Team I/II, Teller Section, receives and processes all types of payments.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Teller Services	26ARF0193	QUEZON CITY
EASTWOOD BRANCH	ACCOUNTS MANAGEMENT SECTION		JUNIOR ANALYST	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services	26ARF0194	QUEZON CITY
EASTWOOD BRANCH	TELLERING SECTION		CORPORATE EXECUTIVE OFFICER I	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	The Corporate Executive Officer I, Teller Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the receiving, safekeeping and processing of all types of payments.	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: Teller Services	26ARF0195	QUEZON CITY
KALOOKAN BRANCH	MEMBER SERVICES SECTION		CORPORATE EXECUTIVE OFFICER II (with Social Security Officer III as next-in-rank)	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	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.	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 Services	26ARF0196	CALOOCAN CITY
KALOOKAN BRANCH	MEMBER SERVICES SECTION	TEAM I	JUNIOR MEMBER SERVICE REPRESENTATIVE	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0197	CALOOCAN CITY
KALOOKAN BRANCH	MEMBER SERVICES SECTION	TEAM I	JUNIOR MEMBER SERVICE REPRESENTATIVE	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0198	CALOOCAN CITY
NAVOTAS BRANCH	MEMBER SERVICES SECTION		CORPORATE EXECUTIVE OFFICER II	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	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.	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 Services	26ARF0199	NAVOTAS CITY
NAVOTAS BRANCH	MEMBER SERVICES SECTION		JUNIOR MEMBER SERVICE REPRESENTATIVE	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0200	NAVOTAS CITY
NOVALICHES BRANCH	MEMBER SERVICES SECTION	TEAM II	JUNIOR MEMBER SERVICE REPRESENTATIVE	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0201	QUEZON CITY
NOVALICHES BRANCH	MEMBER SERVICES SECTION	TEAM VI	JUNIOR MEMBER SERVICE REPRESENTATIVE	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0202	QUEZON CITY
NOVALICHES BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM II	SOCIAL SECURITY OFFICER III	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	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.	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	26ARF0203	QUEZON 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 RANK & FILE PLANTILLA VACANCIES FOR FILLING-UP

OFFICE	SECTION	TEAM	POSITION	PAY GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	COMPETENCY **	VACANCY CODE	PLACE OF ASSIGNMENT
NOVALICHES BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM II	JUNIOR ANALYST	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services	26ARF0204	QUEZON CITY
PASO DE BLAS BRANCH	ADMINISTRATIVE SECTION		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, Administrative Section, provides administrative support to the branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0205	VALENZUELA CITY
PASO DE BLAS BRANCH	MEMBER SERVICES SECTION	TEAM I	SENIOR MEMBER SERVICE REPRESENTATIVE	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	The Senior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, conducts field verification, and provides general information and assistance to clients.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0206	VALENZUELA CITY
PASO DE BLAS BRANCH	MEMBER SERVICES SECTION	TEAM II	JUNIOR MEMBER SERVICE REPRESENTATIVE	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0207	VALENZUELA CITY
SAN FRANCISCO DEL MONTE BRANCH	OFFICE OF THE HEAD		JUNIOR EXECUTIVE ASSISTANT	16	(Step 1) 58,749.00 to (Step 8) 63,078.00	The Junior Executive Assistant, NCR/Luzon/Visayas/Mindanao Branches, provides administrative support to the head of branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0208	QUEZON CITY
SAN FRANCISCO DEL MONTE BRANCH	MEMBER SERVICES SECTION	TEAM IV	JUNIOR MEMBER SERVICE REPRESENTATIVE	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0209	QUEZON CITY
SAN FRANCISCO DEL MONTE BRANCH	TELLERING SECTION		CORPORATE EXECUTIVE OFFICER I	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	The Corporate Executive Officer I, Telling Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the receiving, safekeeping and processing of all types of payments.	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: Telling Services	26ARF0210	QUEZON CITY
SAN FRANCISCO DEL MONTE BRANCH	TELLERING SECTION		CASHIER	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Cashier, Team I/II, Telling Section, receives and processes all types of payments.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Telling Services	26ARF0211	QUEZON CITY
VALENZUELA BRANCH	MEMBER SERVICES SECTION	TEAM I	JUNIOR MEMBER SERVICE REPRESENTATIVE	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0212	VALENZUELA CITY
VALENZUELA BRANCH	ACCOUNTS MANAGEMENT SECTION		CORPORATE EXECUTIVE OFFICER II (with Social Security Officer III as next-in-rank)	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	The Corporate Executive Officer II, Accounts Management Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and in 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.	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	26ARF0213	VALENZUELA CITY
VALENZUELA BRANCH	TELLERING SECTION		CASHIER	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Cashier, Team I/II, Telling Section, receives and processes all types of payments.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Telling Services	26ARF0214	VALENZUELA CITY
NCR EAST DIVISION									
NCR EAST DIVISION	OFFICE OF THE HEAD		SENIOR ADMINISTRATIVE ASSISTANT (The applicant's appointment will depend on the CSC's validation of the previous incumbent's appointment)	14	(Step 1) 49,749.00 to (Step 8) 53,323.00	The Senior Administrative Assistant, NCR/Luzon/Visayas/Mindanao Division Offices, provides administrative support to the head of division.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Office Management, Records Management	26ARF0215	PASIG CITY
NCR EAST DIVISION	ADMINISTRATIVE SECTION		SENIOR ADMINISTRATIVE ASSISTANT	14	(Step 1) 49,749.00 to (Step 8) 53,323.00	The Senior Administrative Assistant, Administrative Section, provides administrative support to the division.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Office Management, Records Management	26ARF0216	PASIG 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.

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LIST OF RANK & FILE PLANTILLA VACANCIES FOR FILLING-UP

OFFICE	SECTION	TEAM	POSITION	PAY GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	COMPETENCY **	VACANCY CODE	PLACE OF ASSIGNMENT
NCR EAST DIVISION	ADMINISTRATIVE SECTION		COURIER	3	(Step 1) 21,901.00 to (Step 8) 22,768.00	The Courier, Administrative Section, receives, sorts, and delivers mails, packages and other items to their corresponding addressees or destinations.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Mail Management	26ARF0217	PASIG CITY
ANTIPOLO BRANCH	MEMBER SERVICES SECTION		CORPORATE EXECUTIVE OFFICER II <small>(with Social Security Officer III as next-in-rank)</small>	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	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.	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 Services	26ARF0218	ANTIPOLO CITY
ANTIPOLO BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM I	SENIOR ANALYST	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services	26ARF0219	ANTIPOLO CITY
ANTIPOLO BRANCH	TELLERING SECTION		CORPORATE EXECUTIVE OFFICER I	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	The Corporate Executive Officer I, Telling Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the receiving, safekeeping and processing of all types of payments.	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: Telling Services	26ARF0220	ANTIPOLO CITY
ANTIPOLO BRANCH	TELLERING SECTION		CASHIER	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Cashier, Team I/II, Telling Section, receives and processes all types of payments.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Telling Services	26ARF0221	ANTIPOLO CITY
NEW PANADEROS BRANCH	ADMINISTRATIVE SECTION		CORPORATE EXECUTIVE OFFICER I	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	The Corporate Executive Officer I, Administrative Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the provision of administrative support to the employees in the branch office.	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 Administrative Services, Records Management, Vehicle Management	26ARF0222	MANDALUYONG CITY
NEW PANADEROS BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM I	SOCIAL SECURITY OFFICER III	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	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.	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	26ARF0223	MANDALUYONG CITY
NEW PANADEROS BRANCH	TELLERING SECTION		CORPORATE EXECUTIVE OFFICER I	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	The Corporate Executive Officer I, Telling Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the receiving, safekeeping and processing of all types of payments.	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: Telling Services	26ARF0224	MANDALUYONG CITY
NEW PANADEROS BRANCH	TELLERING SECTION		CASHIER	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Cashier, Team I/II, Telling Section, receives and processes all types of payments.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Telling Services	26ARF0225	MANDALUYONG CITY
NEW PANADEROS BRANCH	TELLERING SECTION		CASHIER	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Cashier, Team I/II, Telling Section, receives and processes all types of payments.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Telling Services	26ARF0226	MANDALUYONG CITY
MARIKINA BRANCH	OFFICE OF THE HEAD		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, NCR/Luzon/Visayas/Mindanao Branches, provides administrative support to the head of branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0227	MARIKINA CITY
MARIKINA BRANCH	MEMBER SERVICES SECTION		CORPORATE EXECUTIVE OFFICER II <small>(with Social Security Officer III as next-in-rank)</small>	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	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.	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 Services	26ARF0228	MARIKINA 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.

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LIST OF RANK & FILE PLANTILLA VACANCIES FOR FILLING-UP

OFFICE	SECTION	TEAM	POSITION	PAY GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	COMPETENCY **	VACANCY CODE	PLACE OF ASSIGNMENT
MARIKINA BRANCH	MEMBER SERVICES SECTION	TEAM I	JUNIOR MEMBER SERVICE REPRESENTATIVE	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0229	MARIKINA CITY
MARIKINA BRANCH	TELLERING SECTION		CORPORATE EXECUTIVE OFFICER I	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	The Corporate Executive Officer I, Teller Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the receiving, safekeeping and processing of all types of payments.	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: Teller Services	26ARF0230	MARIKINA CITY
MARIKINA BRANCH	TELLERING SECTION		CASHIER	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Cashier, Team I/II, Teller Section, receives and processes all types of payments.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Teller Services	26ARF0231	MARIKINA CITY
MARIKINA-MALANDAY BRANCH	OFFICE OF THE HEAD		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, NCR/Luzon/Visayas/Mindanao Branches, provides administrative support to the head of branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0232	MARIKINA CITY
MARIKINA-MALANDAY BRANCH	MEMBER SERVICES SECTION		CORPORATE EXECUTIVE OFFICER II	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	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.	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 Services	26ARF0233	MARIKINA CITY
MARIKINA-MALANDAY BRANCH	MEMBER SERVICES SECTION		SENIOR MEMBER SERVICE REPRESENTATIVE	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	The Senior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, conducts field verification, and provides general information and assistance to clients.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0234	MARIKINA CITY
MARIKINA-MALANDAY BRANCH	ACCOUNTS MANAGEMENT SECTION		CORPORATE EXECUTIVE OFFICER II	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	The Corporate Executive Officer II, Accounts Management Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and in 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.	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	26ARF0235	MARIKINA CITY
PASIG-MABINI BRANCH	ADMINISTRATIVE SECTION		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, Administrative Section, provides administrative support to the branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0236	PASIG CITY
PASIG-MABINI BRANCH	MEMBER SERVICES SECTION	TEAM II	JUNIOR MEMBER SERVICE REPRESENTATIVE	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0237	PASIG CITY
PASIG-PIONEER BRANCH	MEMBER SERVICES SECTION		CORPORATE EXECUTIVE OFFICER II (with Social Security Officer III as next-in-rank)	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	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.	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 Services	26ARF0238	PASIG CITY
PASIG-PIONEER BRANCH	MEMBER SERVICES SECTION	TEAM I	JUNIOR MEMBER SERVICE REPRESENTATIVE	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0239	PASIG CITY
SAN JUAN BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM II	SENIOR ANALYST	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services	26ARF0240	SAN JUAN CITY
SAN JUAN BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM II	JUNIOR ANALYST	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services	26ARF0241	SAN JUAN 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.

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

LIST OF RANK & FILE PLANTILLA VACANCIES FOR FILLING-UP

OFFICE	SECTION	TEAM	POSITION	PAY GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	COMPETENCY **	VACANCY CODE	PLACE OF ASSIGNMENT
SAN JUAN BRANCH	TELLERING SECTION		CASHIER	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Cashier, Team I/II, Telling Section, receives and processes all types of payments.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Telling Services	26ARF0242	SAN JUAN CITY
TANAY BRANCH	MEMBER SERVICES SECTION		SENIOR MEMBER SERVICE REPRESENTATIVE	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	The Senior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, conducts field verification, and provides general information and assistance to clients.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0243	TANAY, RIZAL
TANAY BRANCH	MEMBER SERVICES SECTION		JUNIOR MEMBER SERVICE REPRESENTATIVE	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0244	TANAY, RIZAL
PASIG-ROSARIO BRANCH	ADMINISTRATIVE SECTION		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, Administrative Section, provides administrative support to the branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0245	PASIG CITY
PASIG-ROSARIO BRANCH	MEMBER SERVICES SECTION		JUNIOR MEMBER SERVICE REPRESENTATIVE	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0246	PASIG CITY
PASIG-ROSARIO BRANCH	ACCOUNTS MANAGEMENT SECTION		SENIOR ANALYST	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services	26ARF0247	PASIG CITY
ORTIGAS BRANCH	ADMINISTRATIVE SECTION		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, Administrative Section, provides administrative support to the branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0248	QUEZON CITY
ORTIGAS BRANCH	MEMBER SERVICES SECTION	TEAM I	SENIOR MEMBER SERVICE REPRESENTATIVE	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	The Senior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, conducts field verification, and provides general information and assistance to clients.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0249	QUEZON CITY
ORTIGAS BRANCH	ACCOUNTS MANAGEMENT SECTION		CORPORATE EXECUTIVE OFFICER II	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	The Corporate Executive Officer II, Accounts Management Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and in 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.	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	26ARF0250	QUEZON CITY
ORTIGAS BRANCH	ACCOUNTS MANAGEMENT SECTION		SENIOR ANALYST	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services	26ARF0251	QUEZON CITY
ORTIGAS BRANCH	ACCOUNTS MANAGEMENT SECTION		JUNIOR ANALYST	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services	26ARF0252	QUEZON CITY
NCR SOUTH DIVISION									
NCR SOUTH DIVISION	ADMINISTRATIVE SECTION		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, Administrative Section, provides administrative support to the division.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Office Management, Records Management	26ARF0253	MAKATI CITY
NCR SOUTH DIVISION	ADMINISTRATIVE SECTION		SENIOR CLERK	9	(Step 1) 31,521.00 to (Step 8) 33,081.00	The Senior Clerk, Administrative Section, performs general clerical functions such as receiving, filing, and encoding of correspondence, memoranda and reports.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Office Management, Records Management	26ARF0254	MAKATI 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.

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LIST OF RANK & FILE PLANTILLA VACANCIES FOR FILLING-UP

OFFICE	SECTION	TEAM	POSITION	PAY GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	COMPETENCY **	VACANCY CODE	PLACE OF ASSIGNMENT
ALABANG-MUNTINLUPA BRANCH	OFFICE OF THE HEAD		JUNIOR EXECUTIVE ASSISTANT	16	(Step 1) 58,749.00 to (Step 8) 63,078.00	The Junior Executive Assistant, NCR/Luzon/Visayas/Mindanao Branches, provides administrative support to the head of branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0255	MUNTINLUPA CITY
ALABANG-MUNTINLUPA BRANCH	ADMINISTRATIVE SECTION		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, Administrative Section, provides administrative support to the branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0256	MUNTINLUPA CITY
ALABANG-MUNTINLUPA BRANCH	MEMBER SERVICES SECTION	TEAM II	SENIOR CLERK	9	(Step 1) 31,521.00 to (Step 8) 33,081.00	The Senior Clerk, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, performs general clerical functions such as receiving, filing, preparation of simple correspondence, memoranda and reports, and scanning of various documents for uploading or archival.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0257	MUNTINLUPA CITY
ALABANG-MUNTINLUPA BRANCH	TELLERING SECTION		CASHIER	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Cashier, Team I/II, Teller Section, receives and processes all types of payments.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Teller Services	26ARF0258	MUNTINLUPA CITY
ALABANG-MUNTINLUPA BRANCH	TELLERING SECTION		CASHIER	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Cashier, Team I/II, Teller Section, receives and processes all types of payments.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Teller Services	26ARF0259	MUNTINLUPA CITY
ALABANG-ZAPOTE BRANCH	MEMBER SERVICES SECTION		CORPORATE EXECUTIVE OFFICER II	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	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.	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 Services	26ARF0260	MUNTINLUPA CITY
ALABANG-ZAPOTE BRANCH	ACCOUNTS MANAGEMENT SECTION		JUNIOR ANALYST	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services	26ARF0261	MUNTINLUPA CITY
ALABANG-ZAPOTE BRANCH	TELLERING SECTION		CASHIER	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Cashier, Team I/II, Teller Section, receives and processes all types of payments.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Teller Services	26ARF0262	MUNTINLUPA CITY
MAKATI-GUADALUPE BRANCH	ADMINISTRATIVE SECTION		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, Administrative Section, provides administrative support to the branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0263	MAKATI CITY
MAKATI-GUADALUPE BRANCH	MEMBER SERVICES SECTION		CORPORATE EXECUTIVE OFFICER II	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	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.	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 Services	26ARF0264	MAKATI CITY
LAS PIÑAS BRANCH	OFFICE OF THE HEAD		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, NCR/Luzon/Visayas/Mindanao Branches, provides administrative support to the head of branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0265	LAS PIÑAS CITY
LAS PIÑAS BRANCH	MEMBER SERVICES SECTION	TEAM I	SOCIAL SECURITY OFFICER III	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	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.	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 Services	26ARF0266	LAS PIÑAS CITY

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LIST OF RANK & FILE PLANTILLA VACANCIES FOR FILLING-UP

OFFICE	SECTION	TEAM	POSITION	PAY GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	COMPETENCY **	VACANCY CODE	PLACE OF ASSIGNMENT
MAKATI-CHINO ROCES BRANCH	MEMBER SERVICES SECTION	TEAM I	SOCIAL SECURITY OFFICER III	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	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.	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 Services	26ARF0267	MAKATI CITY
MAKATI-CHINO ROCES BRANCH	TELLERING SECTION		CASHIER	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Cashier, Team I/II, Teller Section, receives and processes all types of payments.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Teller Services	26ARF0268	MAKATI CITY
MAKATI-GIL PUYAT BRANCH	ADMINISTRATIVE SECTION		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, Administrative Section, provides administrative support to the branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0269	MAKATI CITY
MAKATI-GIL PUYAT BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM I	JUNIOR ANALYST	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services	26ARF0270	MAKATI CITY
MAKATI-GIL PUYAT BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM II	SOCIAL SECURITY OFFICER III	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	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.	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	26ARF0271	MAKATI CITY
MAKATI-GIL PUYAT BRANCH	TELLERING SECTION		CASHIER	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Cashier, Team I/II, Teller Section, receives and processes all types of payments.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Teller Services	26ARF0272	MAKATI CITY
MAKATI-J.P. RIZAL BRANCH	OFFICE OF THE HEAD		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, NCR/Luzon/Visayas/Mindanao Branches, provides administrative support to the head of branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0273	MAKATI CITY
MAKATI-J.P. RIZAL BRANCH	ADMINISTRATIVE SECTION		CORPORATE EXECUTIVE OFFICER I	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	The Corporate Executive Officer I, Administrative Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the provision of administrative support to the employees in the branch office.	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 Administrative Services, Records Management, Vehicle Management	26ARF0274	MAKATI CITY
MAKATI-J.P. RIZAL BRANCH	ADMINISTRATIVE SECTION		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, Administrative Section, provides administrative support to the branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0275	MAKATI CITY
MAKATI-J.P. RIZAL BRANCH	MEMBER SERVICES SECTION	TEAM I	JUNIOR MEMBER SERVICE REPRESENTATIVE	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0276	MAKATI CITY
MAKATI-J.P. RIZAL BRANCH	TELLERING SECTION		CASHIER	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Cashier, Team I/II, Teller Section, receives and processes all types of payments.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Teller Services	26ARF0277	MAKATI CITY
PARAÑAQUE BRANCH	OFFICE OF THE HEAD		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, NCR/Luzon/Visayas/Mindanao Branches, provides administrative support to the head of branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0278	PARAÑAQUE CITY
PARAÑAQUE BRANCH	ADMINISTRATIVE SECTION		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, Administrative Section, provides administrative support to the branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0279	PARAÑAQUE CITY

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OFFICE	SECTION	TEAM	POSITION	PAY GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	COMPETENCY **	VACANCY CODE	PLACE OF ASSIGNMENT
PARAÑAQUE BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM II	SOCIAL SECURITY OFFICER III	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	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.	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	26ARF0280	PARAÑAQUE CITY
PARAÑAQUE-TAMBO BRANCH	MEMBER SERVICES SECTION		CORPORATE EXECUTIVE OFFICER II (with Social Security Officer III as next-in-rank)	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	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.	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 Services	26ARF0281	PARAÑAQUE CITY
PARAÑAQUE-TAMBO BRANCH	MEMBER SERVICES SECTION	TEAM I	SENIOR MEMBER SERVICE REPRESENTATIVE	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	The Senior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, conducts field verification, and provides general information and assistance to clients.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0282	PARAÑAQUE CITY
TAGUIG BRANCH	ADMINISTRATIVE SECTION		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, Administrative Section, provides administrative support to the branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0283	TAGUIG CITY
TAGUIG BRANCH	MEMBER SERVICES SECTION	TEAM II	SENIOR CLERK	9	(Step 1) 31,521.00 to (Step 8) 33,081.00	The Senior Clerk, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, performs general clerical functions such as receiving, filing, preparation of simple correspondence, memoranda and reports, and scanning of various documents for uploading or archival.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0284	TAGUIG CITY
TAGUIG BRANCH	ACCOUNTS MANAGEMENT SECTION		CORPORATE EXECUTIVE OFFICER II (with Social Security Officer III as next-in-rank)	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	The Corporate Executive Officer II, Accounts Management Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and in 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.	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	26ARF0285	TAGUIG CITY
TAGUIG BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM I	JUNIOR ANALYST	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services	26ARF0286	TAGUIG CITY
TAGUIG BRANCH	TELLERING SECTION		CASHIER	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Cashier, Team I/II, Teller Section, receives and processes all types of payments.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Teller Services	26ARF0287	TAGUIG CITY
TAGUIG-GATE 3 BRANCH	ADMINISTRATIVE SECTION		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, Administrative Section, provides administrative support to the branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0288	TAGUIG CITY
TAGUIG-GATE 3 BRANCH	MEMBER SERVICES SECTION		SENIOR MEMBER SERVICE REPRESENTATIVE	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	The Senior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, conducts field verification, and provides general information and assistance to clients.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0289	TAGUIG CITY
TAGUIG-GATE 3 BRANCH	TELLERING SECTION		CASHIER	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Cashier, Team I/II, Teller Section, receives and processes all types of payments.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Teller Services	26ARF0290	TAGUIG CITY
BICUTAN-SUN VALLEY BRANCH	OFFICE OF THE HEAD		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, NCR/Luzon/Visayas/Mindanao Branches, provides administrative support to the head of branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0291	PARAÑAQUE 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 RANK & FILE PLANTILLA VACANCIES FOR FILLING-UP

OFFICE	SECTION	TEAM	POSITION	PAY GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	COMPETENCY **	VACANCY CODE	PLACE OF ASSIGNMENT
BICUTAN-SUN VALLEY BRANCH	ADMINISTRATIVE SECTION		CORPORATE EXECUTIVE OFFICER I	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	The Corporate Executive Officer I, Administrative Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the provision of administrative support to the employees in the branch office.	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 Administrative Services, Records Management, Vehicle Management	26ARF0292	PARAÑAQUE CITY
BICUTAN-SUN VALLEY BRANCH	ADMINISTRATIVE SECTION		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, Administrative Section, provides administrative support to the branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0293	PARAÑAQUE CITY
BICUTAN-SUN VALLEY BRANCH	MEMBER SERVICES SECTION		CORPORATE EXECUTIVE OFFICER II	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	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.	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 Services	26ARF0294	PARAÑAQUE CITY
NCR WEST DIVISION									
BINONDO BRANCH	ADMINISTRATIVE SECTION		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, Administrative Section, provides administrative support to the branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0295	MANILA CITY
BINONDO BRANCH	ADMINISTRATIVE SECTION		SENIOR CLERK	9	(Step 1) 31,521.00 to (Step 8) 33,081.00	The Senior Clerk, Administrative Section, performs general clerical functions such as receiving, filing, and preparation of simple correspondence, memoranda and reports.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0296	MANILA CITY
BINONDO BRANCH	MEMBER SERVICES SECTION	TEAM I	SOCIAL SECURITY OFFICER III	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	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.	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 Services	26ARF0297	MANILA CITY
BINONDO BRANCH	MEMBER SERVICES SECTION	TEAM I	SENIOR MEMBER SERVICE REPRESENTATIVE	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	The Senior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, conducts field verification, and provides general information and assistance to clients.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0298	MANILA CITY
BINONDO BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM III	SOCIAL SECURITY OFFICER III	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	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.	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	26ARF0299	MANILA CITY
BINONDO BRANCH	TELLERING SECTION		CASHIER	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Cashier, Team I/II, Telling Section, receives and processes all types of payments.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Telling Services	26ARF0300	MANILA CITY
LEGARDA BRANCH	OFFICE OF THE HEAD		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, NCR/Luzon/Visayas/Mindanao Branches, provides administrative support to the head of branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0301	MANILA CITY
LEGARDA BRANCH	MEMBER SERVICES SECTION		CORPORATE EXECUTIVE OFFICER II (with Social Security Officer III as next-in-rank)	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	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.	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 Services	26ARF0302	MANILA 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.

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LIST OF RANK & FILE PLANTILLA VACANCIES FOR FILLING-UP

OFFICE	SECTION	TEAM	POSITION	PAY GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	COMPETENCY **	VACANCY CODE	PLACE OF ASSIGNMENT
LEGARDA BRANCH	TELLERING SECTION		CORPORATE EXECUTIVE OFFICER I	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	The Corporate Executive Officer I, Telling Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the receiving, safekeeping and processing of all types of payments.	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: Telling Services	26ARF0303	MANILA CITY
MANILA BRANCH	ADMINISTRATIVE SECTION		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, Administrative Section, provides administrative support to the branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0304	MANILA CITY
MANILA BRANCH	MEMBER SERVICES SECTION	TEAM II	SENIOR MEMBER SERVICE REPRESENTATIVE	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	The Senior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, conducts field verification, and provides general information and assistance to clients.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0305	MANILA CITY
MANILA BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM I	SENIOR ANALYST	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services	26ARF0306	MANILA CITY
MANILA BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM I	SENIOR ANALYST	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services	26ARF0307	MANILA CITY
MANILA BRANCH	TELLERING SECTION		CASHIER	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Cashier, Team I/II, Telling Section, receives and processes all types of payments.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Telling Services	26ARF0308	MANILA CITY
PASAY-CCP COMPLEX BRANCH	OFFICE OF THE HEAD		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, NCR/Luzon/Visayas/Mindanao Branches, provides administrative support to the head of branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0309	PASAY CITY
PASAY-CCP COMPLEX BRANCH	MEMBER SERVICES SECTION	TEAM I	SENIOR MEMBER SERVICE REPRESENTATIVE	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	The Senior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, conducts field verification, and provides general information and assistance to clients.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0310	PASAY CITY
PASAY-CCP COMPLEX BRANCH	MEMBER SERVICES SECTION	TEAM II	SENIOR MEMBER SERVICE REPRESENTATIVE	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	The Senior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, conducts field verification, and provides general information and assistance to clients.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0311	PASAY CITY
PASAY-CCP COMPLEX BRANCH	ACCOUNTS MANAGEMENT SECTION		SENIOR ANALYST	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services	26ARF0312	PASAY CITY
PASAY-CCP COMPLEX BRANCH	ACCOUNTS MANAGEMENT SECTION		JUNIOR ANALYST	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services	26ARF0313	PASAY CITY
PASAY-CCP COMPLEX BRANCH	ACCOUNTS MANAGEMENT SECTION		SENIOR CLERK	9	(Step 1) 31,521.00 to (Step 8) 33,081.00	The Senior Clerk, Team I/II/III/IV/V/VI, Accounts Management Section, performs general clerical functions such as receiving, filing, and preparation of simple correspondence, memoranda and reports.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0314	PASAY CITY
PASAY-TAFT BRANCH	MEMBER SERVICES SECTION		CORPORATE EXECUTIVE OFFICER II (with Social Security Officer III as next-in-rank)	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	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.	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 Services	26ARF0315	PASAY CITY

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LIST OF RANK & FILE PLANTILLA VACANCIES FOR FILLING-UP

OFFICE	SECTION	TEAM	POSITION	PAY GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	COMPETENCY **	VACANCY CODE	PLACE OF ASSIGNMENT
PASAY-TAFT BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM I	SOCIAL SECURITY OFFICER III	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	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.	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	26ARF0316	PASAY CITY
PASAY-TAFT BRANCH	TELLERING SECTION		CASHIER	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Cashier, Team I/II, Telling Section, receives and processes all types of payments.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Telling Services	26ARF0317	PASAY CITY
STA. MESA BRANCH	ACCOUNTS MANAGEMENT SECTION		SENIOR ANALYST	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services	26ARF0318	MANILA CITY
TONDO BRANCH	MEMBER SERVICES SECTION		SENIOR MEMBER SERVICE REPRESENTATIVE	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	The Senior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, conducts field verification, and provides general information and assistance to clients.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0319	MANILA CITY
WELCOME BRANCH	MEMBER SERVICES SECTION	TEAM II	SENIOR MEMBER SERVICE REPRESENTATIVE	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	The Senior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, conducts field verification, and provides general information and assistance to clients.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0320	MANILA CITY
WELCOME BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM I	SENIOR ANALYST	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services	26ARF0321	MANILA CITY
WELCOME BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM III	JUNIOR ANALYST	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services	26ARF0322	MANILA CITY
LUZON OPERATIONS GROUP									
LUZON NORTH 1 DIVISION									
LUZON NORTH 1 DIVISION	OFFICE OF THE HEAD		SENIOR ADMINISTRATIVE ASSISTANT	14	(Step 1) 49,749.00 to (Step 8) 53,323.00	The Senior Administrative Assistant, NCR/Luzon/Visayas/Mindanao Division Offices, provides administrative support to the head of division.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Office Management, Records Management	26ARF0323	BAGUIO CITY
LUZON NORTH 1 DIVISION	ADMINISTRATIVE AND GENERAL ACCOUNTING SECTION		BOOKKEEPER	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Bookkeeper, Administrative and General Accounting Section, prepares journal vouchers, conducts pre- and post-audit of disbursement vouchers, operational transactions and benefit payments, maintains subsidiary ledgers, prepares remittance vouchers for various financial transactions, and reconciles book balances with bank balances.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounting	26ARF0324	BAGUIO CITY
BAGUIO BRANCH	OFFICE OF THE HEAD		JUNIOR EXECUTIVE ASSISTANT	16	(Step 1) 58,749.00 to (Step 8) 63,078.00	The Junior Executive Assistant, NCR/Luzon/Visayas/Mindanao Branches, provides administrative support to the head of branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0325	BAGUIO CITY
BAGUIO BRANCH	ADMINISTRATIVE SECTION		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, Administrative Section, provides administrative support to the branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0326	BAGUIO 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.

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LIST OF RANK & FILE PLANTILLA VACANCIES FOR FILLING-UP

OFFICE	SECTION	TEAM	POSITION	PAY GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	COMPETENCY **	VACANCY CODE	PLACE OF ASSIGNMENT
BAGUIO BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM I	JUNIOR ANALYST	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services	26ARF0327	BAGUIO CITY
BONTOC BRANCH	OFFICE OF THE HEAD		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, NCR/Luzon/Visayas/Mindanao Branches, provides administrative support to the head of branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0328	BONTOC
BONTOC BRANCH	ACCOUNTS MANAGEMENT SECTION		CORPORATE EXECUTIVE OFFICER II	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	The Corporate Executive Officer II, Accounts Management Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and in 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.	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	26ARF0329	BONTOC
CANDON BRANCH	ADMINISTRATIVE SECTION		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, Administrative Section, provides administrative support to the branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0330	CANDON
VIGAN BRANCH	MEMBER SERVICES SECTION		CORPORATE EXECUTIVE OFFICER II	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	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.	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 Services	26ARF0331	VIGAN CITY
AGOO BRANCH	MEMBER SERVICES SECTION		SENIOR MEMBER SERVICE REPRESENTATIVE	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	The Senior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, conducts field verification, and provides general information and assistance to clients.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0332	AGOO
LA TRINIDAD BRANCH	MEMBER SERVICES SECTION		SENIOR MEMBER SERVICE REPRESENTATIVE	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	The Senior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, conducts field verification, and provides general information and assistance to clients.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0333	LA TRINIDAD, BENGUET
LA TRINIDAD BRANCH	MEMBER SERVICES SECTION		SENIOR CLERK	9	(Step 1) 31,521.00 to (Step 8) 33,081.00	The Senior Clerk, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, performs general clerical functions such as receiving, filing, preparation of simple correspondence, memoranda and reports, and scanning of various documents for uploading or archival.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0334	LA TRINIDAD, BENGUET
LUZON NORTH 2 DIVISION									
CAUAYAN, ISABELA BRANCH	MEMBER SERVICES SECTION		SENIOR MEMBER SERVICE REPRESENTATIVE	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	The Senior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, conducts field verification, and provides general information and assistance to clients.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0335	CAUAYAN CITY, ISABELA
CAUAYAN, ISABELA BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM I	JUNIOR ANALYST	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services	26ARF0336	CAUAYAN CITY, ISABELA
SANTIAGO, ISABELA BRANCH	ADMINISTRATIVE SECTION		CORPORATE EXECUTIVE OFFICER I	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	The Corporate Executive Officer I, Administrative Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the provision of administrative support to the employees in the branch office.	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 Administrative Services, Records Management, Vehicle Management	26ARF0337	SANTIAGO CITY, ISABELA

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LIST OF RANK & FILE PLANTILLA VACANCIES FOR FILLING-UP

OFFICE	SECTION	TEAM	POSITION	PAY GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	COMPETENCY **	VACANCY CODE	PLACE OF ASSIGNMENT
SOLANO BRANCH	ADMINISTRATIVE SECTION		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, Administrative Section, provides administrative support to the branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0338	SOLANO
SOLANO BRANCH	TELLERING SECTION		CASHIER	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Cashier, Team I/II, Telling Section, receives and processes all types of payments.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Telling Services	26ARF0339	SOLANO
TUGUEGARAO BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM I	SENIOR ANALYST	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services	26ARF0340	TUGUEGARAO
TUGUEGARAO BRANCH		APARRI, CAGAYAN SERVICE OFFICE	SENIOR MEMBER SERVICE REPRESENTATIVE	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	The Senior Member Service Representative, Service Office, receives, screens and processes different member transactions, and provides general information and assistance to clients.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0341	TUGUEGARAO
ILAGAN BRANCH	ADMINISTRATIVE SECTION		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, Administrative Section, provides administrative support to the branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0342	ILAGAN CITY, ISABELA
LUZON CENTRAL 1 DIVISION									
LUZON CENTRAL 1 DIVISION	ADMINISTRATIVE AND GENERAL ACCOUNTING SECTION		BOOKKEEPER	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Bookkeeper, Administrative and General Accounting Section, prepares journal vouchers, conducts pre- and post-audit of disbursement vouchers, operational transactions and benefit payments, maintains subsidiary ledgers, prepares remittance vouchers for various financial transactions, and reconciles book balances with bank balances.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounting	26ARF0343	TARLAC CITY
BALANGA BRANCH	OFFICE OF THE HEAD		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, NCR/Luzon/Visayas/Mindanao Branches, provides administrative support to the head of branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0344	BALANGA CITY
BALER BRANCH	ADMINISTRATIVE SECTION		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, Administrative Section, provides administrative support to the branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0345	BALER, AURORA
CABANATUAN BRANCH	MEMBER SERVICES SECTION	TEAM III	JUNIOR MEMBER SERVICE REPRESENTATIVE	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0346	CABANATUAN CITY
CABANATUAN BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM III	SOCIAL SECURITY OFFICER III	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	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.	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	26ARF0347	CABANATUAN CITY
CAMILING BRANCH	OFFICE OF THE HEAD		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, NCR/Luzon/Visayas/Mindanao Branches, provides administrative support to the head of branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0348	CAMILING
CAMILING BRANCH	ADMINISTRATIVE SECTION		CORPORATE EXECUTIVE OFFICER I	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	The Corporate Executive Officer I, Administrative Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the provision of administrative support to the employees in the branch office.	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 Administrative Services, Records Management, Vehicle Management	26ARF0349	CAMILING

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LIST OF RANK & FILE PLANTILLA VACANCIES FOR FILLING-UP

OFFICE	SECTION	TEAM	POSITION	PAY GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	COMPETENCY **	VACANCY CODE	PLACE OF ASSIGNMENT
CAMILING BRANCH	MEMBER SERVICES SECTION		JUNIOR MEMBER SERVICE REPRESENTATIVE	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0350	CAMILING
CAMILING BRANCH	ACCOUNTS MANAGEMENT SECTION		SENIOR ANALYST	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services	26ARF0351	CAMILING
DAGUPAN BRANCH	ADMINISTRATIVE SECTION		SENIOR ADMINISTRATIVE ASSISTANT	14	(Step 1) 49,749.00 to (Step 8) 53,323.00	The Senior Administrative Assistant, Administrative Section, provides administrative support to the branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0352	DAGUPAN CITY
DAGUPAN BRANCH	ACCOUNTS MANAGEMENT SECTION		CORPORATE EXECUTIVE OFFICER II (with Social Security Officer III as next-in-rank)	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	The Corporate Executive Officer II, Accounts Management Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and in 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.	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	26ARF0353	DAGUPAN CITY
DAGUPAN BRANCH	TELLERING SECTION		CASHIER	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Cashier, Team I/II, Teller Section, receives and processes all types of payments.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Teller Services	26ARF0354	DAGUPAN CITY
DAGUPAN BRANCH	TELLERING SECTION		CASHIER	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Cashier, Team I/II, Teller Section, receives and processes all types of payments.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Teller Services	26ARF0355	DAGUPAN CITY
IBA BRANCH	ADMINISTRATIVE SECTION		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, Administrative Section, provides administrative support to the branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0356	IBA
IBA BRANCH	MEMBER SERVICES SECTION		JUNIOR MEMBER SERVICE REPRESENTATIVE	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0357	IBA
MARIVELES-BEPZ BRANCH	ADMINISTRATIVE SECTION		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, Administrative Section, provides administrative support to the branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0358	MARIVELES
MARIVELES-BEPZ BRANCH	MEMBER SERVICES SECTION		SENIOR MEMBER SERVICE REPRESENTATIVE	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	The Senior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, conducts field verification, and provides general information and assistance to clients.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0359	MARIVELES
SAN JOSE NE BRANCH	MEMBER SERVICES SECTION		JUNIOR MEMBER SERVICE REPRESENTATIVE	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0360	SAN JOSE CITY, NUEVA ECIJA
SAN JOSE NE BRANCH	MEMBER SERVICES SECTION		JUNIOR MEMBER SERVICE REPRESENTATIVE	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0361	SAN JOSE CITY, NUEVA ECIJA
TARLAC BRANCH	OFFICE OF THE HEAD		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, NCR/Luzon/Visayas/Mindanao Branches, provides administrative support to the head of branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0362	TARLAC CITY
TARLAC BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM III	JUNIOR ANALYST	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services	26ARF0363	TARLAC CITY

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OFFICE	SECTION	TEAM	POSITION	PAY GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	COMPETENCY **	VACANCY CODE	PLACE OF ASSIGNMENT
URDANETA BRANCH	ADMINISTRATIVE SECTION		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, Administrative Section, provides administrative support to the branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0364	URDANETA CITY
URDANETA BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM II	SENIOR ANALYST	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services	26ARF0365	URDANETA CITY
SAN CARLOS, PANGASINAN BRANCH	OFFICE OF THE HEAD		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, NCR/Luzon/Visayas/Mindanao Branches, provides administrative support to the head of branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0366	SAN CARLOS CITY, PANGASINAN
SAN CARLOS, PANGASINAN BRANCH	ADMINISTRATIVE SECTION		CORPORATE EXECUTIVE OFFICER I	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	The Corporate Executive Officer I, Administrative Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the provision of administrative support to the employees in the branch office.	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 Administrative Services, Records Management, Vehicle Management	26ARF0367	SAN CARLOS CITY, PANGASINAN
SAN CARLOS, PANGASINAN BRANCH	ADMINISTRATIVE SECTION		SENIOR CLERK	9	(Step 1) 31,521.00 to (Step 8) 33,081.00	The Senior Clerk, Administrative Section, performs general clerical functions such as receiving, filing, and preparation of simple correspondence, memoranda and reports.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0368	SAN CARLOS CITY, PANGASINAN
SAN CARLOS, PANGASINAN BRANCH	MEMBER SERVICES SECTION		SENIOR CLERK	9	(Step 1) 31,521.00 to (Step 8) 33,081.00	The Senior Clerk, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, performs general clerical functions such as receiving, filing, preparation of simple correspondence, memoranda and reports, and scanning of various documents for uploading or archival.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0369	SAN CARLOS CITY, PANGASINAN
LUZON CENTRAL 2 DIVISION									
LUZON CENTRAL 2 DIVISION	OFFICE OF THE HEAD		JUNIOR TECHNICAL ASSISTANT	22	(Step 1) 131,153.00 to (Step 8) 146,392.00	The Junior Technical Assistant, NCR/Luzon/Visayas/Mindanao Division Offices, supervises the activities of the administrative staff in the unit and provides technical support to the head of 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: Office Management, Records Management	26ARF0370	SAN FERNANDO CITY, PAMPANGA
LUZON CENTRAL 2 DIVISION	ADMINISTRATIVE AND GENERAL ACCOUNTING SECTION		JUNIOR SUPPLIES CUSTODIAN	8	(Step 1) 28,144.00 to (Step 8) 31,209.00	The Junior Supplies Custodian, Administrative and General Accounting Section, handles the proper control of receipts and issuance of various supplies and materials to ensure accuracy and availability of inventory.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Supplies Management	26ARF0371	SAN FERNANDO CITY, PAMPANGA
ANGELES BRANCH	OFFICE OF THE HEAD		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, NCR/Luzon/Visayas/Mindanao Branches, provides administrative support to the head of branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0372	ANGELES CITY
ANGELES BRANCH	MEMBER SERVICES SECTION		CORPORATE EXECUTIVE OFFICER II (with Social Security Officer III as next-in-rank)	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	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.	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 Services	26ARF0373	ANGELES CITY
ANGELES BRANCH	MEMBER SERVICES SECTION	TEAM III	JUNIOR MEMBER SERVICE REPRESENTATIVE	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0374	ANGELES CITY
ANGELES BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM I	JUNIOR ANALYST	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services	26ARF0375	ANGELES CITY

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OFFICE	SECTION	TEAM	POSITION	PAY GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	COMPETENCY **	VACANCY CODE	PLACE OF ASSIGNMENT
ANGELES BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM III	SOCIAL SECURITY OFFICER III	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	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.	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	26ARF0376	ANGELES CITY
BALIUAG BRANCH	ADMINISTRATIVE SECTION		CORPORATE EXECUTIVE OFFICER I	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	The Corporate Executive Officer I, Administrative Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the provision of administrative support to the employees in the branch office.	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 Administrative Services, Records Management, Vehicle Management	26ARF0377	BALIUAG
BOCAUE BRANCH	MEMBER SERVICES SECTION		SENIOR MEMBER SERVICE REPRESENTATIVE	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	The Senior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, conducts field verification, and provides general information and assistance to clients.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0378	BOCAUE
MALOLOS BRANCH	OFFICE OF THE HEAD		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, NCR/Luzon/Visayas/Mindanao Branches, provides administrative support to the head of branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0379	MALOLOS CITY
MALOLOS BRANCH	ADMINISTRATIVE SECTION		CORPORATE EXECUTIVE OFFICER I	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	The Corporate Executive Officer I, Administrative Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the provision of administrative support to the employees in the branch office.	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 Administrative Services, Records Management, Vehicle Management	26ARF0380	MALOLOS CITY
MALOLOS BRANCH	MEMBER SERVICES SECTION		CORPORATE EXECUTIVE OFFICER II (with Social Security Officer III as next-in-rank)	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	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.	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 Services	26ARF0381	MALOLOS CITY
MEYCAUAYAN BRANCH	MEMBER SERVICES SECTION	TEAM I	SOCIAL SECURITY OFFICER III	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	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.	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 Services	26ARF0382	MEYCAUAYAN CITY
OLONGAPO BRANCH	OFFICE OF THE HEAD		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, NCR/Luzon/Visayas/Mindanao Branches, provides administrative support to the head of branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0383	OLONGAPO CITY
OLONGAPO BRANCH	MEMBER SERVICES SECTION	TEAM II	JUNIOR MEMBER SERVICE REPRESENTATIVE	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0384	OLONGAPO CITY
PAMPANGA BRANCH	ADMINISTRATIVE SECTION		SENIOR CLERK	9	(Step 1) 31,521.00 to (Step 8) 33,081.00	The Senior Clerk, Administrative Section, performs general clerical functions such as receiving, filing, and preparation of simple correspondence, memoranda and reports.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0385	SAN FERNANDO CITY, PAMPANGA
PAMPANGA BRANCH	MEMBER SERVICES SECTION	TEAM I	SENIOR CLERK	9	(Step 1) 31,521.00 to (Step 8) 33,081.00	The Senior Clerk, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, performs general clerical functions such as receiving, filing, preparation of simple correspondence, memoranda and reports, and scanning of various documents for uploading or archival.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0386	SAN FERNANDO CITY, PAMPANGA
PAMPANGA BRANCH	MEMBER SERVICES SECTION	TEAM II	SENIOR CLERK	9	(Step 1) 31,521.00 to (Step 8) 33,081.00	The Senior Clerk, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, performs general clerical functions such as receiving, filing, preparation of simple correspondence, memoranda and reports, and scanning of various documents for uploading or archival.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0387	SAN FERNANDO CITY, PAMPANGA

* 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.

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LIST OF RANK & FILE PLANTILLA VACANCIES FOR FILLING-UP

OFFICE	SECTION	TEAM	POSITION	PAY GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	COMPETENCY **	VACANCY CODE	PLACE OF ASSIGNMENT
PAMPANGA BRANCH	MEMBER SERVICES SECTION	TEAM III	SOCIAL SECURITY OFFICER III	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	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.	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 Services	26ARF0388	SAN FERNANDO CITY, PAMPANGA
PAMPANGA BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM II	JUNIOR ANALYST	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services	26ARF0389	SAN FERNANDO CITY, PAMPANGA
PAMPANGA BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM III	JUNIOR ANALYST	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services	26ARF0390	SAN FERNANDO CITY, PAMPANGA
STA. MARIA BRANCH	ADMINISTRATIVE SECTION		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, Administrative Section, provides administrative support to the branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0391	STA. MARIA, BULACAN
STA. MARIA BRANCH	MEMBER SERVICES SECTION	TEAM I	SOCIAL SECURITY OFFICER III	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	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.	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 Services	26ARF0392	STA. MARIA, BULACAN
STA. MARIA BRANCH	MEMBER SERVICES SECTION	TEAM I	JUNIOR MEMBER SERVICE REPRESENTATIVE	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0393	STA. MARIA, BULACAN
SAN JOSE DEL MONTE BRANCH	OFFICE OF THE HEAD		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, NCR/Luzon/Visayas/Mindanao Branches, provides administrative support to the head of branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0394	SAN JOSE DEL MONTE, BULACAN
DAU BRANCH	MEMBER SERVICES SECTION		SENIOR MEMBER SERVICE REPRESENTATIVE	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	The Senior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, conducts field verification, and provides general information and assistance to clients.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0395	MABALACAT CITY
DAU BRANCH	ACCOUNTS MANAGEMENT SECTION		JUNIOR ANALYST	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services	26ARF0396	MABALACAT CITY
LUZON SOUTH 1 DIVISION									
LUZON SOUTH 1 DIVISION	ADMINISTRATIVE AND GENERAL ACCOUNTING SECTION		ACCOUNTANT	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	The Accountant, Administrative and General Accounting Section, accounts, controls and records all operational transactions and benefit disbursements of the division.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounting	26ARF0397	SAN PABLO CITY, LAGUNA
LUZON SOUTH 1 DIVISION	ADMINISTRATIVE AND GENERAL ACCOUNTING SECTION		SENIOR CLERK	9	(Step 1) 31,521.00 to (Step 8) 33,081.00	The Senior Clerk, Administrative and General Accounting Section, performs general clerical functions such as receiving, filing, and encoding of correspondence, memoranda and reports.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Office Management, Records Management	26ARF0398	SAN PABLO CITY, LAGUNA
LUZON SOUTH 1 DIVISION	ADMINISTRATIVE AND GENERAL ACCOUNTING SECTION		JUNIOR SUPPLIES CUSTODIAN	8	(Step 1) 28,144.00 to (Step 8) 31,209.00	The Junior Supplies Custodian, Administrative and General Accounting Section, handles the proper control of receipts and issuance of various supplies and materials to ensure accuracy and availability of inventory.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Supplies Management	26ARF0399	SAN PABLO CITY, LAGUNA

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LIST OF RANK & FILE PLANTILLA VACANCIES FOR FILLING-UP

OFFICE	SECTION	TEAM	POSITION	PAY GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	COMPETENCY **	VACANCY CODE	PLACE OF ASSIGNMENT
BACOR BRANCH	MEMBER SERVICES SECTION	TEAM IV	SENIOR MEMBER SERVICE REPRESENTATIVE	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	The Senior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, conducts field verification, and provides general information and assistance to clients.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0400	BACOR CITY
BACOR BRANCH	MEMBER SERVICES SECTION	TEAM IV	JUNIOR MEMBER SERVICE REPRESENTATIVE	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0401	BACOR CITY
BACOR BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM I	SOCIAL SECURITY OFFICER III	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	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.	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	26ARF0402	BACOR CITY
BIÑAN BRANCH	ADMINISTRATIVE SECTION		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, Administrative Section, provides administrative support to the branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0403	BIÑAN
BIÑAN BRANCH	MEMBER SERVICES SECTION	TEAM I	SENIOR MEMBER SERVICE REPRESENTATIVE	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	The Senior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, conducts field verification, and provides general information and assistance to clients.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0404	BIÑAN
BIÑAN BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM I	SENIOR ANALYST	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services	26ARF0405	BIÑAN
CALAMBA BRANCH	MEMBER SERVICES SECTION	TEAM I	SENIOR MEMBER SERVICE REPRESENTATIVE	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	The Senior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, conducts field verification, and provides general information and assistance to clients.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0406	CALAMBA CITY
CALAMBA BRANCH	MEMBER SERVICES SECTION	TEAM II	SENIOR MEMBER SERVICE REPRESENTATIVE	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	The Senior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, conducts field verification, and provides general information and assistance to clients.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0407	CALAMBA CITY
CALAMBA BRANCH	MEMBER SERVICES SECTION	TEAM II	SENIOR MEMBER SERVICE REPRESENTATIVE	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	The Senior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, conducts field verification, and provides general information and assistance to clients.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0408	CALAMBA CITY
CARMONA BRANCH	ADMINISTRATIVE SECTION		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, Administrative Section, provides administrative support to the branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0409	CARMONA
CARMONA BRANCH	MEMBER SERVICES SECTION		CORPORATE EXECUTIVE OFFICER II (with Social Security Officer III as next-in-rank)	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	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.	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 Services	26ARF0410	CARMONA
DASMARIÑAS BRANCH	OFFICE OF THE HEAD		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, NCR/Luzon/Visayas/Mindanao Branches, provides administrative support to the head of branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0411	DASMARIÑAS CITY
LUCENA BRANCH	ADMINISTRATIVE SECTION		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, Administrative Section, provides administrative support to the branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0412	LUCENA CITY

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OFFICE	SECTION	TEAM	POSITION	PAY GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	COMPETENCY **	VACANCY CODE	PLACE OF ASSIGNMENT
LUCENA BRANCH	MEMBER SERVICES SECTION	TEAM I	SENIOR MEMBER SERVICE REPRESENTATIVE	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	The Senior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, conducts field verification, and provides general information and assistance to clients.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0413	LUCENA CITY
LUCENA BRANCH	MEMBER SERVICES SECTION	TEAM II	SOCIAL SECURITY OFFICER III	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	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.	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 Services	26ARF0414	LUCENA CITY
ROSARIO BRANCH	ADMINISTRATIVE SECTION		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, Administrative Section, provides administrative support to the branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0415	ROSARIO, CAVITE
ROSARIO BRANCH	MEMBER SERVICES SECTION		CORPORATE EXECUTIVE OFFICER II (with Social Security Officer III as next-in-rank)	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	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.	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 Services	26ARF0416	ROSARIO, CAVITE
ROSARIO BRANCH	ACCOUNTS MANAGEMENT SECTION		SENIOR ANALYST	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services	26ARF0417	ROSARIO, CAVITE
ROSARIO BRANCH	TELLERING SECTION		CASHIER	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Cashier, Team I/II, Teller Section, receives and processes all types of payments.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Teller Services	26ARF0418	ROSARIO, CAVITE
SAN PABLO BRANCH	MEMBER SERVICES SECTION	TEAM I	JUNIOR MEMBER SERVICE REPRESENTATIVE	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0419	SAN PABLO CITY, LAGUNA
SAN PABLO BRANCH	MEMBER SERVICES SECTION	TEAM II	SENIOR MEMBER SERVICE REPRESENTATIVE	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	The Senior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, conducts field verification, and provides general information and assistance to clients.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0420	SAN PABLO CITY, LAGUNA
SAN PABLO BRANCH	MEMBER SERVICES SECTION	TEAM II	SENIOR MEMBER SERVICE REPRESENTATIVE	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	The Senior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, conducts field verification, and provides general information and assistance to clients.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0421	SAN PABLO CITY, LAGUNA
SANTA ROSA BRANCH	MEMBER SERVICES SECTION		CORPORATE EXECUTIVE OFFICER II	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	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.	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 Services	26ARF0422	STA. ROSA, LAGUNA
SANTA ROSA BRANCH	MEMBER SERVICES SECTION		JUNIOR MEMBER SERVICE REPRESENTATIVE	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0423	STA. ROSA, LAGUNA
STA. CRUZ BRANCH	OFFICE OF THE HEAD		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, NCR/Luzon/Visayas/Mindanao Branches, provides administrative support to the head of branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0424	STA. CRUZ, LAGUNA
STA. CRUZ BRANCH	TELLERING SECTION		CASHIER	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Cashier, Team I/II, Teller Section, receives and processes all types of payments.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Teller Services	26ARF0425	STA. CRUZ, LAGUNA

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OFFICE	SECTION	TEAM	POSITION	PAY GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	COMPETENCY **	VACANCY CODE	PLACE OF ASSIGNMENT
TAGAYTAY BRANCH	MEMBER SERVICES SECTION	TEAM II	SOCIAL SECURITY OFFICER III	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	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.	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 Services	26ARF0426	TAGAYTAY CITY
LUZON SOUTH 2 DIVISION									
LUZON SOUTH 2 DIVISION	ADMINISTRATIVE AND GENERAL ACCOUNTING SECTION		BOOKKEEPER	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Bookkeeper, Administrative and General Accounting Section, prepares journal vouchers, conducts pre- and post-audit of disbursement vouchers, operational transactions and benefit payments, maintains subsidiary ledgers, prepares remittance vouchers for various financial transactions, and reconciles book balances with bank balances.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounting	26ARF0427	BATANGAS CITY
BATANGAS BRANCH	OFFICE OF THE HEAD		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, NCR/Luzon/Visayas/Mindanao Branches, provides administrative support to the head of branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0428	BATANGAS CITY
BATANGAS BRANCH	MEMBER SERVICES SECTION	TEAM I	JUNIOR MEMBER SERVICE REPRESENTATIVE	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0429	BATANGAS CITY
BATANGAS BRANCH	TELLERING SECTION		CASHIER	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Cashier, Team I/II, Teller Section, receives and processes all types of payments.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Teller Services	26ARF0430	BATANGAS CITY
BOAC BRANCH	MEMBER SERVICES SECTION		JUNIOR MEMBER SERVICE REPRESENTATIVE	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0431	BOAC
CALAPAN BRANCH	ADMINISTRATIVE SECTION		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, Administrative Section, provides administrative support to the branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0432	CALAPAN CITY
CALAPAN BRANCH	MEMBER SERVICES SECTION		JUNIOR MEMBER SERVICE REPRESENTATIVE	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0433	CALAPAN CITY
CALAPAN BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM I	SENIOR ANALYST	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services	26ARF0434	CALAPAN CITY
CALAPAN BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM II	JUNIOR ANALYST	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services	26ARF0435	CALAPAN CITY
LEMERY BRANCH	ADMINISTRATIVE SECTION		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, Administrative Section, provides administrative support to the branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0436	LEMERY
LEMERY BRANCH	MEMBER SERVICES SECTION		JUNIOR MEMBER SERVICE REPRESENTATIVE	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0437	LEMERY
LIPA BRANCH	OFFICE OF THE HEAD		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, NCR/Luzon/Visayas/Mindanao Branches, provides administrative support to the head of branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0438	LIPA 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.

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LIST OF RANK & FILE PLANTILLA VACANCIES FOR FILLING-UP

OFFICE	SECTION	TEAM	POSITION	PAY GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	COMPETENCY **	VACANCY CODE	PLACE OF ASSIGNMENT
LIPA BRANCH	ADMINISTRATIVE SECTION		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, Administrative Section, provides administrative support to the branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0439	LIPA CITY
LIPA BRANCH	MEMBER SERVICES SECTION	TEAM I	JUNIOR MEMBER SERVICE REPRESENTATIVE	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0440	LIPA CITY
LIPA BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM II	JUNIOR ANALYST	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services	26ARF0441	LIPA CITY
LIPA BRANCH	TELLERING SECTION		CORPORATE EXECUTIVE OFFICER I	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	The Corporate Executive Officer I, Teller Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the receiving, safekeeping and processing of all types of payments.	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: Teller Services	26ARF0442	LIPA CITY
PUERTO PRINCESA BRANCH	ADMINISTRATIVE SECTION		CORPORATE EXECUTIVE OFFICER I	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	The Corporate Executive Officer I, Administrative Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the provision of administrative support to the employees in the branch office.	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 Administrative Services, Records Management, Vehicle Management	26ARF0443	PUERTO PRINCESA CITY
SAN JOSE, OCCIDENTAL MINDORO BRANCH	MEMBER SERVICES SECTION		CORPORATE EXECUTIVE OFFICER II	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	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.	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 Services	26ARF0444	SAN JOSE, OCCIDENTAL MINDORO
LUZON BICOL DIVISION									
LUZON BICOL DIVISION	ADMINISTRATIVE AND GENERAL ACCOUNTING SECTION		CORPORATE EXECUTIVE OFFICER II	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	The Corporate Executive Officer II, Administrative and General Accounting Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the provision of administrative support, accounting, controlling and recording of all operational transactions, and benefits disbursements of 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 Accounting, Mail Management, Office Management, Records Management, Supplies Management, Vehicle Management	26ARF0445	NAGA CITY
LUZON BICOL DIVISION	ADMINISTRATIVE AND GENERAL ACCOUNTING SECTION		JUNIOR SUPPLIES CUSTODIAN	8	(Step 1) 28,144.00 to (Step 8) 31,209.00	The Junior Supplies Custodian, Administrative and General Accounting Section, handles the proper control of receipts and issuance of various supplies and materials to ensure accuracy and availability of inventory.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Supplies Management	26ARF0446	NAGA CITY
IRIGA BRANCH	MEMBER SERVICES SECTION		CORPORATE EXECUTIVE OFFICER II	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	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.	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 Services	26ARF0447	IRIGA CITY
IRIGA BRANCH	TELLERING SECTION		CORPORATE EXECUTIVE OFFICER I	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	The Corporate Executive Officer I, Teller Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the receiving, safekeeping and processing of all types of payments.	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: Teller Services	26ARF0448	IRIGA CITY

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LIST OF RANK & FILE PLANTILLA VACANCIES FOR FILLING-UP

OFFICE	SECTION	TEAM	POSITION	PAY GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	COMPETENCY **	VACANCY CODE	PLACE OF ASSIGNMENT
LEGAZPI BRANCH	OFFICE OF THE HEAD		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, NCR/Luzon/Visayas/Mindanao Branches, provides administrative support to the head of branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0449	LEGAZPI CITY
LEGAZPI BRANCH	MEMBER SERVICES SECTION	TEAM I	JUNIOR MEMBER SERVICE REPRESENTATIVE	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0450	LEGAZPI CITY
LEGAZPI BRANCH	MEMBER SERVICES SECTION	TEAM II	JUNIOR MEMBER SERVICE REPRESENTATIVE	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0451	LEGAZPI CITY
MASBATE BRANCH	ACCOUNTS MANAGEMENT SECTION		CORPORATE EXECUTIVE OFFICER II	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	The Corporate Executive Officer II, Accounts Management Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and in 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.	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	26ARF0452	MASBATE CITY
NAGA BRANCH	ADMINISTRATIVE SECTION		CORPORATE EXECUTIVE OFFICER I	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	The Corporate Executive Officer I, Administrative Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the provision of administrative support to the employees in the branch office.	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 Administrative Services, Records Management, Vehicle Management	26ARF0453	NAGA CITY
NAGA BRANCH	ADMINISTRATIVE SECTION		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, Administrative Section, provides administrative support to the branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0454	NAGA CITY
NAGA BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM IV	SENIOR ANALYST	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services	26ARF0455	NAGA CITY
NAGA BRANCH	TELLERING SECTION		CORPORATE EXECUTIVE OFFICER I	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	The Corporate Executive Officer I, Teller Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the receiving, safekeeping and processing of all types of payments.	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: Teller Services	26ARF0456	NAGA CITY
SORSOGON BRANCH	MEMBER SERVICES SECTION		CORPORATE EXECUTIVE OFFICER II	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	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.	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 Services	26ARF0457	SORSOGON CITY
TABACO BRANCH	ADMINISTRATIVE SECTION		CORPORATE EXECUTIVE OFFICER I	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	The Corporate Executive Officer I, Administrative Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the provision of administrative support to the employees in the branch office.	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 Administrative Services, Records Management, Vehicle Management	26ARF0458	TABACO CITY
VISAYAS OPERATIONS GROUP									
VISAYAS OPERATIONS GROUP	OFFICE OF THE HEAD		SENIOR EXECUTIVE ASSISTANT	20	(Step 1) 84,558.00 to (Step 8) 103,729.00	The Senior Executive Assistant, NCR/Luzon/Visayas/Mindanao Operations Group, provides technical and administrative support to the group.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Office Management, Records Management	26ARF0459	CEBU CITY

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LIST OF RANK & FILE PLANTILLA VACANCIES FOR FILLING-UP

OFFICE	SECTION	TEAM	POSITION	PAY GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	COMPETENCY **	VACANCY CODE	PLACE OF ASSIGNMENT
VISAYAS CENTRAL 1 DIVISION									
CEBU BRANCH	MEMBER SERVICES SECTION	TEAM III	SOCIAL SECURITY OFFICER III	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	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.	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 Services	26ARF0460	CEBU CITY
CEBU BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM III	SOCIAL SECURITY OFFICER III	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	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.	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	26ARF0461	CEBU CITY
CEBU BRANCH	TELLERING SECTION		CASHIER	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Cashier, Team I/II, Teller Section, receives and processes all types of payments.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Teller Services	26ARF0462	CEBU CITY
CEBU BRANCH	TELLERING SECTION		CASHIER	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Cashier, Team I/II, Teller Section, receives and processes all types of payments.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Teller Services	26ARF0463	CEBU CITY
LAPU-LAPU BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM I	SENIOR ANALYST	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services	26ARF0464	LAPU-LAPU CITY
MANDAUE BRANCH	MEMBER SERVICES SECTION	TEAM II	SENIOR MEMBER SERVICE REPRESENTATIVE	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	The Senior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, conducts field verification, and provides general information and assistance to clients.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0465	MANDAUE CITY
MANDAUE BRANCH	MEMBER SERVICES SECTION	TEAM II	SENIOR MEMBER SERVICE REPRESENTATIVE	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	The Senior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, conducts field verification, and provides general information and assistance to clients.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0466	MANDAUE CITY
TAGBILARAN BRANCH	ADMINISTRATIVE SECTION		CORPORATE EXECUTIVE OFFICER I	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	The Corporate Executive Officer I, Administrative Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the provision of administrative support to the employees in the branch office.	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 Administrative Services, Records Management, Vehicle Management	26ARF0467	TAGBILARAN CITY
TAGBILARAN BRANCH	MEMBER SERVICES SECTION	TEAM I	SENIOR MEMBER SERVICE REPRESENTATIVE	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	The Senior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, conducts field verification, and provides general information and assistance to clients.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0468	TAGBILARAN CITY
TAGBILARAN BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM II	SOCIAL SECURITY OFFICER III	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	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.	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	26ARF0469	TAGBILARAN CITY
TOLEDO BRANCH	ADMINISTRATIVE SECTION		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, Administrative Section, provides administrative support to the branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0470	TOLEDO CITY

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LIST OF RANK & FILE PLANTILLA VACANCIES FOR FILLING-UP

OFFICE	SECTION	TEAM	POSITION	PAY GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	COMPETENCY **	VACANCY CODE	PLACE OF ASSIGNMENT
CEBU-NORTH RECLAMATION AREA BRANCH	MEMBER SERVICES SECTION		SENIOR MEMBER SERVICE REPRESENTATIVE	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	The Senior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, conducts field verification, and provides general information and assistance to clients.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0471	CEBU CITY
DANAO BRANCH	MEMBER SERVICES SECTION		SENIOR MEMBER SERVICE REPRESENTATIVE	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	The Senior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, conducts field verification, and provides general information and assistance to clients.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0472	DANAO CITY, CEBU
VISAYAS CENTRAL 2 DIVISION									
VISAYAS CENTRAL 2 DIVISION	OFFICE OF THE HEAD		SENIOR COMMUNICATIONS ANALYST	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	The Senior Communications Analyst, NCR/Luzon/Visayas/Mindanao Division Offices, prepares communication plans and handles programs for regional public relations (PR)-related activities, monitors published media content by local publications and programs and endorses issues and concerns including member complaints for appropriate action of Media Affairs Department (MAD), and disseminates information related to Social Security System (SSS) matters.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Public Relations	26ARF0473	ORMOC CITY
VISAYAS CENTRAL 2 DIVISION	ADMINISTRATIVE AND GENERAL ACCOUNTING SECTION		COURIER	3	(Step 1) 21,901.00 to (Step 8) 22,768.00	The Courier, Administrative and General Accounting Section, receives, sorts, and delivers mails, packages and other items to their corresponding addressees or destinations.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Mail Management	26ARF0474	ORMOC CITY
CALBAYOG BRANCH	OFFICE OF THE HEAD		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, NCR/Luzon/Visayas/Mindanao Branches, provides administrative support to the head of branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0475	CALBAYOG CITY
MAASIN BRANCH	MEMBER SERVICES SECTION		SENIOR MEMBER SERVICE REPRESENTATIVE	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	The Senior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, conducts field verification, and provides general information and assistance to clients.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0476	MAASIN CITY, SOUTHERN LEYTE
MAASIN BRANCH	MEMBER SERVICES SECTION		SENIOR MEMBER SERVICE REPRESENTATIVE	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	The Senior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, conducts field verification, and provides general information and assistance to clients.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0477	MAASIN CITY, SOUTHERN LEYTE
MAASIN BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM II	SOCIAL SECURITY OFFICER III	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	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.	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	26ARF0478	MAASIN CITY, SOUTHERN LEYTE
ORMOC BRANCH	ADMINISTRATIVE SECTION		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, Administrative Section, provides administrative support to the branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0479	ORMOC CITY
ORMOC BRANCH	MEMBER SERVICES SECTION	TEAM I	SOCIAL SECURITY OFFICER III	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	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.	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 Services	26ARF0480	ORMOC CITY
ORMOC BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM III	SENIOR ANALYST	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services	26ARF0481	ORMOC CITY

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LIST OF RANK & FILE PLANTILLA VACANCIES FOR FILLING-UP

OFFICE	SECTION	TEAM	POSITION	PAY GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	COMPETENCY **	VACANCY CODE	PLACE OF ASSIGNMENT
ORMOC BRANCH		BILIRAN SERVICE OFFICE	SOCIAL SECURITY OFFICER III	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	The Social Security Officer III, Service Office, supervises the service office'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 and provision of general information and assistance to SSS clients.	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 Services	26ARF0482	ORMOC CITY
TACLOBAN BRANCH	ADMINISTRATIVE SECTION		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, Administrative Section, provides administrative support to the branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0483	TACLOBAN CITY
TACLOBAN BRANCH	MEMBER SERVICES SECTION	TEAM I	SOCIAL SECURITY OFFICER III	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	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.	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 Services	26ARF0484	TACLOBAN CITY
TACLOBAN BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM II	SOCIAL SECURITY OFFICER III	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	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.	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	26ARF0485	TACLOBAN CITY
VISAYAS WEST 1 DIVISION									
VISAYAS WEST 1 DIVISION	OFFICE OF THE HEAD		SENIOR COMMUNICATIONS ANALYST	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	The Senior Communications Analyst, NCR/Luzon/Visayas/Mindanao Division Offices, prepares communication plans and handles programs for regional public relations (PR)-related activities, monitors published media content by local publications and programs and endorses issues and concerns including member complaints for appropriate action of Media Affairs Department (MAD), and disseminates information related to Social Security System (SSS) matters.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Public Relations	26ARF0486	BACOLOD CITY
VISAYAS WEST 1 DIVISION	ADMINISTRATIVE AND GENERAL ACCOUNTING SECTION		ACCOUNTANT	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	The Accountant, Administrative and General Accounting Section, accounts, controls and records all operational transactions and benefit disbursements of the division.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounting	26ARF0487	BACOLOD CITY
BACOLOD BRANCH	OFFICE OF THE HEAD		JUNIOR EXECUTIVE ASSISTANT	16	(Step 1) 58,749.00 to (Step 8) 63,078.00	The Junior Executive Assistant, NCR/Luzon/Visayas/Mindanao Branches, provides administrative support to the head of branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0488	BACOLOD CITY
BACOLOD BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM II	SOCIAL SECURITY OFFICER III	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	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.	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	26ARF0489	BACOLOD CITY
BAIS BRANCH	OFFICE OF THE HEAD		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, NCR/Luzon/Visayas/Mindanao Branches, provides administrative support to the head of branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0490	BAIS CITY
BAIS BRANCH	ACCOUNTS MANAGEMENT SECTION		JUNIOR ANALYST	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services	26ARF0491	BAIS CITY
DUMAGUETE BRANCH	ADMINISTRATIVE SECTION		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, Administrative Section, provides administrative support to the branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0492	DUMAGUETE CITY

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LIST OF RANK & FILE PLANTILLA VACANCIES FOR FILLING-UP

OFFICE	SECTION	TEAM	POSITION	PAY GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	COMPETENCY **	VACANCY CODE	PLACE OF ASSIGNMENT
DUMAGUETE BRANCH	TELLERING SECTION		CORPORATE EXECUTIVE OFFICER I	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	The Corporate Executive Officer I, Telling Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the receiving, safekeeping and processing of all types of payments.	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: Telling Services	26ARF0493	DUMAGUETE CITY
KABANKALAN BRANCH	OFFICE OF THE HEAD		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, NCR/Luzon/Visayas/Mindanao Branches, provides administrative support to the head of branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0494	KABANKALAN CITY
SAGAY BRANCH	OFFICE OF THE HEAD		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, NCR/Luzon/Visayas/Mindanao Branches, provides administrative support to the head of branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0495	SAGAY CITY
SAN CARLOS, NEGROS OCCIDENTAL BRANCH	OFFICE OF THE HEAD		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, NCR/Luzon/Visayas/Mindanao Branches, provides administrative support to the head of branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0496	SAN CARLOS CITY, NEGROS OCCIDENTAL
VICTORIAS BRANCH	TELLERING SECTION		CORPORATE EXECUTIVE OFFICER I	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	The Corporate Executive Officer I, Telling Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the receiving, safekeeping and processing of all types of payments.	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: Telling Services	26ARF0497	VICTORIAS CITY
VICTORIAS BRANCH	TELLERING SECTION		CASHIER	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Cashier, Team I/II, Telling Section, receives and processes all types of payments.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Telling Services	26ARF0498	VICTORIAS CITY
VISAYAS WEST 2 DIVISION									
VISAYAS WEST 2 DIVISION	ADMINISTRATIVE AND GENERAL ACCOUNTING SECTION		CORPORATE EXECUTIVE OFFICER II	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	The Corporate Executive Officer II, Administrative and General Accounting Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the provision of administrative support, accounting, controlling and recording of all operational transactions, and benefits disbursements of 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 Accounting, Mail Management, Office Management, Records Management, Supplies Management, Vehicle Management	26ARF0499	ILOILO CITY
VISAYAS WEST 2 DIVISION	ADMINISTRATIVE AND GENERAL ACCOUNTING SECTION		SENIOR ADMINISTRATIVE ASSISTANT	14	(Step 1) 49,749.00 to (Step 8) 53,323.00	The Senior Administrative Assistant, Administrative and General Accounting Section, provides administrative support to the division.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Office Management, Records Management	26ARF0500	ILOILO CITY
VISAYAS WEST 2 DIVISION	ADMINISTRATIVE AND GENERAL ACCOUNTING SECTION		BOOKKEEPER	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Bookkeeper, Administrative and General Accounting Section, prepares journal vouchers, conducts pre- and post-audit of disbursement vouchers, operational transactions and benefit payments, maintains subsidiary ledgers, prepares remittance vouchers for various financial transactions, and reconciles book balances with bank balances.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounting	26ARF0501	ILOILO CITY
ANTIQUÉ BRANCH	MEMBER SERVICES SECTION		CORPORATE EXECUTIVE OFFICER II	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	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.	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 Services	26ARF0502	ANTIQUÉ
ANTIQUÉ BRANCH	MEMBER SERVICES SECTION		SENIOR MEMBER SERVICE REPRESENTATIVE	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	The Senior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, conducts field verification, and provides general information and assistance to clients.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0503	ANTIQUÉ

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OFFICE	SECTION	TEAM	POSITION	PAY GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	COMPETENCY **	VACANCY CODE	PLACE OF ASSIGNMENT
KALIBO BRANCH	MEMBER SERVICES SECTION		CORPORATE EXECUTIVE OFFICER II	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	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.	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 Services	26ARF0504	KALIBO, AKLAN
ILOILO-CENTRAL BRANCH	MEMBER SERVICES SECTION	TEAM II	SENIOR MEMBER SERVICE REPRESENTATIVE	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	The Senior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, conducts field verification, and provides general information and assistance to clients.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0505	ILOILO CITY
ILOILO-CENTRAL BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM I	SENIOR ANALYST	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services	26ARF0506	ILOILO CITY
ILOILO-MOLO BRANCH	MEMBER SERVICES SECTION		SENIOR MEMBER SERVICE REPRESENTATIVE	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	The Senior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, conducts field verification, and provides general information and assistance to clients.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0507	MOLO, ILOILO CITY
ROXAS BRANCH	ADMINISTRATIVE SECTION		CORPORATE EXECUTIVE OFFICER I	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	The Corporate Executive Officer I, Administrative Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the provision of administrative support to the employees in the branch office.	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 Administrative Services, Records Management, Vehicle Management	26ARF0508	ROXAS CITY
ROXAS BRANCH	TELLERING SECTION		CORPORATE EXECUTIVE OFFICER I	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	The Corporate Executive Officer I, Teller Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the receiving, safekeeping and processing of all types of payments.	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: Teller Services	26ARF0509	ROXAS CITY
ROXAS BRANCH	TELLERING SECTION		CASHIER	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Cashier, Team I/II, Teller Section, receives and processes all types of payments.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Teller Services	26ARF0510	ROXAS CITY
MINDANAO OPERATIONS GROUP									
MINDANAO OPERATIONS GROUP	OFFICE OF THE HEAD		SENIOR EXECUTIVE ASSISTANT	20	(Step 1) 84,558.00 to (Step 8) 103,729.00	The Senior Executive Assistant, NCR/Luzon/Visayas/Mindanao Operations Group, provides technical and administrative support to the group.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Office Management, Records Management	26ARF0511	DAVAO CITY
MINDANAO NORTH DIVISION									
BUTUAN BRANCH	MEMBER SERVICES SECTION		CORPORATE EXECUTIVE OFFICER II <small>(with Social Security Officer III as next-in-rank)</small>	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	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.	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 Services	26ARF0512	BUTUAN CITY
BUTUAN BRANCH	MEMBER SERVICES SECTION	TEAM II	SENIOR MEMBER SERVICE REPRESENTATIVE	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	The Senior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, conducts field verification, and provides general information and assistance to clients.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0513	BUTUAN CITY
BUTUAN BRANCH	MEMBER SERVICES SECTION	TEAM II	JUNIOR MEMBER SERVICE REPRESENTATIVE	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0514	BUTUAN CITY

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OFFICE	SECTION	TEAM	POSITION	PAY GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	COMPETENCY **	VACANCY CODE	PLACE OF ASSIGNMENT
BUTUAN BRANCH	ACCOUNTS MANAGEMENT SECTION		CORPORATE EXECUTIVE OFFICER II (with Social Security Officer III as next-in-rank)	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	The Corporate Executive Officer II, Accounts Management Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and in 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.	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	26ARF0515	BUTUAN CITY
CDO-LAPASAN BRANCH	TELLERING SECTION		CASHIER	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Cashier, Team I/II, Telling Section, receives and processes all types of payments.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Telling Services	26ARF0516	LAPASAN, CDO
CDO-LAPASAN BRANCH	TELLERING SECTION		CASHIER	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Cashier, Team I/II, Telling Section, receives and processes all types of payments.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Telling Services	26ARF0517	LAPASAN, CDO
CAGAYAN DE ORO BRANCH	ADMINISTRATIVE SECTION		CORPORATE EXECUTIVE OFFICER I	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	The Corporate Executive Officer I, Administrative Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the provision of administrative support to the employees in the branch office.	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 Administrative Services, Records Management, Vehicle Management	26ARF0518	CAGAYAN DE ORO CITY
CAGAYAN DE ORO BRANCH	ADMINISTRATIVE SECTION		SENIOR ADMINISTRATIVE ASSISTANT	14	(Step 1) 49,749.00 to (Step 8) 53,323.00	The Senior Administrative Assistant, Administrative Section, provides administrative support to the branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0519	CAGAYAN DE ORO CITY
CAGAYAN DE ORO BRANCH	ADMINISTRATIVE SECTION		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, Administrative Section, provides administrative support to the branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0520	CAGAYAN DE ORO CITY
CAGAYAN DE ORO BRANCH	MEMBER SERVICES SECTION	TEAM I	SENIOR MEMBER SERVICE REPRESENTATIVE	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	The Senior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, conducts field verification, and provides general information and assistance to clients.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0521	CAGAYAN DE ORO CITY
CAGAYAN DE ORO BRANCH	MEMBER SERVICES SECTION	TEAM II	SENIOR MEMBER SERVICE REPRESENTATIVE	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	The Senior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, conducts field verification, and provides general information and assistance to clients.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0522	CAGAYAN DE ORO CITY
CAGAYAN DE ORO BRANCH	MEMBER SERVICES SECTION	TEAM III	SENIOR MEMBER SERVICE REPRESENTATIVE	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	The Senior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, conducts field verification, and provides general information and assistance to clients.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0523	CAGAYAN DE ORO CITY
CAGAYAN DE ORO BRANCH	ACCOUNTS MANAGEMENT SECTION		CORPORATE EXECUTIVE OFFICER II (with Social Security Officer III as next-in-rank)	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	The Corporate Executive Officer II, Accounts Management Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and in 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.	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	26ARF0524	CAGAYAN DE ORO CITY
GINGOOG BRANCH	ADMINISTRATIVE SECTION		CORPORATE EXECUTIVE OFFICER I	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	The Corporate Executive Officer I, Administrative Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the provision of administrative support to the employees in the branch office.	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 Administrative Services, Records Management, Vehicle Management	26ARF0525	GINGOOG CITY
GINGOOG BRANCH	ACCOUNTS MANAGEMENT SECTION		JUNIOR ANALYST	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services	26ARF0526	GINGOOG CITY

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LIST OF RANK & FILE PLANTILLA VACANCIES FOR FILLING-UP

OFFICE	SECTION	TEAM	POSITION	PAY GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	COMPETENCY **	VACANCY CODE	PLACE OF ASSIGNMENT
ILIGAN BRANCH	ACCOUNTS MANAGEMENT SECTION		CORPORATE EXECUTIVE OFFICER II (with Social Security Officer III as next-in-rank)	21	(Step 1) 104,766.00 to (Step 8) 129,855.00	The Corporate Executive Officer II, Accounts Management Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and in 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.	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	26ARF0527	ILIGAN CITY
OROQUIETA BRANCH	MEMBER SERVICES SECTION		SENIOR MEMBER SERVICE REPRESENTATIVE	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	The Senior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, conducts field verification, and provides general information and assistance to clients.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0528	OROQUIETA CITY
OROQUIETA BRANCH	MEMBER SERVICES SECTION		JUNIOR MEMBER SERVICE REPRESENTATIVE	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0529	OROQUIETA CITY
OROQUIETA BRANCH	MEMBER SERVICES SECTION		JUNIOR MEMBER SERVICE REPRESENTATIVE	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0530	OROQUIETA CITY
TANDAG BRANCH	MEMBER SERVICES SECTION		SENIOR MEMBER SERVICE REPRESENTATIVE	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	The Senior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, conducts field verification, and provides general information and assistance to clients.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0531	TANDAG CITY
VALENCIA BRANCH	ADMINISTRATIVE SECTION		CORPORATE EXECUTIVE OFFICER I	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	The Corporate Executive Officer I, Administrative Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the provision of administrative support to the employees in the branch office.	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 Administrative Services, Records Management, Vehicle Management	26ARF0532	VALENCIA CITY
VALENCIA BRANCH	MEMBER SERVICES SECTION	TEAM I	SENIOR MEMBER SERVICE REPRESENTATIVE	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	The Senior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, conducts field verification, and provides general information and assistance to clients.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0533	VALENCIA CITY
VALENCIA BRANCH	MEMBER SERVICES SECTION	TEAM I	SENIOR MEMBER SERVICE REPRESENTATIVE	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	The Senior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, conducts field verification, and provides general information and assistance to clients.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0534	VALENCIA CITY
SAN FRANCISCO, AGUSAN BRANCH	MEMBER SERVICES SECTION		SENIOR MEMBER SERVICE REPRESENTATIVE	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	The Senior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, conducts field verification, and provides general information and assistance to clients.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0535	SAN FRANCISCO, AGUSAN DEL SUR
SAN FRANCISCO, AGUSAN BRANCH	ACCOUNTS MANAGEMENT SECTION		SENIOR ANALYST	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services	26ARF0536	SAN FRANCISCO, AGUSAN DEL SUR
MINDANAO SOUTH 1 DIVISION									
MINDANAO SOUTH 1 DIVISION	OFFICE OF THE HEAD		JUNIOR TECHNICAL ASSISTANT	22	(Step 1) 131,153.00 to (Step 8) 146,392.00	The Junior Technical Assistant, NCR/Luzon/Visayas/Mindanao Division Offices, supervises the activities of the administrative staff in the unit and provides technical support to the head of 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: Office Management, Records Management	26ARF0537	DAVAO CITY
MINDANAO SOUTH 1 DIVISION	ADMINISTRATIVE AND GENERAL ACCOUNTING SECTION		BOOKKEEPER	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Bookkeeper, Administrative and General Accounting Section, prepares journal vouchers, conducts pre- and post-audit of disbursement vouchers, operational transactions and benefit payments, maintains subsidiary ledgers, prepares remittance vouchers for various financial transactions, and reconciles book balances with bank balances.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounting	26ARF0538	DAVAO CITY

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LIST OF RANK & FILE PLANTILLA VACANCIES FOR FILLING-UP

OFFICE	SECTION	TEAM	POSITION	PAY GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	COMPETENCY **	VACANCY CODE	PLACE OF ASSIGNMENT
MINDANAO SOUTH 1 DIVISION	ADMINISTRATIVE AND GENERAL ACCOUNTING SECTION		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, Administrative and General Accounting Section, provides administrative support to the division.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Office Management, Records Management	26ARF0539	DAVAO CITY
DAVAO BRANCH	OFFICE OF THE HEAD		JUNIOR EXECUTIVE ASSISTANT	16	(Step 1) 58,749.00 to (Step 8) 63,078.00	The Junior Executive Assistant, NCR/Luzon/Visayas/Mindanao Branches, provides administrative support to the head of branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0540	DAVAO CITY
DAVAO BRANCH	ADMINISTRATIVE SECTION		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, Administrative Section, provides administrative support to the branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0541	DAVAO CITY
DAVAO BRANCH	MEMBER SERVICES SECTION	TEAM III	SENIOR MEMBER SERVICE REPRESENTATIVE	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	The Senior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, conducts field verification, and provides general information and assistance to clients.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0542	DAVAO CITY
DAVAO BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM I	SENIOR ANALYST	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services	26ARF0543	DAVAO CITY
DAVAO BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM I	SENIOR ANALYST	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services	26ARF0544	DAVAO CITY
DAVAO BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM VI	SENIOR ANALYST	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services	26ARF0545	DAVAO CITY
DAVAO BRANCH	TELLERING SECTION		CASHIER	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Cashier, Team I/II, Teller Section, receives and processes all types of payments.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Teller Services	26ARF0546	DAVAO CITY
DIGOS BRANCH	ACCOUNTS MANAGEMENT SECTION		JUNIOR ANALYST	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services	26ARF0547	DIGOS CITY
MATI BRANCH	ADMINISTRATIVE SECTION		CORPORATE EXECUTIVE OFFICER I	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	The Corporate Executive Officer I, Administrative Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the provision of administrative support to the employees in the branch office.	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 Administrative Services, Records Management, Vehicle Management	26ARF0548	MATI CITY
MATI BRANCH	ADMINISTRATIVE SECTION		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, Administrative Section, provides administrative support to the branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0549	MATI CITY
PANABO BRANCH	OFFICE OF THE HEAD		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, NCR/Luzon/Visayas/Mindanao Branches, provides administrative support to the head of branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0550	PANABO CITY

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LIST OF RANK & FILE PLANTILLA VACANCIES FOR FILLING-UP

OFFICE	SECTION	TEAM	POSITION	PAY GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	COMPETENCY **	VACANCY CODE	PLACE OF ASSIGNMENT
PANABO BRANCH	ADMINISTRATIVE SECTION		CORPORATE EXECUTIVE OFFICER I	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	The Corporate Executive Officer I, Administrative Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the provision of administrative support to the employees in the branch office.	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 Administrative Services, Records Management, Vehicle Management	26ARF0551	PANABO CITY
TAGUM BRANCH	ADMINISTRATIVE SECTION		CORPORATE EXECUTIVE OFFICER I	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	The Corporate Executive Officer I, Administrative Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the provision of administrative support to the employees in the branch office.	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 Administrative Services, Records Management, Vehicle Management	26ARF0552	TAGUM CITY
MINDANAO SOUTH 2 DIVISION									
MINDANAO SOUTH 2 DIVISION	ADMINISTRATIVE AND GENERAL ACCOUNTING SECTION		SENIOR ADMINISTRATIVE ASSISTANT	14	(Step 1) 49,749.00 to (Step 8) 53,323.00	The Senior Administrative Assistant, Administrative and General Accounting Section, provides administrative support to the division.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Office Management, Records Management	26ARF0553	GENERAL SANTOS CITY
MINDANAO SOUTH 2 DIVISION	ADMINISTRATIVE AND GENERAL ACCOUNTING SECTION		BOOKKEEPER	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Bookkeeper, Administrative and General Accounting Section, prepares journal vouchers, conducts pre- and post-audit of disbursement vouchers, operational transactions and benefit payments, maintains subsidiary ledgers, prepares remittance vouchers for various financial transactions, and reconciles book balances with bank balances.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounting	26ARF0554	GENERAL SANTOS CITY
GENERAL SANTOS CITY BRANCH	OFFICE OF THE HEAD		JUNIOR ADMINISTRATIVE ASSISTANT	11	(Step 1) 37,098.00 to (Step 8) 43,518.00	The Junior Administrative Assistant, NCR/Luzon/Visayas/Mindanao Branches, provides administrative support to the head of branch.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0555	GENERAL SANTOS CITY
GENERAL SANTOS CITY BRANCH	ADMINISTRATIVE SECTION		SENIOR CLERK	9	(Step 1) 31,521.00 to (Step 8) 33,081.00	The Senior Clerk, Administrative Section, performs general clerical functions such as receiving, filing, and preparation of simple correspondence, memoranda and reports.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Administrative Services, Records Management	26ARF0556	GENERAL SANTOS CITY
GENERAL SANTOS CITY BRANCH	MEMBER SERVICES SECTION	TEAM I	JUNIOR MEMBER SERVICE REPRESENTATIVE	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0557	GENERAL SANTOS CITY
GENERAL SANTOS CITY BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM I	JUNIOR ANALYST	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services	26ARF0558	GENERAL SANTOS CITY
GENERAL SANTOS CITY BRANCH		ROBINSONS PLACE GEN SAN SERVICE OFFICE	SOCIAL SECURITY OFFICER III	19	(Step 1) 75,169.00 to (Step 8) 83,721.00	The Social Security Officer III, Service Office, supervises the service office'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 and provision of general information and assistance to SSS clients.	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 Services	26ARF0559	GENERAL SANTOS CITY
TACURONG BRANCH	ACCOUNTS MANAGEMENT SECTION		SENIOR ANALYST	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services	26ARF0560	TACURONG CITY

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LIST OF RANK & FILE PLANTILLA VACANCIES FOR FILLING-UP

OFFICE	SECTION	TEAM	POSITION	PAY GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	COMPETENCY **	VACANCY CODE	PLACE OF ASSIGNMENT
MINDANAO WEST DIVISION									
DIPOLOG BRANCH	MEMBER SERVICES SECTION		SENIOR MEMBER SERVICE REPRESENTATIVE	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	The Senior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, conducts field verification, and provides general information and assistance to clients.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0561	DIPOLOG CITY
DIPOLOG BRANCH	ACCOUNTS MANAGEMENT SECTION		SENIOR ANALYST	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services	26ARF0562	DIPOLOG CITY
PAGADIAN BRANCH	ACCOUNTS MANAGEMENT SECTION		SENIOR ANALYST	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services	26ARF0563	PAGADIAN CITY
ZAMBOANGA BRANCH	MEMBER SERVICES SECTION	TEAM II	SENIOR MEMBER SERVICE REPRESENTATIVE	15	(Step 1) 53,856.00 to (Step 8) 58,168.00	The Senior Member Service Representative, Team I/II/III/IV/V/VI/VII, Member Services Section I/II, receives, screens and processes different member transactions, conducts field verification, and provides general information and assistance to clients.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Services	26ARF0564	ZAMBOANGA CITY
ZAMBOANGA BRANCH	ACCOUNTS MANAGEMENT SECTION	TEAM I	JUNIOR ANALYST	13	(Step 1) 46,768.00 to (Step 8) 49,256.00	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.	Core Competency: Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented Functional Competency: Branch Accounts Management, Branch Services	26ARF0565	ZAMBOANGA CITY

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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.

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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))
Actuarial Services	The ability to design, analyze and determine the organization's financial system using mathematical/statistical financial knowledge.
Alternative Investments Management	The ability to manage alternative investments of the organization by implementing investment directions and policy guidelines including recommending of alternative investment related instruments which various SSS funds may be invested or divested.
Application System Development	The ability to design, develop and maintain application systems to support the attainment of corporate business objectives.
Asset Valuation Management	The ability to conduct appraisal on various real estate properties, and develop, update and enhance standards for valuation services.
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.
Bids and Awards Committee Secretariat Services	The ability to provide efficient and effective administrative and technical support services to the Bids and Awards Committee (BAC).
Biometric/Card Program Management	The ability to develop/enhance, monitor and maintain biometric/card program, policies, procedures and application systems to strengthen rightful identity verification of SSS members and to provide an innovative and convenient means of transacting with SSS.
Branch Accounting	The ability to record all financial transactions of NCR/Luzon/Visayas/Mindanao branches and foreign offices, and control the accounting of member benefit and loan disbursements including operational fund maintained by the branches to ensure complete, accurate and timely reporting of accounting information and compliance with applicable standards, rules and regulations.
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 Administrative Services	The ability to provide efficient and effective administrative support services vital to managing activities and operations in SSS branches.
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 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.
Budget Management	The ability to provide efficient and effective management of System's financial resources through planning, organizing, controlling and monitoring in accordance with set guidelines, target revenues, and in conformity with management plans, programs, deliverables and policies in order to achieve organization goals and objectives.
Business and Social Development Loans Program Management	The ability to evaluate and monitor accounts, and develop/enhance policies, processes and procedures relative to business and social development loan programs.
Cash Management	The ability to control and monitor the System's cash operations including receipt/recording/disbursement/depositing/safekeeping of funds.
Client Assistance (Biometric/Card Program and Operations)	The ability to effectively and efficiently handle queries or request for assistance on biometric/card program and operations from internal and/or external clients received over-the-counter/via different communication channels.
Client Case Encoding	The ability to properly and accurately encode details of complaints, inquiries or requests for assistance of clients to facilitate monitoring and ensure resolution/settlement.
Client Case Monitoring	The ability to gather and evaluate data to track progress of cases of complaints, inquiries or requests of clients pertaining to SSS matters and to ensure resolution/settlement.
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 Secretarial and Support Services	The ability to provide prompt, efficient and effective secretarial services during Social Security Commission (SSC)/Committee meetings.
Contributions Accounting	The ability to maintain, reconcile and monitor employer (ER) and household employer (HR) subsidiary ledgers to ensure accurate recording, posting and reporting of ER and HR contribution payments.
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 Communications Management	The ability to design and implement communication strategies to carry out SSS related information to, and gather feedback from, its various publics to foster the positive public image of the System.
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.
Deployment, Backup and Recovery Management	The ability to deploy program files and application systems to production and disaster recovery servers, archive and backup transaction data, and execute disaster recovery functions.
Economic Research	The ability to conduct micro- and macroeconomic research completely and accurately by gathering and analyzing economic and SSS-related data to determine possible impact on the overall operations of the System.

Employee Services	The ability to develop, enhance and administer services and programs on employee benefits, compensation, loans and other related matters.
Employees' Health Care Services	The ability to provide emergency, preventive, diagnostic and curative health care services (clinical, laboratory, diagnostic, dental and pharmacy) to SSS employees/dependents.
Employees' Medical Reimbursement Claims Management	The ability to evaluate and process medical reimbursement claims (e.g., sickness, dental and hospitalization) of SSS employees and their dependents in an effective and efficient manner.
Engineering and Architectural Services	The ability to provide efficient and effective engineering and architectural services for SSS infrastructure (e.g., construction, renovation or relocation of offices and building facilities) and non-infrastructure (e.g., installation, repair or improvement of electrical and mechanical facilities and equipment) projects.
Fund Management	The ability to manage funds of the organization by formulating investment directions and policy guidelines including recommendation of investment strategies that are aligned with corporate goals and objectives.
General Accounting	The ability to manage, monitor, analyze and maintain all financial transactions and information of the System in Financial Accounting System (FAS), and to provide complete, timely and accurate financial reports for the SSS, Employees Compensation (EC) fund, Mortgagor's Insurance Account (MIA), Flexi-fund and Personal Equity Savings Option (PESO) fund accounts in accordance with applicable standards, rules and regulations.
Housing and Acquired Assets Management	The ability to manage the foreclosure, registration, consolidation, conduct of appraisal, marketing and disposal, and loans management activities to housing acquired assets and housing loan accounts.
Housing Loans Management	The ability to develop and enhance policies, guidelines and procedures, and evaluate, process, monitor and maintain accounts pertaining to housing loan programs.
ICT Infrastructure Monitoring	The ability to conduct 24/7 systems performance monitoring of network, server and application systems vis-à-vis service level agreements (SLA), issue corresponding alerts and prepare reports on network, server and application systems performance.
International Affairs Administration	The ability to prepare and administer bilateral agreements on social security using knowledge of international relations and laws, and to conduct of research on the latest social security schemes. Proficiency Level Behavioral Indicators.
Investments Accounting	The ability to account, maintain and reconcile loan accounts (i.e., housing loans, member loans, investment properties, real and other properties acquired (ROPA), commercial loans and other long-term loans), SSS investments and insurance accounts' subsidiary ledgers against records from other organizational unit in order to provide complete, accurate and timely reporting of accounting information.
Investments Property Management	The ability to manage acquisition, marketing, billing, collection, contract management and monitoring activities of the System's investment properties.
IT Asset Procurement, Acceptance and Deployment Management	The ability to handle and ensure processing of IT resource requests for procurement, acquisition and deployment in order to meet the IT resource requirements of the System.
IT Standards Development	The ability to develop and recommend new or updated IT standards, update Standards Compendium, maintain Standards Website, and conduct awareness training on existing IT standards.
Large Accounts Management	The ability to manage large accounts and monitor compliance to Social Security (SS) Law to meet corporate goals on expanding coverage and increasing revenue.

Liquidity and Bank Deposits Management	The ability to control and monitor the System's overall liquidity, and its investments in bank deposits/treasury bills.
Mail Management	The ability to provide timely, efficient and accurate services for the receipt and delivery, release or mail of documents to appropriate addressees or destinations.
Maintenance Management	The ability to provide proper corrective and preventive maintenance and management of SSS building, offices, premises and its utilities, facilities and equipment.
Media Library Management	The ability to act as custodian of computer media library, control and ensure quality of production output (e.g., checks, reports, media outputs), and release all job outputs to appropriate organizational units.
Media Relations	The ability to build and maintain a positive public image for SSS and establish a firm relationship with media through effective communication techniques.
Medical Operations	The ability to provide appropriate and timely medical evaluation and Physical Examination Center (PEC) services for SSS members filing for medical benefit claims.
Medical Program Management	The ability to develop, implement and monitor medical program activities that are aligned with corporate goals and quality standards.
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.
Member Electronic Services Management	The ability to develop, implement, monitor and provide support services and assistance on member electronic service facilities to ensure innovative and convenient means of transacting with SSS.
Network Operations and Support	The ability to design, install and maintain the structured cabling system of SSS Main Office, branches and service offices, provide endpoint connectivity support for voice, video, fax and data resources, acquire network and communications resources, and provide 24x7 network operations first level support.
Office Management	The ability to provide efficient and effective administrative support services vital to managing activities and operations in the office.
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.
Process Development, Review and Monitoring	The ability to develop, review and enhance business processes, and monitor performance aligned with the System's objectives.
Processing of Benefit Transactions	The ability to process benefit transactions in accordance with approved program policies, processes and procedures.
Procurement Planning and Management	The ability to evaluate procurement plans for goods, consulting services and infrastructure projects of identified organizational units thoroughly, and manage other procurement activities such as purchasing and processing of billings for payment to suppliers, consultants and contractors proficiently in order to ensure continuing provision of goods and services and to achieve organization goals and objectives.

Project Management Support	The ability to provide technical assistance, training and shared project resources to project teams, and develop and maintain the project library.
Quality Management	The ability to establish, measure and monitor adherence to quality standards and plans that focuses on the continuous improvements of processes to achieve the System's goals and objectives.
Real and Other Properties Acquired Assets Management	The ability to manage acquisition, marketing, billing, collection, contract management and monitoring activities of the System's real and other properties acquired (ROPA) assets.
Records Management	The ability to effectively and efficiently safekeep, maintain, control, archive and handle disposal of records and other documents to ensure proper implementation of records management in the organization.
Scheduling and Monitoring of Computer Jobs	The ability to perform scheduling and monitoring of computer jobs and prepare batch job runsheet, input/output media and other documents for processing of scheduled computer jobs.
Securities Settlement and Custodianship Management	The ability to process, monitor and settle investment securities (i.e., equities and fixed income) of the System, and manage effective and efficient maintenance of various documents relating to investments including collaterals in various loan programs.
Security Management	The ability to efficiently and effectively provide security services, and develop and implement security plans and programs to ensure the physical security and safety of SSS personnel, clients and facilities within the SSS premises at all times.
Server Administration and Support	The ability to customize, maintain and monitor server (e.g., hardware, software, WinTel) and storage, and provide technical support to customers/users on server related queries and problems.
Short-Term Member Loans Management	The ability to develop, enhance and monitor guidelines, policies and procedures relative to short-term member loan programs.
Statistics and Data Analysis	The ability to manage collection and interpretation of quantitative data and the use of probability theory to estimate population parameters.
Strategic Decision and Technical Support	The ability to analyze various investment reports in order to prepare regular market and investment updates, and provide support services to funds management, and trading and investment activities to achieve established objectives and targets.
Supplies Management	The ability to control, distribute, and ensure sufficiency of supplies and materials needed for the effective operations of the unit based on established guidelines and procedures.
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.
Threat and Risk Management	The ability to implement the Information Systems Security Policies (ISSP) and various information system security solutions across all IT environments to prevent both internal and external breaches and security attacks, and conduct vulnerability assessment and penetration testing to evaluate and identify possible security breaches.
Vehicle Management	The ability to provide proper maintenance, control and monitoring of SSS service vehicles.