# 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 SECRETARIAT DEPARTMENT | COMMISSION AGENDA AND MINUTES SECTION | | CORPORATE EXECUTIVE OFFICER III | 22 | (Step 1) 131,153.00 to (Step 8) 146,392.00 | The Corporate Executive Officer III, Commission Agenda and Minutes Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the preparation of agenda materials, documentation of proceedings, and provision of logistic support in Social Security Commission (SSC) Board meetings. | **Managerial Competency:** Achieving Goals, Managing Work, Motivating and Developing People, Problem Solving and Decision Making, Visioning<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Commission Secretarial and Support Services, Records Management | 26BRF0001 | MAKATI CITY |
| **DEPUTY COMMISSION CLERK** | | | | | | | | | |
| NATIONAL CAPITAL REGION COMMISSION LEGAL DEPARTMENT | CASE PROCESSES AND ENFORCEMENT SECTION | | SENIOR DEPUTY CLERK OF COURT | 19 | (Step 1) 75,169.00 to (Step 8) 83,721.00 | The Senior Deputy Clerk of Court, Case Processes and Enforcement Section, prepares summonses, subpoenas, endorsements, notices of orders/resolutions entered, entries of judgments, writs of execution, notices of hearings and other legal processes of the Social Security Commission (SSC), and provides assistance in the conduct of hearings of SSC cases. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Commission Legal Services | 26BRF0002 | MAKATI CITY |
| LUZON COMMISSION LEGAL DEPARTMENT | CASE PROCESSES AND ENFORCEMENT SECTION | | JUNIOR DEPUTY SHERIFF | 14 | (Step 1) 49,749.00 to (Step 8) 53,323.00 | The Junior Deputy Sheriff, Case Processes and Enforcement Section, serves legal processes (i.e., subpoenas, notices of orders/resolutions entered, demand letters) issued by the Social Security Commission (SSC). | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Commission Legal Services | 26BRF0003 | MAKATI CITY |
| VISAYAS COMMISSION LEGAL DEPARTMENT | CASE PROCESSES AND ENFORCEMENT SECTION | | SENIOR DEPUTY CLERK OF COURT | 19 | (Step 1) 75,169.00 to (Step 8) 83,721.00 | The Senior Deputy Clerk of Court, Case Processes and Enforcement Section, prepares summonses, subpoenas, endorsements, notices of orders/resolutions entered, entries of judgments, writs of execution, notices of hearings and other legal processes of the Social Security Commission (SSC), and provides assistance in the conduct of hearings of SSC cases. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Commission Legal Services | 26BRF0004 | MAKATI CITY |
| **INTERNAL AUDIT SERVICE GROUP** | | | | | | | | | |
| **INTERNAL AUDIT SERVICE DIVISION I** | | | | | | | | | |
| INTERNAL AUDIT SERVICE DIVISION I | OFFICE OF THE HEAD | | SENIOR EXECUTIVE ASSISTANT | 20 | (Step 1) 84,558.00 to (Step 8) 103,729.00 | The Senior Executive Assistant, Internal Audit Service Division I, provides technical and administrative support to the division. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Office Management, Records Management | 26BRF0005 | QUEZON CITY |
| NCR AND FOREIGN AUDIT DEPARTMENT | SECTION II | | SENIOR AUDITOR | 21 | (Step 1) 104,766.00 to (Step 8) 129,855.00 | The Senior Auditor, Section I/Section II, supervises the audit team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the conduct of compliance, management and operations audit and Internal Quality Audit (IQA) of NCR branches and foreign offices based on the approved audit plan. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Audit Plan Implementation, Audit Planning | 26BRF0006 | QUEZON CITY |
| **INTERNAL AUDIT SERVICE DIVISION II** | | | | | | | | | |
| CORPORATE SERVICE AUDIT DEPARTMENT | SECTION II | | JUNIOR AUDITOR | 19 | (Step 1) 75,169.00 to (Step 8) 83,721.00 | The Junior Auditor, Section I/Section II, conducts compliance, management and operations audit of units involved in corporate services based on the approved audit plan. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Audit Plan Implementation, Audit Planning | 26BRF0007 | QUEZON CITY |
| PROCUREMENT AND SPECIAL 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 of units involved in procurement services and special audit as instructed by the Audit Committee. | **Managerial Competency:** Achieving Goals, Managing Work, Motivating and Developing People, Problem Solving and Decision Making, Visioning<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Audit Plan Implementation, Audit Planning | 26BRF0008 | QUEZON CITY |

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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 |
|---|---|---|---|---|---|---|---|---|---|
| PROCUREMENT AND SPECIAL AUDIT DEPARTMENT | SECTION I | | MANAGEMENT AND AUDIT OFFICER | 15 | (Step 1) 53,856.00 to (Step 8) 58,168.00 | The Management and Audit Officer, Section I/Section II, assists in the conduct of compliance, management and operations audit of units involved in procurement services and special audit as instructed by the Audit Committee based on the approved audit plan. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Audit Plan Implementation, Audit Planning | 26BRF0009 | QUEZON CITY |
| **BENEFITS ADMINISTRATION DIVISION** | | | | | | | | | |
| BENEFITS ADMINISTRATION DIVISION | OFFICE OF THE HEAD | | SENIOR ADMINISTRATIVE ASSISTANT | 14 | (Step 1) 49,749.00 to (Step 8) 53,323.00 | The Senior Administrative Assistant, Benefits Administration Division, provides administrative support to the head of division. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Office Management, Records Management | 26BRF0010 | QUEZON CITY |
| SICKNESS, MATERNITY AND DISABILITY BENEFITS ADMINISTRATION DEPARTMENT | RESEARCH AND DEVELOPMENT SECTION | | ASSISTANT PROGRAM SPECIALIST | 16 | (Step 1) 58,749.00 to (Step 8) 63,078.00 | The Assistant Program Specialist, Research and Development Section, updates and maintains existing guidelines, policies and procedures on sickness, maternity and disability (SMD) benefit programs and downloads new or enhanced systems to appropriate organizational units, coordinates with the appropriate organizational units to ensure proper production and dissemination of information materials, and resolves issues and concerns based on existing guidelines, policies and procedures relative to SMD benefit programs. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Benefit Program Development and Monitoring | 26BRF0011 | QUEZON CITY |
| SICKNESS, MATERNITY AND DISABILITY BENEFITS ADMINISTRATION DEPARTMENT | MONITORING SECTION | | CORPORATE EXECUTIVE OFFICER III | 22 | (Step 1) 131,153.00 to (Step 8) 146,392.00 | The Corporate Executive Officer III, Monitoring Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the monitoring and evaluation of the pilot implementation of sickness, maternity and disability (SMD) benefit programs. | **Managerial Competency:** Achieving Goals, Managing Work, Motivating and Developing People, Problem Solving and Decision Making, Visioning<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Benefit Program Development and Monitoring | 26BRF0012 | QUEZON CITY |
| SICKNESS, MATERNITY AND DISABILITY BENEFITS ADMINISTRATION DEPARTMENT | MONITORING SECTION | | ASSISTANT PROGRAM SPECIALIST | 16 | (Step 1) 58,749.00 to (Step 8) 63,078.00 | The Assistant Program Specialist, Monitoring Section, monitors the pilot implementation of sickness, maternity and disability (SMD) benefit programs as well as SMD benefit projection vis-à-vis actual disbursement and prepares monitoring report for evaluation of the Benefits Oversight and Review Department. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Benefit Program Development and Monitoring | 26BRF0013 | QUEZON CITY |
| RETIREMENT, DEATH AND FUNERAL BENEFITS ADMINISTRATION DEPARTMENT | PROGRAM DEVELOPMENT SECTION | | ASSISTANT PROGRAM SPECIALIST | 16 | (Step 1) 58,749.00 to (Step 8) 63,078.00 | The Assistant Program Specialist, Program Development Section, updates and maintains existing guidelines, policies and procedures on retirement, death and funeral (RDF) benefit programs and downloads new or enhanced systems to appropriate organizational units, coordinates with the appropriate organizational units to ensure proper production and dissemination of information materials, and resolves issues and concerns based on existing guidelines, policies and procedures relative to RDF benefit programs. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Benefit Program Development and Monitoring | 26BRF0014 | QUEZON CITY |
| PENSIONS ADMINISTRATION DEPARTMENT | OFFICE OF THE HEAD | | JUNIOR EXECUTIVE ASSISTANT | 16 | (Step 1) 58,749.00 to (Step 8) 63,078.00 | The Junior Executive Assistant, Pensions Administration Department, provides administrative support to the unit. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Office Management, Records Management | 26BRF0015 | QUEZON CITY |
| PENSIONS ADMINISTRATION DEPARTMENT | BANK/PENSIONERS COORDINATING SECTION | | CORPORATE EXECUTIVE OFFICER II | 21 | (Step 1) 104,766.00 to (Step 8) 129,855.00 | The Corporate Executive Officer II, Bank/Pensioners Coordinating Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the Memorandum of Agreement (MOA) with accredited banks on pension benefit, processing of all pensions returned by the banks, update and maintenance of the Bank File Database System and conduct of other bank-related activities relevant to pensioner programs. | **Managerial Competency:** Achieving Goals, Managing Work, Motivating and Developing People, Problem Solving and Decision Making, Visioning<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Benefit Program Development and Monitoring, Coordinating with Partner Agencies and Internal Units on Benefit Transactions, Processing of Benefit Transactions | 26BRF0016 | QUEZON CITY |
| BENEFITS OVERSIGHT AND REVIEW DEPARTMENT | RETIREMENT, DEATH AND FUNERAL SECTION | | CORPORATE EXECUTIVE OFFICER III | 22 | (Step 1) 131,153.00 to (Step 8) 146,392.00 | The Corporate Executive Officer III, Retirement, Death and Funeral Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the evaluation of monitoring reports of existing retirement, death and funeral (RDF) benefit programs, policies and procedures to ensure effective and efficient program implementation. | **Managerial Competency:** Achieving Goals, Managing Work, Motivating and Developing People, Problem Solving and Decision Making, Visioning<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Review of Program Implementation and Benefit Availments | 26BRF0017 | QUEZON CITY |
| BENEFITS OVERSIGHT AND REVIEW DEPARTMENT | RETIREMENT, DEATH AND FUNERAL SECTION | | SENIOR ANALYST | 15 | (Step 1) 53,856.00 to (Step 8) 58,168.00 | The Senior Analyst, Retirement, Death and Funeral Section, performs monitoring, evaluation and other related activities on the implementation of existing retirement, death and funeral (RDF) benefit programs. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Review of Program Implementation and Benefit Availments | 26BRF0018 | 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 |
|---|---|---|---|---|---|---|---|---|---|
| **MEMBER SERVICES AND SUPPORT GROUP** | | | | | | | | | |
| MEMBER SERVICES AND SUPPORT GROUP | OFFICE OF THE HEAD | | SENIOR ADMINISTRATIVE ASSISTANT | 14 | (Step 1) 49,749.00 to (Step 8) 53,323.00 | The Senior Administrative Assistant, Member Services and Support Group, provides administrative support to the group. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Office Management, Records Management | 26BRF0019 | QUEZON CITY |
| RECORDS ARCHIVING AND SERVICING DEPARTMENT | OFFICE OF THE HEAD | | JUNIOR ADMINISTRATIVE ASSISTANT | 11 | (Step 1) 37,098.00 to (Step 8) 43,518.00 | The Junior Administrative Assistant, Records Archiving and Servicing Department, provides administrative support to the unit. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Office Management, Records Management | 26BRF0020 | QUEZON CITY |
| RECORDS ARCHIVING AND SERVICING DEPARTMENT | RECORDS LIBRARY SECTION | RECORDS SERVICING TEAM I (DAY SHIFT) | SENIOR DATA CONTROLLER | 11 | (Step 1) 37,098.00 to (Step 8) 43,518.00 | The Senior Data Controller, Records Servicing Team I (Day Shift), Records Library Section, monitors the provision of copies of back file* Social Security System (SSS) records to requesting organizational units based on set guidelines and procedures. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Records Management | 26BRF0021 | QUEZON CITY |
| RECORDS ARCHIVING AND SERVICING DEPARTMENT | RECORDS LIBRARY SECTION | RECORDS SERVICING TEAM I (DAY SHIFT) | SENIOR DATA CONTROLLER | 11 | (Step 1) 37,098.00 to (Step 8) 43,518.00 | The Senior Data Controller, Records Servicing Team I (Day Shift), Records Library Section, monitors the provision of copies of back file* Social Security System (SSS) records to requesting organizational units based on set guidelines and procedures. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Records Management | 26BRF0022 | QUEZON CITY |
| RECORDS ARCHIVING AND SERVICING DEPARTMENT | RECORDS LIBRARY SECTION | RECORDS SERVICING TEAM I (DAY SHIFT) | SENIOR DATA CONTROLLER | 11 | (Step 1) 37,098.00 to (Step 8) 43,518.00 | The Senior Data Controller, Records Servicing Team I (Day Shift), Records Library Section, monitors the provision of copies of back file* Social Security System (SSS) records to requesting organizational units based on set guidelines and procedures. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Records Management | 26BRF0023 | QUEZON CITY |
| RECORDS ARCHIVING AND SERVICING DEPARTMENT | RECORDS LIBRARY SECTION | RECORDS SERVICING TEAM I (DAY SHIFT) | SENIOR DATA CONTROLLER | 11 | (Step 1) 37,098.00 to (Step 8) 43,518.00 | The Senior Data Controller, Records Servicing Team I (Day Shift), Records Library Section, monitors the provision of copies of back file* Social Security System (SSS) records to requesting organizational units based on set guidelines and procedures. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Records Management | 26BRF0024 | QUEZON CITY |
| RECORDS ARCHIVING AND SERVICING DEPARTMENT | CENTRAL VISAYAS RECORDS AND INFORMATION MANAGEMENT SECTION | RECORDS SERVICING, MAINTENANCE AND DISPOSAL TEAM | SENIOR RECORDS CUSTODIAN | 11 | (Step 1) 37,098.00 to (Step 8) 43,518.00 | The Senior Records Custodian, Records Servicing, Maintenance and Disposal Team, Central Visayas Records and Information Management Section, handles the provision of copies to requesting organizational units, maintenance and disposal of back file* Social Security System (SSS) records of organizational units under Central Visayas area based on set guidelines and procedures. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Records Management | 26BRF0025 | CEBU CITY |
| RECORDS ARCHIVING AND SERVICING DEPARTMENT | CENTRAL VISAYAS RECORDS AND INFORMATION MANAGEMENT SECTION | RECORDS SERVICING, MAINTENANCE AND DISPOSAL TEAM | SENIOR RECORDS CUSTODIAN | 11 | (Step 1) 37,098.00 to (Step 8) 43,518.00 | The Senior Records Custodian, Records Servicing, Maintenance and Disposal Team, Central Visayas Records and Information Management Section, handles the provision of copies to requesting organizational units, maintenance and disposal of back file* Social Security System (SSS) records of organizational units under Central Visayas area based on set guidelines and procedures. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Records Management | 26BRF0026 | CEBU CITY |
| RECORDS ARCHIVING AND SERVICING DEPARTMENT | SOUTHERN MINDANAO RECORDS AND INFORMATION MANAGEMENT SECTION | RECORDS SERVICING, MAINTENANCE AND DISPOSAL TEAM | SENIOR RECORDS CUSTODIAN | 11 | (Step 1) 37,098.00 to (Step 8) 43,518.00 | The Senior Records Custodian, Records Servicing, Maintenance and Disposal Team, Southern Mindanao Records and Information Management Section, handles the provision of copies to requesting organizational units, maintenance and disposal of back file* Social Security System (SSS) records of organizational units under Southern Mindanao area based on set guidelines and procedures. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Records Management | 26BRF0027 | DAVAO CITY |
| RECORDS ARCHIVING AND SERVICING DEPARTMENT | SOUTHERN MINDANAO RECORDS AND INFORMATION MANAGEMENT SECTION | RECORDS SERVICING, MAINTENANCE AND DISPOSAL TEAM | SENIOR RECORDS CUSTODIAN | 11 | (Step 1) 37,098.00 to (Step 8) 43,518.00 | The Senior Records Custodian, Records Servicing, Maintenance and Disposal Team, Southern Mindanao Records and Information Management Section, handles the provision of copies to requesting organizational units, maintenance and disposal of back file* Social Security System (SSS) records of organizational units under Southern Mindanao area based on set guidelines and procedures. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Records Management | 26BRF0028 | DAVAO CITY |
| IDENTITY MANAGEMENT DEPARTMENT | OPERATIONS SUPPORT SECTION | | JUNIOR ANALYST | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Junior Analyst, Operations Support Section, provides assistance in the conduct of monitoring on the implementation of Unified Multi-Purpose Identification (UMID) card program, and provides response and assistance to Social Security System (SSS) members, branches, partner agencies and other concerned internal/external units on their UMID card-related concerns in coordination with appropriate organizational units. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Biometric/Card Program Management, Client Assistance (Biometric/Card Program and Operations) | 26BRF0029 | 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 |
|---|---|---|---|---|---|---|---|---|---|
| IDENTITY MANAGEMENT DEPARTMENT | ENROLLMENT AND CARD PROCESSING SECTION | CARD PROCESSING TEAM I (FIRST SHIFT) | SOCIAL SECURITY OFFICER IV | 21 | (Step 1) 104,766.00 to (Step 8) 129,855.00 | The Social Security Officer IV, Card Processing Team I (First Shift), supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the production of Unified Multi-purpose Identification (UMID) cards in coordination with card production provider, and evaluation of printed UMID cards to ensure card quality prior to packaging and releasing. | **Managerial Competency:** Achieving Goals, Managing Work, Motivating and Developing People, Problem Solving and Decision Making, Visioning<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Biometric/Card Operations | 26BRF0030 | QUEZON CITY |
| IDENTITY MANAGEMENT DEPARTMENT | ENROLLMENT AND CARD PROCESSING SECTION | CARD PROCESSING TEAM I (FIRST SHIFT) | JUNIOR SPECIALIST | 19 | (Step 1) 75,169.00 to (Step 8) 83,721.00 | The Junior Specialist, Card Processing Team I/II (First Shift/Second Shift), coordinates production of Unified Multi-purpose Identification (UMID) cards with the card production provider, and evaluates UMID cards to ensure card quality prior to packaging and releasing. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Biometric/Card Operations | 26BRF0031 | QUEZON CITY |
| IDENTITY MANAGEMENT DEPARTMENT | ENROLLMENT AND CARD PROCESSING SECTION | CARD PROCESSING TEAM II (SECOND SHIFT) | SENIOR ANALYST<br><br>(The applicant's appointment will depend on the CSC's validation of the previous incumbent's appointment) | 15 | (Step 1) 53,856.00 to (Step 8) 58,168.00 | The Senior Analyst, Card Processing Team I/II (First Shift/Second Shift), reconciles Unified Multi-purpose Identification (UMID) cards delivered by the card production provider, and provides assistance in the inspection and quality control of UMID cards to ensure card quality prior to packaging and releasing. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Biometric/Card Operations | 26BRF0032 | QUEZON CITY |
| **MEMBER RELATIONS AND SUPPORT DIVISION** | | | | | | | | | |
| MEMBER RELATIONS AND SUPPORT DIVISION | MONITORING SECTION | | SENIOR ANALYST | 15 | (Step 1) 53,856.00 to (Step 8) 58,168.00 | The Senior Analyst, Monitoring Section, monitors, evaluates and prepares reports on replies or compliance of concerned organizational units on Social Security System (SSS) members' and other stakeholders' complaints, inquiry and requests for assistance pertaining to SSS matters in coordination with Member Communications and Assistance Department (MCAD) to ensure resolution and/or settlement of cases. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Client Case Monitoring | 26BRF0033 | QUEZON CITY |
| MEMBER EDUCATION DEPARTMENT | SPEAKERS' BUREAU SECTION II (EXTERNAL) | | JUNIOR COMMUNICATIONS ANALYST | 15 | (Step 1) 53,856.00 to (Step 8) 58,168.00 | The Junior Communications Analyst, Speakers' Bureau Section II (External), facilitates and promotes the conduct of external information seminars for Social Security System (SSS) members to increase their knowledge and appreciation of SSS programs, policies and procedures. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Member Education | 26BRF0034 | QUEZON CITY |
| MEMBER COMMUNICATIONS AND ASSISTANCE DEPARTMENT | 24/7 CALL CENTER SECTION | FIRST SHIFT | JUNIOR MEMBER SERVICE REPRESENTATIVE | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Junior Member Service Representative, First Shift/Second Shift, handles and prepares reports on communications (e.g., inquiries, complaints and requests for assistance) of Social Security System (SSS) members and other stakeholders (except Overseas Filipino Workers and other members, beneficiaries and pensioners based abroad) regarding SSS matters received via telephone hotline and domestic 1-800 toll-free numbers. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Client Assistance (SSS Matters), Handling Client Calls | 26BRF0035 | QUEZON CITY |
| MEMBER COMMUNICATIONS AND ASSISTANCE DEPARTMENT | 24/7 CALL CENTER SECTION | FIRST SHIFT | JUNIOR MEMBER SERVICE REPRESENTATIVE | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Junior Member Service Representative, First Shift/Second Shift, handles and prepares reports on communications (e.g., inquiries, complaints and requests for assistance) of Social Security System (SSS) members and other stakeholders (except Overseas Filipino Workers and other members, beneficiaries and pensioners based abroad) regarding SSS matters received via telephone hotline and domestic 1-800 toll-free numbers. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Client Assistance (SSS Matters), Handling Client Calls | 26BRF0036 | QUEZON CITY |
| MEMBER COMMUNICATIONS AND ASSISTANCE DEPARTMENT | 24/7 CALL CENTER SECTION | SECOND SHIFT | SENIOR MEMBER SERVICE REPRESENTATIVE | 15 | (Step 1) 53,856.00 to (Step 8) 58,168.00 | The Senior Member Service Representative, First Shift/Second Shift/Third Shift, handles and consolidates reports on communications (e.g., inquiries, complaints and requests for assistance) of Social Security System (SSS) members and other stakeholders (except Overseas Filipino Workers and other members, beneficiaries and pensioners based abroad) regarding SSS matters received via telephone hotline and domestic 1-800 toll-free numbers. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Client Assistance (SSS Matters), Handling Client Calls | 26BRF0037 | QUEZON CITY |
| MEMBER COMMUNICATIONS AND ASSISTANCE DEPARTMENT | 24/7 CALL CENTER SECTION | SECOND SHIFT | SENIOR MEMBER SERVICE REPRESENTATIVE | 15 | (Step 1) 53,856.00 to (Step 8) 58,168.00 | The Senior Member Service Representative, First Shift/Second Shift/Third Shift, handles and consolidates reports on communications (e.g., inquiries, complaints and requests for assistance) of Social Security System (SSS) members and other stakeholders (except Overseas Filipino Workers and other members, beneficiaries and pensioners based abroad) regarding SSS matters received via telephone hotline and domestic 1-800 toll-free numbers. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Client Assistance (SSS Matters), Handling Client Calls | 26BRF0038 | QUEZON CITY |
| MEMBER COMMUNICATIONS AND ASSISTANCE DEPARTMENT | 24/7 CALL CENTER SECTION | THIRD SHIFT | SENIOR MEMBER SERVICE REPRESENTATIVE | 15 | (Step 1) 53,856.00 to (Step 8) 58,168.00 | The Senior Member Service Representative, First Shift/Second Shift/Third Shift, handles and consolidates reports on communications (e.g., inquiries, complaints and requests for assistance) of Social Security System (SSS) members and other stakeholders (except Overseas Filipino Workers and other members, beneficiaries and pensioners based abroad) regarding SSS matters received via telephone hotline and domestic 1-800 toll-free numbers. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Client Assistance (SSS Matters), Handling Client Calls | 26BRF0039 | QUEZON CITY |

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| OFFICE | SECTION | TEAM | POSITION | PAY GRADE | MONTHLY SALARY RANGE * | JOB SUMMARY | COMPETENCY ** | VACANCY CODE | PLACE OF ASSIGNMENT |
|---|---|---|---|---|---|---|---|---|---|
| MEMBER COMMUNICATIONS AND ASSISTANCE DEPARTMENT | 24/7 CALL CENTER SECTION | THIRD SHIFT | SENIOR MEMBER SERVICE REPRESENTATIVE | 15 | (Step 1) 53,856.00 to (Step 8) 58,168.00 | The Senior Member Service Representative, First Shift/Second Shift/Third Shift, handles and consolidates reports on communications (e.g., inquiries, complaints and requests for assistance) of Social Security System (SSS) members and other stakeholders (except Overseas Filipino Workers and other members, beneficiaries and pensioners based abroad) regarding SSS matters received via telephone hotline and domestic 1-800 toll-free numbers. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Client Assistance (SSS Matters), Handling Client Calls | 26BRF0040 | QUEZON CITY |
| MEMBER COMMUNICATIONS AND ASSISTANCE DEPARTMENT | 24/7 CALL CENTER SECTION | QUALITY ASSURANCE AND SUPPORT TEAM | SENIOR COMMUNICATIONS ANALYST | 19 | (Step 1) 75,169.00 to (Step 8) 83,721.00 | The Senior Communications Analyst, Quality Assurance and Support Team, develops new/updated scripts, guidelines and metrics in handling communications (e.g., complaints, inquiries, requests for assistance) of Social Security System (SSS) members and other stakeholders (except those OFWs and other members, beneficiaries and pensioners based abroad) pertaining to SSS matters received via telephone hotline and domestic 1-800 toll-free numbers, and conducts monitoring to ensure that calls are handled well and to check adherence to scripts, metrics and guidelines. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Handling Client Calls | 26BRF0041 | QUEZON CITY |
| MEMBER COMMUNICATIONS AND ASSISTANCE DEPARTMENT | 24/7 CALL CENTER SECTION | QUALITY ASSURANCE AND SUPPORT TEAM | SENIOR COMMUNICATIONS ANALYST | 19 | (Step 1) 75,169.00 to (Step 8) 83,721.00 | The Senior Communications Analyst, Quality Assurance and Support Team, develops new/updated scripts, guidelines and metrics in handling communications (e.g., complaints, inquiries, requests for assistance) of Social Security System (SSS) members and other stakeholders (except those OFWs and other members, beneficiaries and pensioners based abroad) pertaining to SSS matters received via telephone hotline and domestic 1-800 toll-free numbers, and conducts monitoring to ensure that calls are handled well and to check adherence to scripts, metrics and guidelines. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Handling Client Calls | 26BRF0042 | QUEZON CITY |
| MEMBER COMMUNICATIONS AND ASSISTANCE DEPARTMENT | SOCIAL MEDIA SERVICES SECTION | SOCIAL MEDIA SERVICES TEAM | SENIOR COMMUNICATIONS ANALYST | 19 | (Step 1) 75,169.00 to (Step 8) 83,721.00 | The Senior Communications Analyst, develops standard and appropriate responses to complaints, inquiries or requests for assistance pertaining to Social Security System (SSS) matters posted by SSS members and other stakeholders at SSS official social media sites (e.g., Facebook, Twitter, Youtube), facilitates problem solving and resolutions thereof, and prepares reports on transactions and effectiveness of said media channels. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Handling Communications in Social Media Sites | 26BRF0043 | QUEZON CITY |
| MEMBER ELECTRONIC SERVICES DEPARTMENT | ELECTRONIC SERVICE FACILITY OPERATIONS SUPPORT (ESFOS) SECTION | ESFOS TEAM I | SENIOR MEMBER SERVICE REPRESENTATIVE | 15 | (Step 1) 53,856.00 to (Step 8) 58,168.00 | The Senior Member Service Representative, ESFOS Team I/II/III, attends to, evaluates and consolidates problems, queries and feedback received from internal and external clients (e.g., Social Security System (SSS) branch personnel, members, employers and other concerned organizational units) on the use of SSS electronic/self-service facilities, and provides them with timely and effective support services and assistance in coordination with appropriate organizational units. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Client Assistance (Electronic Service Facilities) | 26BRF0044 | QUEZON CITY |
| **ACCOUNT MANAGEMENT GROUP** | | | | | | | | | |
| PROFESSIONAL SECTOR DEPARTMENT | IMPLEMENTATION AND MONITORING SECTION | | JUNIOR SPECIALIST | 19 | (Step 1) 75,169.00 to (Step 8) 83,721.00 | The Junior Specialist, Implementation and Monitoring Section, handles program delivery, monitoring and evaluation of work processes and implementing guidelines for coverage and collection in the professional sector. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Coverage Program Management | 26BRF0045 | QUEZON CITY |
| COOPERATIVES AND INFORMAL SECTOR DEPARTMENT | RESEARCH AND DEVELOPMENT SECTION | | CORPORATE EXECUTIVE OFFICER III | 22 | (Step 1) 131,153.00 to (Step 8) 146,392.00 | The Corporate Executive Officer III, Research and Development Section, supervises the section's activities in the development and enhancement of program guidelines and performance standards relative to the effective and efficient work processes for coverage and collection in the cooperatives and informal sector. | **Managerial Competency:** Achieving Goals, Managing Work, Motivating and Developing People, Problem Solving and Decision Making, Visioning<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Coverage Program Management | 26BRF0046 | QUEZON CITY |
| **LARGE ACCOUNTS DIVISION** | | | | | | | | | |
| VISAYAS AND MINDANAO LARGE ACCOUNTS 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 and Mindanao Large Accounts Department, provides administrative support to the head of the department. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Office Management, Records Management | 26BRF0047 | 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 |
|---|---|---|---|---|---|---|---|---|---|
| **INTERNATIONAL OPERATIONS GROUP** | | | | | | | | | |
| INTERNATIONAL 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, International Operations Group, provides technical and administrative support to the head of the group. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Office Management, Records Management | 26BRF0048 | QUEZON CITY |
| INTERNATIONAL OPERATIONS GROUP | OFFICE OF THE HEAD | | SENIOR ADMINISTRATIVE ASSISTANT (To be assigned to the Office of the President and CEO) | 14 | (Step 1) 49,749.00 to (Step 8) 53,323.00 | The Senior Administrative Assistant, International Operations Group, provides administrative support to the head of the group. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Office Management, Records Management | 26BRF0049 | QUEZON CITY |
| BILATERAL AGREEMENTS DEPARTMENT | BA IMPLEMENTATION AND MONITORING SECTION | | SENIOR MEMBER SERVICE REPRESENTATIVE | 15 | (Step 1) 53,856.00 to (Step 8) 58,168.00 | The Senior Member Service Representative, BA Implementation and Monitoring Section, receives and screens various transactions, and provides general information and assistance to clients relative to Bilateral Social Security Agreement (BSSA). | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** International Affairs Administration | 26BRF0050 | QUEZON CITY |
| FOREIGN OPERATIONS SUPPORT SERVICES DEPARTMENT | ADMINISTRATIVE SERVICES SECTION | | JUNIOR SPECIALIST | 19 | (Step 1) 75,169.00 to (Step 8) 83,721.00 | The Junior Specialist, Administrative Services Section, handles administrative services relevant to the operations of Foreign Representative Offices (FROs). | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Foreign Office Support Services | 26BRF0051 | QUEZON CITY |
| **MIDDLE EAST AND EUROPE OPERATIONS DIVISION** | | | | | | | | | |
| MIDDLE EAST AND EUROPE OPERATIONS DIVISION | FOREIGN OFFICES | | FOREIGN REPRESENTATIVE II | 22 | (Step 1) 131,153.00 to (Step 8) 146,392.00 | The Foreign Representative II, Foreign Representative Offices, handles the operations and activities of a medium Foreign Representative Offices (FROs) and ensures fast and quality services delivered to Overseas Filipino Worker (OFW) members in its area of jurisdiction. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** OFW Member Support Services | 26BRF0052 | MAY BE DEPLOYED OVERSEAS |
| MIDDLE EAST AND EUROPE OPERATIONS DIVISION | FOREIGN OFFICES | | SENIOR MEMBER SERVICE REPRESENTATIVE | 15 | (Step 1) 53,856.00 to (Step 8) 58,168.00 | The Senior Member Service Representative, Foreign Representative Offices, provides prompt and quality member services to Overseas Filipino Workers (OFWs). | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** OFW Member Support Services | 26BRF0053 | QUEZON CITY |
| **ASIA, AMERICAS AND PACIFIC OPERATIONS DIVISION** | | | | | | | | | |
| DMW 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, Member Services Section, 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 (POEA) | 26BRF0054 | MANDALUYONG CITY |
| **INVESTMENTS SECTOR** | | | | | | | | | |
| **INVESTMENTS SUPPORT DIVISION** | | | | | | | | | |
| STRATEGIC DECISION AND TECHNICAL SUPPORT DEPARTMENT | MIDDLE-OFFICE AND BACK-OFFICE SUPPORT SECTION | | JUNIOR SPECIALIST | 19 | (Step 1) 75,169.00 to (Step 8) 83,721.00 | The Junior Specialist, Middle-Office and Back-Office Support Section, gathers data and provides updates on financial market in terms of liquidity, financial transactions, products and institutions relevant to SSS investment portfolio. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Strategic Decision and Technical Support | 26BRF0055 | QUEZON CITY |
| STRATEGIC DECISION AND TECHNICAL SUPPORT DEPARTMENT | MIDDLE-OFFICE AND BACK-OFFICE SUPPORT SECTION | | JUNIOR ADMINISTRATIVE ASSISTANT | 11 | (Step 1) 37,098.00 to (Step 8) 43,518.00 | The Junior Administrative Assistant, Middle-Office and Back-Office Support Section, provides administrative support to the unit. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Office Management, Records Management | 26BRF0056 | 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 |
|---|---|---|---|---|---|---|---|---|---|
| **TREASURY DIVISION** | | | | | | | | | |
| TREASURY DIVISION | OFFICE OF THE HEAD | | SENIOR ADMINISTRATIVE ASSISTANT | 14 | (Step 1) 49,749.00 to (Step 8) 53,323.00 | The Senior Administrative Assistant, Treasury Division, provides administrative support to the head of division. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Office Management, Records Management | 26BRF0057 | QUEZON CITY |
| SECURITIES SETTLEMENT AND CUSTODY DEPARTMENT | OFFICE OF THE HEAD | | JUNIOR EXECUTIVE ASSISTANT | 16 | (Step 1) 58,749.00 to (Step 8) 63,078.00 | The Junior Executive Assistant, Securities Settlement and Custody Department, provides administrative support to the head of the department. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Office Management, Records Management | 26BRF0058 | QUEZON CITY |
| LIQUIDITY MANAGEMENT AND BANK DEPOSITS DEPARTMENT | LIQUIDITY MANAGEMENT SECTION | | JUNIOR ANALYST | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Junior Analyst, Liquidity Management Section, maintains and controls various documents and reports relevant to funding of various investments and disbursements. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Liquidity and Bank Deposits Management | 26BRF0059 | QUEZON CITY |
| CASH MANAGEMENT DEPARTMENT | OFFICE OF THE HEAD | | JUNIOR EXECUTIVE ASSISTANT | 16 | (Step 1) 58,749.00 to (Step 8) 63,078.00 | The Junior Executive Assistant, Cash Management Department, provides administrative support to the head of the department. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Office Management, Records Management | 26BRF0060 | QUEZON CITY |
| CASH MANAGEMENT DEPARTMENT | RECEIPT SECTION | CHECK MONITORING TEAM | JUNIOR ANALYST | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Junior Analyst, Check Monitoring Team, Receipt Section, handles activities relating post-dated checks and dishonored checks. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Cash Management | 26BRF0061 | QUEZON CITY |
| CASH MANAGEMENT DEPARTMENT | DISBURSEMENT SECTION | CHECK/DEBIT ADVICE DISBURSEMENT TEAM | SENIOR CLERK | 9 | (Step 1) 31,521.00 to (Step 8) 33,081.00 | The Senior Clerk, Check/Debit Advice Disbursement Team, Disbursement Section, performs general clerical functions such as receiving, filing, typing of correspondence, memoranda and other reports. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Office Management, Records Management | 26BRF0062 | QUEZON CITY |
| CASH MANAGEMENT DEPARTMENT | COLLECTION MONITORING SECTION | MONITORING TEAM II | JUNIOR ANALYST | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Junior Analyst, Monitoring Team II, Collection Monitoring Section, analyzes, reconciles and monitors the daily deposited and undeposited collections of all SSS tellering branches/collecting partner agents. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Cash Management | 26BRF0063 | QUEZON CITY |
| **FUND MANAGEMENT GROUP** | | | | | | | | | |
| FUND MANAGEMENT GROUP | OFFICE OF THE HEAD | | PORTFOLIO MANAGER | 24 | (Step 1) 168,119.00 to (Step 8) 211,583.00 | The Portfolio Manager, Fund Management Group, manages the investment portfolio of assigned fund (i.e., SS Fund, State Insurance Fund (EC), Employees Defined Contribution Fund (Provident), Members Defined Contribution Fund (Flexi and PESO) and Mortgagors' Insurance Account (MIA)) to achieve established objectives of the Group. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Fund Management | 26BRF0064 | QUEZON CITY |
| FUND MANAGEMENT GROUP | OFFICE OF THE HEAD | | SENIOR ADMINISTRATIVE ASSISTANT | 14 | (Step 1) 49,749.00 to (Step 8) 53,323.00 | The Senior Administrative Assistant, Fund Management Group, provides administrative support to the group. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Office Management, Records Management | 26BRF0065 | QUEZON CITY |
| **CAPITAL MARKETS GROUP** | | | | | | | | | |
| CAPITAL MARKETS GROUP | OFFICE OF THE HEAD | | JUNIOR TECHNICAL ASSISTANT | 22 | (Step 1) 131,153.00 to (Step 8) 146,392.00 | The Junior Technical Assistant, Capital Markets 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 | 26BRF0066 | 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 |
|---|---|---|---|---|---|---|---|---|---|
| **EQUITIES INVESTMENTS DIVISION** | | | | | | | | | |
| EQUITIES INVESTMENTS DIVISION | OFFICE OF THE HEAD | | JUNIOR SPECIALIST | 19 | (Step 1) 75,169.00 to (Step 8) 83,721.00 | The Junior Specialist, Equities Investments Division, prepares technical analysis reports and studies on the upper two (2) quartiles in terms of market capitalization of the System's investments in stocks as well as stocks of consideration by the System. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Equities Investments Management | 26BRF0067 | QUEZON CITY |
| **FIXED INCOME INVESTMENTS DIVISION** | | | | | | | | | |
| FIXED INCOME INVESTMENTS DIVISION | OFFICE OF THE HEAD | | TRADER II | 22 | (Step 1) 131,153.00 to (Step 8) 146,392.00 | The Trader II, Fixed Income Investments Division, evaluates research information on fixed income instruments, and performs/confirms, in accordance with the limits established for a Trader II, trading transactions to generate investment income through the buying and selling of fixed income instruments. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Fixed Income Investments Management | 26BRF0068 | QUEZON CITY |
| FIXED INCOME INVESTMENTS DIVISION | OFFICE OF THE HEAD | | SENIOR SPECIALIST | 21 | (Step 1) 104,766.00 to (Step 8) 129,855.00 | The Senior Specialist, Fixed Income Investments Division, prepares fundamental analysis/research and studies on government securities to optimize investment opportunities in generating income. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Fixed Income Investments Management | 26BRF0069 | QUEZON CITY |
| **LENDING AND ASSET MANAGEMENT GROUP** | | | | | | | | | |
| BUSINESS AND DEVELOPMENT LOANS DEPARTMENT | BUSINESS LOANS MANAGEMENT SECTION | | SENIOR ANALYST | 15 | (Step 1) 53,856.00 to (Step 8) 58,168.00 | The Senior Analyst, Business Loans Management Section, monitors, maintains and updates loan records of member-employer borrowers on business development loan facility and other related loan facilities thru Participating Financial Institutions (PFIs). | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Business and Social Development Loans Program Management | 26BRF0070 | QUEZON CITY |
| MEMBER LOANS DEPARTMENT | SHORT-TERM LOAN MANAGEMENT SECTION I | TEAM II | SENIOR ANALYST | 15 | (Step 1) 53,856.00 to (Step 8) 58,168.00 | The Senior Analyst, Team II, Short-Term Loan Management Section I, examines statement of account on Stock Investment Loan Program/Privatization Fund Loan Program (SILP/PFLP) of member-borrowers with excess payment and verifies if with existing loan for possible deduction, and prepares SILP/PFLP certification to member-borrowers with benefit claim applications. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Short-Term Member Loans Management | 26BRF0071 | QUEZON CITY |
| MEMBER LOANS DEPARTMENT | SHORT-TERM LOAN MANAGEMENT SECTION I | TEAM II | JUNIOR ANALYST | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Junior Analyst, Team II, Short-Term Loan Management Section I, receives and screens option to sell shares of stock applications, prepares member loan payment return form (SSS Form ML-1), check clearance request and adjustment memo, and coordinates any discrepancies on stock certificates, option to sell shares of stock application forms and submitted supporting documents with Stock Transfer Office (STO)/brokers/member-borrowers/representatives. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Short-Term Member Loans Management | 26BRF0072 | QUEZON CITY |
| MEMBER LOANS DEPARTMENT | SHORT-TERM LOAN MANAGEMENT SECTION I | TEAM II | JUNIOR ANALYST | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Junior Analyst, Team II, Short-Term Loan Management Section I, receives and screens option to sell shares of stock applications, prepares member loan payment return form (SSS Form ML-1), check clearance request and adjustment memo, and coordinates any discrepancies on stock certificates, option to sell shares of stock application forms and submitted supporting documents with Stock Transfer Office (STO)/brokers/member-borrowers/representatives. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Short-Term Member Loans Management | 26BRF0073 | QUEZON CITY |
| MEMBER LOANS DEPARTMENT | SHORT-TERM LOAN MANAGEMENT SECTION II | TEAM II | JUNIOR ANALYST | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Junior Analyst, Team II, Short-Term Loan Management Section II, handles referrals, queries and concerns from branches and other organizational unit on short-term loan programs, and gathers, collates and monitors all pertinent data including official issuances, manuals and status reports that may be used in the evaluation, conceptualization/formulation and updating of short-term loan programs. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Short-Term Member Loans Management | 26BRF0074 | QUEZON CITY |
| MEMBER LOANS DEPARTMENT | HOUSING LOAN MANAGEMENT SECTION | HOUSING LOAN SUPPORT TEAM | JUNIOR ANALYST | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Junior Analyst, Housing Loan Support Team, Housing Loan Management Section, maintains and updates housing loan records in Housing Loan Management System (HLMS) through proper and accurate encoding of housing loan details and information, and prepares and issues Certificate of Loan Eligibility (CLE) and housing loan clearance to members, mortgagors and other organizational unit. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Housing Loans Management | 26BRF0075 | 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 |
|---|---|---|---|---|---|---|---|---|---|
| MEMBER LOANS DEPARTMENT | HOUSING LOAN MANAGEMENT SECTION | HOUSING LOAN SUPPORT TEAM | JUNIOR ANALYST | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Junior Analyst, Housing Loan Support Team, Housing Loan Management Section, maintains and updates housing loan records in Housing Loan Management System (HLMS) through proper and accurate encoding of housing loan details and information, and prepares and issues Certificate of Loan Eligibility (CLE) and housing loan clearance to members, mortgagors and other organizational unit. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Housing Loans Management | 26BRF0076 | QUEZON CITY |
| **ASSET MANAGEMENT DIVISION** | | | | | | | | | |
| INVESTMENT PROPERTY DEPARTMENT | ACQUISITION AND MARKETING SECTION | ACQUISITION AND MARKETING TEAM I | SOCIAL SECURITY OFFICER V | 22 | (Step 1) 131,153.00 to (Step 8) 146,392.00 | The Social Security Officer V, Acquisition and Marketing Team I/II, Acquisition and Marketing Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the acquisition, development, marketing, disposal and leasing of investment properties. | **Managerial Competency:** Achieving Goals, Managing Work, Motivating and Developing People, Problem Solving and Decision Making, Visioning<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Investments Property Management | 26BRF0077 | QUEZON CITY |
| ROPA AND ACQUIRED ASSETS DEPARTMENT | ACQUISITION AND MARKETING SECTION | ACQUISITION AND MARKETING TEAM I | SENIOR SPECIALIST | 21 | (Step 1) 104,766.00 to (Step 8) 129,855.00 | The Senior Specialist, Acquisition and Marketing Team I/II, Acquisition and Marketing Section, conducts market surveys on Real and Other Properties Acquired (ROPA) and acquired asset properties, prepares cost estimates and funding requirements and identifies rental/selling rates of properties to optimize investments, and evaluates potential buyers'/lessees' proposals. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Real and Other Properties Acquired Assets Management | 26BRF0078 | QUEZON CITY |
| HOUSING AND ACQUIRED ASSETS MANAGEMENT DEPARTMENT | OFFICE OF THE HEAD | | JUNIOR EXECUTIVE ASSISTANT | 16 | (Step 1) 58,749.00 to (Step 8) 63,078.00 | The Junior Executive Assistant, Housing and Acquired Assets Management Department, provides administrative support to the unit. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Office Management, Records Management | 26BRF0079 | QUEZON CITY |
| HOUSING AND ACQUIRED ASSETS MANAGEMENT DEPARTMENT | COMPLIANCE SECTION | | SENIOR ANALYST | 15 | (Step 1) 53,856.00 to (Step 8) 58,168.00 | The Senior Analyst, Compliance Section, monitors, evaluates and consolidates accomplishment and collection reports of NCR/Luzon/Visayas/Mindanao Housing Acquired Assets Management Sections (HAAMS), and receives and screens housing and acquired asset documents to ensure completeness and accuracy of submitted documents. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Housing and Acquired Assets Compliance Management | 26BRF0080 | QUEZON CITY |
| HOUSING AND ACQUIRED ASSETS MANAGEMENT DEPARTMENT | NCR HOUSING ACQUIRED ASSETS MANAGEMENT SECTION (HAAMS) | | CORPORATE EXECUTIVE OFFICER III | 22 | (Step 1) 131,153.00 to (Step 8) 146,392.00 | The Corporate Executive Officer III, NCR Housing Acquired Assets Management Section (HAAMS), supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the foreclosure, registration, consolidation, marketing and disposal, and loans management of all housing acquired asset properties and housing loan accounts maintained by the unit. | **Managerial Competency:** Achieving Goals, Managing Work, Motivating and Developing People, Problem Solving and Decision Making, Visioning<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Housing and Acquired Assets Management | 26BRF0081 | QUEZON CITY |
| HOUSING AND ACQUIRED ASSETS MANAGEMENT DEPARTMENT | LUZON HAAMS | SAN PABLO - LOANS, FORECLOSURE AND DISPOSAL TEAM | JUNIOR APPRAISER | 15 | (Step 1) 53,856.00 to (Step 8) 58,168.00 | The Junior Appraiser, Naga – Loans, Foreclosure and Disposal Team/San Pablo – Loans, Foreclosure and Disposal Team/Tarlac – Loans, Foreclosure and Disposal Team, Luzon HAAMS, conducts appraisal on various real estate properties within area of jurisdiction, and prepares appraisal reports and construction progress appraisal report (CPAR). | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Housing and Acquired Assets Management | 26BRF0082 | SAN PABLO CITY, LAGUNA |
| HOUSING AND ACQUIRED ASSETS MANAGEMENT DEPARTMENT | VISAYAS HAAMS | BACOLOD - LOANS, FORECLOSURE AND DISPOSAL TEAM | JUNIOR APPRAISER | 15 | (Step 1) 53,856.00 to (Step 8) 58,168.00 | The Junior Appraiser, Bacolod – Loans, Foreclosure and Disposal Team/Cebu – Loans, Foreclosure and Disposal Team, Visayas HAAMS, conducts appraisal on various real estate properties within area of jurisdiction, and prepares appraisal reports and construction progress appraisal report (CPAR). | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Housing and Acquired Assets Management | 26BRF0083 | BACOLOD CITY |
| HOUSING AND ACQUIRED ASSETS MANAGEMENT DEPARTMENT | VISAYAS HAAMS | BACOLOD - LOANS, FORECLOSURE AND DISPOSAL TEAM | JUNIOR ANALYST | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Junior Analyst, Bacolod – Loans, Foreclosure and Disposal Team/Cebu – Loans, Foreclosure and Disposal Team, Visayas HAAMS, markets housing acquired asset properties for sale, monitors and maintains housing and acquired asset loan repayments, and handles foreclosure activities on delinquent housing loan accounts and consolidation of ownership of foreclosed properties. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Housing and Acquired Assets Management | 26BRF0084 | BACOLOD CITY |
| HOUSING AND ACQUIRED ASSETS MANAGEMENT DEPARTMENT | MINDANAO HAAMS | | CORPORATE EXECUTIVE OFFICER III | 22 | (Step 1) 131,153.00 to (Step 8) 146,392.00 | The Corporate Executive Officer III, Mindanao HAAMS, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the foreclosure, registration, consolidation, conduct of appraisal, marketing and disposal, and loans management of all housing acquired asset properties and housing loan accounts maintained by the unit. | **Managerial Competency:** Achieving Goals, Managing Work, Motivating and Developing People, Problem Solving and Decision Making, Visioning<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Housing and Acquired Assets Management | 26BRF0085 | DAVAO 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 |
|---|---|---|---|---|---|---|---|---|---|
| HOUSING AND ACQUIRED ASSETS MANAGEMENT DEPARTMENT | MINDANAO HAAMS | DAVAO TEAM I - LOANS MANAGEMENT | SENIOR CLERK | 9 | (Step 1) 31,521.00 to (Step 8) 33,081.00 | The Senior Clerk, Davao Team I – Loans Management, Mindanao HAAMS, 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 | 26BRF0086 | DAVAO CITY |
| **CORPORATE SERVICES SECTOR** | | | | | | | | | |
| **ADMINISTRATION GROUP** | | | | | | | | | |
| SECURITY DEPARTMENT | OFFICE OF THE HEAD | | JUNIOR SECURITY ANALYST | 11 | (Step 1) 37,098.00 to (Step 8) 43,518.00 | The Junior Security Analyst, Security Department, conducts research for the development/enhancement of security plans and programs, coordinates training programs for the updating of security measures, and conducts security surveys and inspections in SSS Main Office and Branch Offices including other properties and facilities. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Security Management | 26BRF0087 | QUEZON CITY |
| **GENERAL SERVICES DIVISION** | | | | | | | | | |
| OFFICE SERVICES DEPARTMENT | MAILS AND CHECKS RELEASE SECTION | INCOMING MAILS TEAM | SENIOR CLERK | 9 | (Step 1) 31,521.00 to (Step 8) 33,081.00 | The Senior Clerk, Incoming Mails Team, Mails and Checks Release Section, performs general clerical functions such as receiving, filing, recording, encoding and preparation of simple correspondence, memoranda and reports, and processes return-to-sender (RTS) mails using the appropriate application system. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Mail Management, Office Management, Records Management | 26BRF0088 | QUEZON CITY |
| OFFICE SERVICES DEPARTMENT | SUPPLIES MANAGEMENT AND PRINTING SECTION | PRINTING TEAM | SENIOR MACHINE OPERATOR | 8 | (Step 1) 28,144.00 to (Step 8) 31,209.00 | The Senior Machine Operator, Printing Team, Supplies Management and Printing Section, prints, reproduces, cuts and binds forms and other related documents based on established standards. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Supplies Management | 26BRF0089 | QUEZON CITY |
| OFFICE SERVICES DEPARTMENT | INVENTORY MANAGEMENT SECTION | BRANCHES TEAM | SENIOR PROPERTY CUSTODIAN | 11 | (Step 1) 37,098.00 to (Step 8) 43,518.00 | The Senior Property Custodian, Branches Team, Inventory Management Section, creates and settles internal order, receives and identifies asset class of newly purchased/acquired property, equipment and intangible assets, prepares and monitors budget on insurance of all properties insured to Government Service Insurance System (GSIS), maintains and updates records on property, equipment and intangible assets, and conducts annual physical inventory in the branch office units not covered in the Main Office to validate the existence of assets and to determine accuracy of accounting inventory records. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Inventory Management | 26BRF0090 | QUEZON CITY |
| ENGINEERING AND FACILITIES MANAGEMENT DEPARTMENT | ENGINEERING SECTION | CIVIL AND ARCHITECTURAL TEAM | SENIOR ENGINEER | 21 | (Step 1) 104,766.00 to (Step 8) 129,855.00 | The Senior Engineer, Civil and Architectural Team, Engineering Section, prepares civil engineering matters for the construction, relocation, rehabilitation or improvement of offices and building facilities. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Engineering and Architectural Services | 26BRF0091 | QUEZON CITY |
| ENGINEERING AND FACILITIES MANAGEMENT DEPARTMENT | ENGINEERING SECTION | CIVIL AND ARCHITECTURAL TEAM | SENIOR ENGINEER | 21 | (Step 1) 104,766.00 to (Step 8) 129,855.00 | The Senior Engineer, Civil and Architectural Team, Engineering Section, prepares civil engineering matters for the construction, relocation, rehabilitation or improvement of offices and building facilities. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Engineering and Architectural Services | 26BRF0092 | QUEZON CITY |
| ENGINEERING AND FACILITIES MANAGEMENT DEPARTMENT | ENGINEERING SECTION | CIVIL AND ARCHITECTURAL TEAM | SENIOR ARCHITECT | 21 | (Step 1) 104,766.00 to (Step 8) 129,855.00 | The Senior Architect, Civil and Architectural Team, Engineering Section, prepares architectural designs for the construction, relocation, rehabilitation or improvement of offices and building facilities. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Engineering and Architectural Services | 26BRF0093 | QUEZON CITY |
| ENGINEERING AND FACILITIES MANAGEMENT DEPARTMENT | ENGINEERING SECTION | ELECTRO-MECHANICAL TEAM | SENIOR ENGINEER | 21 | (Step 1) 104,766.00 to (Step 8) 129,855.00 | The Senior Engineer, Electro-Mechanical Team, Engineering Section, prepares electrical/mechanical plans and designs for the installation, repair or improvement of electrical/mechanical facilities and equipment. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Engineering and Architectural Services | 26BRF0094 | QUEZON CITY |
| ENGINEERING AND FACILITIES MANAGEMENT DEPARTMENT | FACILITIES MANAGEMENT SECTION I | TRANSPORTATION AND COMMUNICATION SERVICES TEAM | SOCIAL SECURITY OFFICER III | 19 | (Step 1) 75,169.00 to (Step 8) 83,721.00 | The Social Security Officer III, Transportation and Communication Services 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 providing data for the purchase of Main Office vehicles, handling of operations, maintenance, repair and annual renewal of registration of service vehicles, 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:** Vehicle Management | 26BRF0095 | 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 |
|---|---|---|---|---|---|---|---|---|---|
| ENGINEERING AND FACILITIES MANAGEMENT DEPARTMENT | FACILITIES MANAGEMENT SECTION II | NCR BRANCH FACILITIES MANAGEMENT TEAM | SENIOR TECHNICIAN | 14 | (Step 1) 49,749.00 to (Step 8) 53,323.00 | The Senior Technician, NCR Branch Facilities Management Team, Facilities Management Section II, conducts regular inspection and assesses problems pertaining to office/electrical/ mechanical equipment. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Maintenance Management | 26BRF0096 | QUEZON CITY |
| ENGINEERING AND FACILITIES MANAGEMENT DEPARTMENT | FACILITIES MANAGEMENT SECTION II | ROPA FACILITIES MANAGEMENT TEAM | SOCIAL SECURITY OFFICER V | 22 | (Step 1) 131,153.00 to (Step 8) 146,392.00 | The Social Security Officer V, ROPA 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 the conduct of repair and maintenance on building facilities, fixtures, furniture and office/electrical/mechanical equipment in SSS Makati Building, HK Sun Plaza, Urdaneta and other investment and real properties. | **Managerial Competency:** Achieving Goals, Managing Work, Motivating and Developing People, Problem Solving and Decision Making, Visioning<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Maintenance Management | 26BRF0097 | QUEZON CITY |
| BRANCH SUPPORT SERVICES DEPARTMENT | CONSTRUCTION MANAGEMENT SECTION | | JUNIOR ENGINEER | 19 | (Step 1) 75,169.00 to (Step 8) 83,721.00 | The Junior Engineer, Construction Management Section, evaluates and provides technical specifications for branch office units' requests for equipment and electro-mechanical facilities based on guidelines and standards on building and branch design for procurement through Local Bids and Awards Committee (LBAC). | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Engineering and Architectural Services | 26BRF0098 | QUEZON CITY |
| BRANCH SUPPORT SERVICES DEPARTMENT | CONSTRUCTION MANAGEMENT SECTION | | JUNIOR ENGINEER | 19 | (Step 1) 75,169.00 to (Step 8) 83,721.00 | The Junior Engineer, Construction Management Section, evaluates and provides technical specifications for branch office units' requests for equipment and electro-mechanical facilities based on guidelines and standards on building and branch design for procurement through Local Bids and Awards Committee (LBAC). | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Engineering and Architectural Services | 26BRF0099 | QUEZON CITY |
| **PROCUREMENT MANAGEMENT DIVISION** | | | | | | | | | |
| PROCUREMENT PLANNING AND MANAGEMENT DEPARTMENT | PURCHASING SECTION | PURCHASING TEAM I | SENIOR ANALYST | 15 | (Step 1) 53,856.00 to (Step 8) 58,168.00 | The Senior Analyst, Purchasing Team I, Purchasing Section, handles the posting of procurement documents based on relevant policies and procedures, distribution and monitoring of canvass forms as well as the conduct of spot canvassing/benchmarking to prospective suppliers, and monitors compliance of bidders on pre-qualification requirements. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Procurement Planning and Management | 26BRF0100 | QUEZON CITY |
| PROCUREMENT PLANNING AND MANAGEMENT DEPARTMENT | PURCHASING SECTION | PURCHASING TEAM II | BUYER | 11 | (Step 1) 37,098.00 to (Step 8) 43,518.00 | The Buyer, Purchasing Team II, Purchasing Section, handles activities related to the hiring of consultants/contractors for consulting services and infrastructure projects. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Procurement Planning and Management | 26BRF0101 | QUEZON CITY |
| CONTRACT MANAGEMENT DEPARTMENT | LONG-TERM CONTRACTS SECTION | | JUNIOR SPECIALIST | 19 | (Step 1) 75,169.00 to (Step 8) 83,721.00 | The Junior Specialist, Long-Term Contracts Section, assesses and monitors compliance of suppliers, contractors and consultants on long-term contracts for procurement of goods, consulting services and infrastructure projects through project proponent/project manager/end-user units. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Contract Management | 26BRF0102 | QUEZON CITY |
| CONTRACT MANAGEMENT DEPARTMENT | LONG-TERM CONTRACTS SECTION | | JUNIOR ANALYST | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Junior Analyst, Long-Term Contracts Section, gathers and checks long-term contract documents to monitor compliance of suppliers, contractors and consultants in the procurement of goods, consulting services and infrastructure projects. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Contract Management | 26BRF0103 | QUEZON CITY |
| **CONTROLLERSHIP GROUP** | | | | | | | | | |
| CONTROLLERSHIP GROUP | OFFICE OF THE HEAD | | JUNIOR TECHNICAL ASSISTANT | 22 | (Step 1) 131,153.00 to (Step 8) 146,392.00 | The Junior Technical Assistant, Controllership 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<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Office Management, Records Management | 26BRF0104 | QUEZON CITY |
| CONTROLLERSHIP GROUP | OFFICE OF THE HEAD | | SENIOR EXECUTIVE ASSISTANT | 20 | (Step 1) 84,558.00 to (Step 8) 103,729.00 | The Senior Executive Assistant, Controllership Group, provides technical and administrative support to the group. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Office Management, Records Management | 26BRF0105 | 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 |
|---|---|---|---|---|---|---|---|---|---|
| **FINANCIAL AND BUDGET DIVISION** | | | | | | | | | |
| GENERAL ACCOUNTING DEPARTMENT | OPERATIONAL FUND SECTION I | PROCESSING TEAM I | SENIOR FINANCIAL SPECIALIST | 15 | (Step 1) 53,856.00 to (Step 8) 58,168.00 | The Senior Financial Specialist, Processing Team I, Operational Fund Section I, evaluates and processes complex financial transactions of maintenance and repairs of building, furniture and equipment, donations, data capture and printing, audit fees and Social Security Commission expenses (per diem) under Maintenance and Other Operating Expenses (MOOE) and Capital Expenditures (CAPEX), and monitors paid disbursement vouchers or debit advices. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** General Accounting | 26BRF0106 | QUEZON CITY |
| GENERAL ACCOUNTING DEPARTMENT | OPERATIONAL FUND SECTION I | PROCESSING TEAM II | SOCIAL SECURITY OFFICER III | 19 | (Step 1) 75,169.00 to (Step 8) 83,721.00 | The Social Security Officer III, Processing Team II, Operational Fund Section I, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the accounting and control of operational expenses on liquidation or reimbursement of travelling, trainings, planning sessions, taxes and insurance, Social Security Commission (SSC) reimbursable expenses, discretionary allowances, extraordinary and miscellaneous expenses (EME), special projects and replenishment of revolving/working/petty cash funds and miscellaneous expenses under Maintenance and Other Operating Expenses (MOOE). | **Managerial Competency:** Achieving Goals, Managing Work, Motivating and Developing People, Problem Solving and Decision Making, Visioning<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** General Accounting | 26BRF0107 | QUEZON CITY |
| GENERAL ACCOUNTING DEPARTMENT | OPERATIONAL FUND SECTION I | PROCESSING TEAM II | BOOKKEEPER | 11 | (Step 1) 37,098.00 to (Step 8) 43,518.00 | The Bookkeeper, Processing Team II, Operational Fund Section I, evaluates, processes and journalizes simple financial transactions on liquidation or reimbursement of travelling, trainings, planning sessions, taxes and insurance, Social Security Commission (SSC) reimbursable expenses, discretionary allowances, extraordinary and miscellaneous expenses (EME), special projects and replenishment of revolving/working/petty cash funds and miscellaneous expenses under Maintenance and Other Operating Expenses (MOOE). | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** General Accounting | 26BRF0108 | QUEZON CITY |
| GENERAL ACCOUNTING DEPARTMENT | OPERATIONAL FUND SECTION II | CENTRALIZED MOOE TEAM | SENIOR FINANCIAL SPECIALIST | 15 | (Step 1) 53,856.00 to (Step 8) 58,168.00 | The Senior Financial Specialist, Centralized MOOE Team, Operational Fund Section II, evaluates, processes and journalizes complex financial transactions on janitorial, security, telephone, light and water, postage, hospitalization, rice grant, freight, rentals, photocopying, meals, Job Order (JO) and Service Bureau (SB) personnel expenses under centralized Maintenance and Other Operating Expenses (MOOE), and monitors paid disbursement vouchers or debit advices. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** General Accounting | 26BRF0109 | QUEZON CITY |
| GENERAL ACCOUNTING DEPARTMENT | TAXES AND REMITTANCES SECTION | TAXES TEAM | SOCIAL SECURITY OFFICER III | 19 | (Step 1) 75,169.00 to (Step 8) 83,721.00 | The Social Security Officer III, Taxes Team, Taxes and Remittances Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the accounting and control of taxes withheld from employees' compensation, suppliers and creditors remitted to Bureau of Internal Revenue (BIR), and generation and distribution of BIR tax certificates. | **Managerial Competency:** Achieving Goals, Managing Work, Motivating and Developing People, Problem Solving and Decision Making, Visioning<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** General Accounting | 26BRF0110 | QUEZON CITY |
| GENERAL ACCOUNTING DEPARTMENT | TAXES AND REMITTANCES SECTION | REMITTANCE TEAM | SOCIAL SECURITY OFFICER III | 19 | (Step 1) 75,169.00 to (Step 8) 83,721.00 | The Social Security Officer III, Remittance Team, Taxes and Remittances Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the accounting and control of remittances of officials and employees for contributions, loan amortizations, mutual fund and others due to other government and private agencies, and preparation of corresponding remittance vouchers and reports. | **Managerial Competency:** Achieving Goals, Managing Work, Motivating and Developing People, Problem Solving and Decision Making, Visioning<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** General Accounting | 26BRF0111 | QUEZON CITY |
| GENERAL ACCOUNTING DEPARTMENT | GENERAL ACCOUNTS SECTION | | CORPORATE EXECUTIVE OFFICER III | 22 | (Step 1) 131,153.00 to (Step 8) 146,392.00 | The Corporate Executive Officer III, General Accounts Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and in the attainment of commitment targets relative to the preparation and consolidation of financial reports for the Social Security System (SSS), Employees' Compensation (EC) fund, Mortgagor's Insurance Account (MIA), Flexi-fund, and Personal Equity Savings Option (PESO) fund accounts, and accounting and control of property, equipment, intangible assets and investment related accounts. | **Managerial Competency:** Achieving Goals, Managing Work, Motivating and Developing People, Problem Solving and Decision Making, Visioning<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** General Accounting | 26BRF0112 | QUEZON CITY |
| GENERAL ACCOUNTING DEPARTMENT | GENERAL ACCOUNTS SECTION | DATA CONSOLIDATION AND REPORT TEAM | ACCOUNTANT | 15 | (Step 1) 53,856.00 to (Step 8) 58,168.00 | The Accountant, Data Consolidation and Report Team, General Accounts Section, prepares, consolidates and analyzes various financial reports for Social Security System (SSS), Employees' Compensation (EC) fund, Mortgagor's Insurance Account (MIA), Flexi-fund, and Personal Equity Savings Option (PESO) fund accounts. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** General Accounting | 26BRF0113 | QUEZON CITY |
| GENERAL ACCOUNTING DEPARTMENT | GENERAL ACCOUNTS SECTION | DATA CONSOLIDATION AND REPORT TEAM | ACCOUNTANT | 15 | (Step 1) 53,856.00 to (Step 8) 58,168.00 | The Accountant, Data Consolidation and Report Team, General Accounts Section, prepares, consolidates and analyzes various financial reports for Social Security System (SSS), Employees' Compensation (EC) fund, Mortgagor's Insurance Account (MIA), Flexi-fund, and Personal Equity Savings Option (PESO) fund accounts. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** General Accounting | 26BRF0114 | 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 |
|---|---|---|---|---|---|---|---|---|---|
| GENERAL ACCOUNTING DEPARTMENT | REVENUE SECTION | COLLECTING BANK TEAM | SENIOR FINANCIAL SPECIALIST | 15 | (Step 1) 53,856.00 to (Step 8) 58,168.00 | The Senior Financial Specialist, Collecting Bank Team, Revenue Section, analyzes and reconciles collections on electronic payment (E-payment) facilities from accredited collecting banks/agents/partners against collection reports from E-payment server of the System, and prepares variance reports. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** General Accounting | 26BRF0115 | QUEZON CITY |
| GENERAL ACCOUNTING DEPARTMENT | REVENUE SECTION | ANALYSIS TEAM | SOCIAL SECURITY OFFICER III | 19 | (Step 1) 75,169.00 to (Step 8) 83,721.00 | The Social Security Officer III, Analysis Team, Revenue Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the analysis and processing of bank transactions on peso and foreign currency accounts including other current liabilities of Overseas Filipino Workers (OCL-OFW) accounts. | **Managerial Competency:** Achieving Goals, Managing Work, Motivating and Developing People, Problem Solving and Decision Making, Visioning<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** General Accounting | 26BRF0116 | QUEZON CITY |
| GENERAL ACCOUNTING DEPARTMENT | REVENUE SECTION | ANALYSIS TEAM | ACCOUNTANT | 15 | (Step 1) 53,856.00 to (Step 8) 58,168.00 | The Accountant, Analysis Team, Revenue Section, analyzes and reconciles financial transactions on other current liabilities of Overseas Filipino Workers (OCL-OFW). | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** General Accounting | 26BRF0117 | 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<br>**Functional Competency:** Branch Accounting | 26BRF0118 | 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<br>**Functional Competency:** Branch Accounting | 26BRF0119 | 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<br>**Functional Competency:** Branch Accounting | 26BRF0120 | 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<br>**Functional Competency:** Branch Accounting | 26BRF0121 | QUEZON CITY |
| BRANCH ACCOUNTING DEPARTMENT | MEMBER BENEFITS/LOANS DISBURSEMENT AND CERTIFICATION SERVICING SECTION | MEMBER BENEFITS/LOANS DISBURSEMENT TEAM | BOOKKEEPER | 11 | (Step 1) 37,098.00 to (Step 8) 43,518.00 | The Bookkeeper, Member Benefits/Loans Disbursement Team, Member Benefits/Loans Disbursement and Certification Servicing Section, evaluates, processes, records, uploads and monitors financial transactions on member benefit and loan disbursements, analyzes and journalizes reports on returned pensions thru accredited collecting banks, and processes return-to-sender (RTS) member benefit and loan checks. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Accounting | 26BRF0122 | QUEZON CITY |
| **OPERATIONS ACCOUNTING DIVISION** | | | | | | | | | |
| OPERATIONS ACCOUNTING DIVISION | OFFICE OF THE HEAD | | JUNIOR TECHNICAL ASSISTANT | 22 | (Step 1) 131,153.00 to (Step 8) 146,392.00 | The Junior Technical Assistant, Operations Accounting 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<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Office Management, Records Management | 26BRF0123 | QUEZON CITY |
| INVESTMENTS ACCOUNTING DEPARTMENT | OFFICE OF THE HEAD | INSURANCE TEAM | SENIOR CLERK | 9 | (Step 1) 31,521.00 to (Step 8) 33,081.00 | The Senior Clerk, Insurance Team, performs general clerical functions such as receiving, filing, routing, and preparation of simple correspondence, memoranda and reports, monitors submission of final report from accredited FI adjuster and Association of Mortgage Redemption Insurers (AMRI), and updates list of borrowers covered by fire insurance (FI) and mortgage redemption insurance (MRI). | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Office Management, Records Management | 26BRF0124 | QUEZON CITY |
| INVESTMENTS ACCOUNTING DEPARTMENT | SECURITIES AND COMMERCIAL LOANS SECTION | SECURITIES AND OTHER EQUITIES TEAM | SENIOR ANALYST | 15 | (Step 1) 53,856.00 to (Step 8) 58,168.00 | The Senior Analyst, Securities and Other Equities Team, Securities and Commercial Loans Section, analyzes, maintains and reconciles financial transactions and information on securities and other equities accounts in subsidiary ledger against general ledger from other organizational unit. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Investments Accounting | 26BRF0125 | 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 |
|---|---|---|---|---|---|---|---|---|---|
| INVESTMENTS ACCOUNTING DEPARTMENT | SECURITIES AND COMMERCIAL LOANS SECTION | COMMERCIAL LOANS TEAM | SENIOR ANALYST | 15 | (Step 1) 53,856.00 to (Step 8) 58,168.00 | The Senior Analyst, Commercial Loans Team, Securities and Commercial Loans Section, analyzes, processes, maintains and reconciles financial transactions and information on commercial loan accounts in subsidiary ledger against general ledger from other organizational unit. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Investments Accounting | 26BRF0126 | QUEZON CITY |
| INVESTMENTS ACCOUNTING DEPARTMENT | SECURITIES AND COMMERCIAL LOANS SECTION | COMMERCIAL LOANS TEAM | SENIOR ANALYST | 15 | (Step 1) 53,856.00 to (Step 8) 58,168.00 | The Senior Analyst, Commercial Loans Team, Securities and Commercial Loans Section, analyzes, processes, maintains and reconciles financial transactions and information on commercial loan accounts in subsidiary ledger against general ledger from other organizational unit. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Investments Accounting | 26BRF0127 | QUEZON CITY |
| INVESTMENTS ACCOUNTING DEPARTMENT | SECURITIES AND COMMERCIAL LOANS SECTION | COMMERCIAL LOANS TEAM | SENIOR ANALYST | 15 | (Step 1) 53,856.00 to (Step 8) 58,168.00 | The Senior Analyst, Commercial Loans Team, Securities and Commercial Loans Section, analyzes, processes, maintains and reconciles financial transactions and information on commercial loan accounts in subsidiary ledger against general ledger from other organizational unit. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Investments Accounting | 26BRF0128 | QUEZON CITY |
| INVESTMENTS ACCOUNTING DEPARTMENT | REAL AND OTHER PROPERTIES ACQUIRED (ROPA) AND INVESTMENT PROPERTY SECTION | REAL ESTATE AND PROPERTIES ACQUIRED (ROPA) TEAM | SENIOR ANALYST | 15 | (Step 1) 53,856.00 to (Step 8) 58,168.00 | The Senior Analyst, Real Estate and Properties Acquired (ROPA) Team, Real and Other Properties Acquired (ROPA) and Investment Property Section, analyzes, processes, maintains and reconciles financial transactions and information on real and other properties acquired (ROPA) accounts in subsidiary ledger against general ledger from other organizational unit. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Investments Accounting | 26BRF0129 | QUEZON CITY |
| INVESTMENTS ACCOUNTING DEPARTMENT | HOUSING LOANS SECTION | REL TEAM | SENIOR ANALYST | 15 | (Step 1) 53,856.00 to (Step 8) 58,168.00 | The Senior Analyst, REL Team, Housing Loans Section, analyzes, processes, maintains and reconciles financial transactions and information on real estate loan accounts in subsidiary ledgers against general ledger from other organizational unit. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Investments Accounting | 26BRF0130 | QUEZON CITY |
| INVESTMENTS ACCOUNTING DEPARTMENT | HOUSING LOANS SECTION | PARI-PASSU/PFI/CORPORATE AND EMPLOYEES HOUSING LOANS TEAM | SENIOR ANALYST | 15 | (Step 1) 53,856.00 to (Step 8) 58,168.00 | The Senior Analyst, Pari-Passu/PFI/Corporate and Employees Housing Loans Team, Housing Loans Section, analyzes, processes, maintains and reconciles financial transactions and information on pari-passu, Participating Financial Institutions (PFIs), Overseas Filipino Workers (OFW)/Trade Union Members (TUM)/Workers Organization Member (WOM), corporate and employees housing loan accounts in subsidiary ledgers against general ledger from other organizational unit. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Investments Accounting | 26BRF0131 | QUEZON CITY |
| INVESTMENTS ACCOUNTING DEPARTMENT | HOUSING LOANS SECTION | PARI-PASSU/PFI/CORPORATE AND EMPLOYEES HOUSING LOANS TEAM | SENIOR ANALYST | 15 | (Step 1) 53,856.00 to (Step 8) 58,168.00 | The Senior Analyst, Pari-Passu/PFI/Corporate and Employees Housing Loans Team, Housing Loans Section, analyzes, processes, maintains and reconciles financial transactions and information on pari-passu, Participating Financial Institutions (PFIs), Overseas Filipino Workers (OFW)/Trade Union Members (TUM)/Workers Organization Member (WOM), corporate and employees housing loan accounts in subsidiary ledgers against general ledger from other organizational unit. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Investments Accounting | 26BRF0132 | QUEZON CITY |
| INVESTMENTS ACCOUNTING DEPARTMENT | HOUSING LOANS SECTION | PARI-PASSU/PFI/CORPORATE AND EMPLOYEES HOUSING LOANS TEAM | PROCESSOR | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Processor, Pari-Passu/PFI/Corporate and Employees Housing Loans Team, Housing Loans Section, maintains and reconciles financial transactions and information on pari-passu, Participating Financial Institutions (PFIs), Overseas Filipino Workers (OFW)/Trade Union Members (TUM)/Workers Organization Member (WOM), corporate and employees housing loan accounts in subsidiary ledgers against general ledger from other organizational unit. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Investments Accounting | 26BRF0133 | QUEZON CITY |
| INVESTMENTS ACCOUNTING DEPARTMENT | MEMBER LOANS SECTION | ER RECONCILIATION TEAM | SOCIAL SECURITY OFFICER II | 15 | (Step 1) 53,856.00 to (Step 8) 58,168.00 | The Social Security Officer II, ER Reconciliation 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 short-term member loan payments through employers. | **Managerial Competency:** Achieving Goals, Managing Work, Motivating and Developing People, Problem Solving and Decision Making, Visioning<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Investments Accounting | 26BRF0134 | 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<br>**Functional Competency:** Investments Accounting | 26BRF0135 | 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<br>**Functional Competency:** Investments Accounting | 26BRF0136 | 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 |
|---|---|---|---|---|---|---|---|---|---|
| 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<br>**Functional Competency:** Investments Accounting | 26BRF0137 | 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<br>**Functional Competency:** Investments Accounting | 26BRF0138 | QUEZON CITY |
| CONTRIBUTIONS ACCOUNTING DEPARTMENT | RECONCILIATION AND MONITORING SECTION | R3/R5 RECONCILIATION AND MONITORING TEAM I (NCR) | SENIOR CLERK | 9 | (Step 1) 31,521.00 to (Step 8) 33,081.00 | The Senior Clerk, R3/R5 Reconciliation and Monitoring Team I (NCR), Reconciliation and Monitoring 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<br>**Functional Competency:** Office Management, Records Management | 26BRF0139 | QUEZON CITY |
| CONTRIBUTIONS ACCOUNTING DEPARTMENT | ER/HR MAINTENANCE SECTION | RECORDS CONTROL TEAM | VERIFIER | 9 | (Step 1) 31,521.00 to (Step 8) 33,081.00 | The Verifier, Records Control Team, ER/HR Maintenance Section, verifies employer (ER) and household employer (HR) contribution payments with request for adjustment or correction from records within the unit and collection documents from other organizational unit. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Contributions Accounting | 26BRF0140 | QUEZON CITY |
| CONTRIBUTIONS ACCOUNTING DEPARTMENT | REFUND AND DATA CORRECTION SECTION | VERIFICATION TEAM | VERIFIER | 9 | (Step 1) 31,521.00 to (Step 8) 33,081.00 | The Verifier, Verification Team, Data Correction and Verification Section, verifies list of invalid/unpostable Social Security (SS) identification numbers and misclassified payment transactions of employer (ER), household employer (HR), self-employed (SE) and voluntary member (VM) through online inquiry, records within the unit and collection documents from other organizational unit. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Contributions Accounting | 26BRF0141 | QUEZON CITY |
| CONTRIBUTIONS ACCOUNTING DEPARTMENT | REFUND AND DATA CORRECTION SECTION | VERIFICATION TEAM | VERIFIER | 9 | (Step 1) 31,521.00 to (Step 8) 33,081.00 | The Verifier, Verification Team, Data Correction and Verification Section, verifies list of invalid/unpostable Social Security (SS) identification numbers and misclassified payment transactions of employer (ER), household employer (HR), self-employed (SE) and voluntary member (VM) through online inquiry, records within the unit and collection documents from other organizational unit. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Contributions Accounting | 26BRF0142 | QUEZON CITY |
| CONTRIBUTIONS ACCOUNTING DEPARTMENT | REFUND AND DATA CORRECTION SECTION | VERIFICATION TEAM | VERIFIER | 9 | (Step 1) 31,521.00 to (Step 8) 33,081.00 | The Verifier, Verification Team, Data Correction and Verification Section, verifies list of invalid/unpostable Social Security (SS) identification numbers and misclassified payment transactions of employer (ER), household employer (HR), self-employed (SE) and voluntary member (VM) through online inquiry, records within the unit and collection documents from other organizational unit. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Contributions Accounting | 26BRF0143 | QUEZON CITY |
| CONTRIBUTIONS ACCOUNTING DEPARTMENT | REFUND AND DATA CORRECTION SECTION | VERIFICATION TEAM | VERIFIER | 9 | (Step 1) 31,521.00 to (Step 8) 33,081.00 | The Verifier, Verification Team, Data Correction and Verification Section, verifies list of invalid/unpostable Social Security (SS) identification numbers and misclassified payment transactions of employer (ER), household employer (HR), self-employed (SE) and voluntary member (VM) through online inquiry, records within the unit and collection documents from other organizational unit. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Contributions Accounting | 26BRF0144 | QUEZON CITY |
| CONTRIBUTIONS ACCOUNTING DEPARTMENT | REFUND AND DATA CORRECTION SECTION | DATA CORRECTION TEAM | SOCIAL SECURITY OFFICER II | 15 | (Step 1) 53,856.00 to (Step 8) 58,168.00 | The Social Security Officer II, Data Correction Team, Data Correction and Verification Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the analysis, encoding, proofreading and reconciliation of corrections on contribution records of employer (ER), household employer (HR), self-employed (SE) and voluntary member (VM). | **Managerial Competency:** Achieving Goals, Managing Work, Motivating and Developing People, Problem Solving and Decision Making, Visioning<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Contributions Accounting | 26BRF0145 | QUEZON CITY |
| **HUMAN RESOURCE MANAGEMENT GROUP** | | | | | | | | | |
| ORGANIZATIONAL PLANNING AND STAFFING DEPARTMENT | ORGANIZATIONAL PLANNING SECTION | TEAM I | HUMAN RESOURCE SPECIALIST | 19 | (Step 1) 75,169.00 to (Step 8) 83,721.00 | The Human Resource Specialist, Team I/II, Organizational Planning Section, conducts researches and studies, keeps abreast of internal and external developments and issuances, and comes up with informed proposals/recommendations on matters relevant to the unit's work assignments to ensure conformity with organizational changes and requirements. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Organizational Planning and Staffing | 26BRF0146 | QUEZON CITY |
| ORGANIZATIONAL PLANNING AND STAFFING DEPARTMENT | ORGANIZATIONAL PLANNING SECTION | TEAM II | SENIOR HUMAN RESOURCE ANALYST | 15 | (Step 1) 53,856.00 to (Step 8) 58,168.00 | The Senior Human Resource Analyst, Team I/II, Organizational Planning Section, conducts researches and studies, keeps abreast of internal and external developments and issuances, and comes up with informed proposals/recommendations on matters relevant to the unit's work assignments to ensure conformity with organizational changes and requirements. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Organizational Planning and Staffing | 26BRF0147 | 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 |
|---|---|---|---|---|---|---|---|---|---|
| ORGANIZATIONAL PLANNING AND STAFFING DEPARTMENT | STAFFING SECTION | RECRUITMENT AND APPOINTMENT TEAM | SENIOR HUMAN RESOURCE ANALYST | 15 | (Step 1) 53,856.00 to (Step 8) 58,168.00 | The Senior Human Resource Analyst, Recruitment and Appointments Team, Staffing Section, determines qualifications of applicants through interview, looks for prospective applicants from the pool of candidates, and coordinates with concerned units for the preparation and dissemination of documents relative to the unit's function. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Organizational Planning and Staffing | 26BRF0148 | QUEZON CITY |
| ORGANIZATIONAL PLANNING AND STAFFING DEPARTMENT | STAFFING SECTION | EXAMINATION AND DIAGNOSTICS TEAM | SOCIAL SECURITY OFFICER IV | 21 | (Step 1) 104,766.00 to (Step 8) 129,855.00 | The Social Security Officer IV, Examination and Diagnostics Team, Staffing Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to development/enhancement and administration of examination and competency-based assessment guidelines, tools/materials. | **Managerial Competency:** Achieving Goals, Managing Work, Motivating and Developing People, Problem Solving and Decision Making, Visioning<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Organizational Planning and Staffing | 26BRF0149 | QUEZON CITY |
| **HUMAN RESOURCE SERVICES DIVISION** | | | | | | | | | |
| EMPLOYEE SERVICES DEPARTMENT | COMPENSATION AND BENEFITS SECTION | PAYROLL TEAM I (MAIN OFFICE/NCR) | JUNIOR HUMAN RESOURCE ANALYST | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Junior Human Resource Analyst, Payroll Team I (Main Office/NCR)/Payroll Team II (Other Branches), Compensation and Benefits Section, prepares general and special payrolls and vouchers for all casual employees, and other payrolls for all regular employees of the System. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Employee Services | 26BRF0150 | QUEZON CITY |
| EMPLOYEE SERVICES DEPARTMENT | HUMAN RESOURCE INFORMATION SYSTEM MANAGEMENT AND SERVICES (HRISMS) SECTION | HRISMS TEAM II | JUNIOR HUMAN RESOURCE ANALYST | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Junior Human Resource Analyst, HRISMS Team II, Human Resource Information System Management and Services (HRISMS) Section, assists in processing and monitoring separation applications of all separating/separated employees. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Employee Services | 26BRF0151 | QUEZON CITY |
| EMPLOYEE SERVICES DEPARTMENT | ATTENDANCE AND LEAVE ADMINISTRATION SECTION | LEAVE ADMINISTRATION TEAM II | SENIOR HUMAN RESOURCE ANALYST | 15 | (Step 1) 53,856.00 to (Step 8) 58,168.00 | The Senior Human Resource Analyst, Leave Administration Team I/II, Attendance and Leave Administration Section, monitors attendance and processes leave applications of employees, and updates the Attendance and Log Management System (ALMS). | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Employee Services | 26BRF0152 | QUEZON CITY |
| LEARNING AND DEVELOPMENT DEPARTMENT | PROGRAM IMPLEMENTATION SECTION I (OPERATIONS) | PROGRAM IMPLEMENTATION TEAM I | SOCIAL SECURITY OFFICER IV | 21 | (Step 1) 104,766.00 to (Step 8) 129,855.00 | The Social Security Officer IV, Program Implementation Team I, Program Implementation Section I (Operations), supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the administration and maintenance of learning and development programs for managers and supervisors which are relevant to operations services. | **Managerial Competency:** Achieving Goals, Managing Work, Motivating and Developing People, Problem Solving and Decision Making, Visioning<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Learning and Development Program Management | 26BRF0153 | QUEZON CITY |
| LEARNING AND DEVELOPMENT DEPARTMENT | PROGRAM IMPLEMENTATION SECTION I (OPERATIONS) | PROGRAM IMPLEMENTATION TEAM II | JUNIOR HUMAN RESOURCE ANALYST | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Junior Human Resource Analyst, Program Implementation Team II, Program Implementation Section I (Operations), handles activities relevant to the conduct of simple learning and development programs for rank and file employees which are relevant to operations services, acts as training facilitator for simple programs and co-facilitator for complex programs, partners with Senior Human Resource Analyst in conducting internal consulting with concerned employees, service providers and consultants on enhancement of program modules and designs, and prepares program implementation reports to management. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Learning and Development Program Management | 26BRF0154 | QUEZON CITY |
| LEARNING AND DEVELOPMENT DEPARTMENT | PROGRAM IMPLEMENTATION SECTION II (SUPPORT) | PROGRAM IMPLEMENTATION TEAM III | SOCIAL SECURITY OFFICER IV | 21 | (Step 1) 104,766.00 to (Step 8) 129,855.00 | The Social Security Officer IV, Program Implementation Team III, Program Implementation Section II (Support), supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the administration and maintenance of learning and development programs for managers and supervisors which are relevant to support services. | **Managerial Competency:** Achieving Goals, Managing Work, Motivating and Developing People, Problem Solving and Decision Making, Visioning<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Learning and Development Program Management | 26BRF0155 | QUEZON CITY |
| PERFORMANCE MANAGEMENT AND EMPLOYEE RELATIONS DEPARTMENT | PERFORMANCE MANAGEMENT SECTION | PERFORMANCE EVALUATION TEAM | SENIOR HUMAN RESOURCE ANALYST | 15 | (Step 1) 53,856.00 to (Step 8) 58,168.00 | The Senior Human Resource Analyst, Performance Evaluation Team, Performance Management Section, implements performance evaluation programs/projects and analyzes results of performance assessment, identifies performance gaps and recommends interventions, facilitates focus group discussions to validate information and identify and resolve issues and concerns relating to performance evaluation, acts as a resource speaker during orientation/training session and validates contents of performance evaluation ratings against source document. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Employee Performance Program Management | 26BRF0156 | 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 |
|---|---|---|---|---|---|---|---|---|---|
| PERFORMANCE MANAGEMENT AND EMPLOYEE RELATIONS DEPARTMENT | INCENTIVES AND REWARDS MANAGEMENT SECTION | | HUMAN RESOURCE SPECIALIST | 19 | (Step 1) 75,169.00 to (Step 8) 83,721.00 | The Human Resource Specialist, Incentives and Rewards Management Section, monitors and studies internal and external issuances and developments, conceptualizes and develops policies and guidelines/implementing rules and regulations, prepares documents for the implementation of approved incentives and rewards and distributes to concerned units, facilitates programs/projects/activities under the SSS Program on Awards and Incentives for Service Excellence (PRAISE), coordinates with concerned units on matters relative to work assignments, facilitates focus group discussions and identifies and responds to queries/cases involving interpretation of policies and guidelines/implementing rules and regulations. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Incentives and Rewards Program Management | 26BRF0157 | QUEZON CITY |
| PERFORMANCE MANAGEMENT AND EMPLOYEE RELATIONS DEPARTMENT | EMPLOYEE RELATIONS SECTION | EMPLOYEE RELATIONS TEAM | SOCIAL SECURITY OFFICER IV | 21 | (Step 1) 104,766.00 to (Step 8) 129,855.00 | The Social Security Officer IV, Employee Relations Team, Employee Relations Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the formulation of new and strengthening of existing policies and guidelines and the development and implementation of programs/projects and strategies on employee relations and assistance. | **Managerial Competency:** Achieving Goals, Managing Work, Motivating and Developing People, Problem Solving and Decision Making, Visioning<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Employee Relations | 26BRF0158 | QUEZON CITY |
| PERFORMANCE MANAGEMENT AND EMPLOYEE RELATIONS DEPARTMENT | CAREER MANAGEMENT SECTION | TEAM I | SOCIAL SECURITY OFFICER IV | 21 | (Step 1) 104,766.00 to (Step 8) 129,855.00 | The Social Security Officer IV, Team I, Career Management Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to recommendation of appropriate intervention program to employees and implementation and enhancement of career development intervention program policies and guidelines. | **Managerial Competency:** Achieving Goals, Managing Work, Motivating and Developing People, Problem Solving and Decision Making, Visioning<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Career Development Program Management | 26BRF0159 | QUEZON CITY |
| **INFORMATION TECHNOLOGY MANAGEMENT GROUP** | | | | | | | | | |
| INFORMATION TECHNOLOGY MANAGEMENT GROUP | OFFICE OF THE HEAD | | SENIOR ADMINISTRATIVE ASSISTANT | 14 | (Step 1) 49,749.00 to (Step 8) 53,323.00 | The Senior Administrative Assistant, Information Technology Management Group, provides administrative support to the group. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Office Management, Records Management | 26BRF0160 | QUEZON CITY |
| **PROGRAM SERVICES DIVISION** | | | | | | | | | |
| IT GOVERNANCE AND STANDARDS DEPARTMENT | IT STANDARDS SECTION | PROCEDURES AND PERFORMANCE TEAM | JUNIOR SPECIALIST | 19 | (Step 1) 75,169.00 to (Step 8) 83,721.00 | The Junior Specialist, Procedures and Performance Team, IT Standards Section, develops and recommends new or updated IT standards, procedures and processes in areas of IT policies, performance metrics and service level agreements, formulates and recommends solutions on governance issues, conducts research on applicable standards, and evaluates reports and studies to identify gaps in existing IT standards. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** IT Standards Development | 26BRF0161 | QUEZON CITY |
| IT GOVERNANCE AND STANDARDS DEPARTMENT | IT COMPLIANCE SECTION | | JUNIOR ANALYST | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Junior Analyst, IT Compliance Section, participates in the conduct of system documentation reviews and system walkthroughs, gathers and analyzes data, documents and all relevant inputs required for the conduct of compliance review and prepares materials and resources required for the conduct of technical review sessions. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** IT Compliance Review | 26BRF0162 | QUEZON CITY |
| PROJECT MANAGEMENT OFFICE | PROJECT MANAGEMENT SUPPORT SECTION | | CORPORATE EXECUTIVE OFFICER III | 22 | (Step 1) 131,153.00 to (Step 8) 146,392.00 | The Corporate Executive Officer III, Project Management 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 technical assistance, training, and shared project resources to project teams, and development and maintenance of the project library. | **Managerial Competency:** Achieving Goals, Managing Work, Motivating and Developing People, Problem Solving and Decision Making, Visioning<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Project Management Support | 26BRF0163 | QUEZON CITY |
| PROJECT MANAGEMENT OFFICE | PROJECT MANAGEMENT SUPPORT SECTION | | JUNIOR SPECIALIST | 19 | (Step 1) 75,169.00 to (Step 8) 83,721.00 | The Junior Specialist, Project Management Support Section, facilitates technology update session, coordinates and provides shared project resources, prepares and coordinates the functional and technical specification on ITC equipment to project management teams, and monitors and updates the work breakdown structure of assigned projects. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Project Management Support | 26BRF0164 | QUEZON CITY |
| INFORMATION SYSTEMS SECURITY DEPARTMENT | INFORMATION SECURITY MANAGEMENT SECTION | POLICY AND COMPLIANCE TEAM | SENIOR ANALYST | 15 | (Step 1) 53,856.00 to (Step 8) 58,168.00 | The Senior Analyst, Policy and Compliance Team, Information Security Management Section, recommends updates on the Information Systems Security Policy (ISSP), monitors and ensures compliance to the ISSP and conducts information dissemination programs and activities on the ISSP to all users and employees of the System. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Policy and Compliance Management | 26BRF0165 | 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 |
|---|---|---|---|---|---|---|---|---|---|
| **IT OPERATIONS DIVISION** | | | | | | | | | |
| 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<br>**Functional Competency:** ICT Infrastructure Monitoring | 26BRF0166 | QUEZON CITY |
| IT OPERATIONS ANALYSIS DEPARTMENT | ICT OPERATIONS MONITORING SECTION | SLA MONITORING TEAM | COMPUTER MAINTENANCE TECHNOLOGIST II | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Computer Maintenance Technologist II, SLA Monitoring Team, ICT Operations Monitoring Section, monitors the compliance of IT performance based on established Service Level Agreement (SLA) and prepares SLA compliance monitoring data. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Service Level Agreement Compliance Monitoring | 26BRF0167 | QUEZON CITY |
| DATA CENTER OPERATIONS DEPARTMENT | OPERATIONS CONTROL SECTION | SCHEDULING/MONITORING TEAM | JUNIOR SUPPLIES CUSTODIAN | 8 | (Step 1) 28,144.00 to (Step 8) 31,209.00 | The Junior Supplies Custodian, Scheduling/Monitoring Team, Operations Control Section, requests, receives, stores, releases, monitors and ensures availability of IT supplies and materials, and estimates annual IT supplies and materials requirement. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Supplies Management | 26BRF0168 | QUEZON CITY |
| DATA CENTER OPERATIONS DEPARTMENT | COMPUTER PROCESSING SECTION | PRODUCTION SYSTEMS TEAM I (SHIFT 1 - 7:00 AM - 3:30 PM) | JUNIOR COMPUTER OPERATOR | 11 | (Step 1) 37,098.00 to (Step 8) 43,518.00 | The Junior Computer Operator, Production Systems Team I (Shift 1 – 7:00 AM – 3:30 PM), Computer Processing Section, executes scheduled jobs for Registration and Coverage, E-Payment, Loans Repayment and Pre-Posting of Contributions Payments application systems according to runsheet, analyzes hardware/application problems such as operational discrepancies, job aborts and network issues and provides first level resolution, operates the backup files for processed jobs, and reports all unresolved problems encountered during operations. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Processing of Computer Jobs | 26BRF0169 | QUEZON CITY |
| **ICT SUPPORT SERVICES DIVISION** | | | | | | | | | |
| TECHNICAL SUPPORT DEPARTMENT | HELP DESK OPERATIONS SECTION | HELP DESK SHIFT 2 | COMPUTER MAINTENANCE TECHNOLOGIST II | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Computer Maintenance Technologist II, Help Desk Shift 2, Help Desk Operations Section, receives incident reports from internal users of ICT resources and logs into the Information Technology Management System (ITMS), resolves reported first level ICT incidents, refers second and third level ICT incidents to the Junior Specialist, Help Desk Shift 2, and monitors the status and resolution of reported incidents. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Help Desk Support | 26BRF0170 | QUEZON CITY |
| TECHNICAL SUPPORT DEPARTMENT | WORKSTATION ADMINISTRATION SECTION | | COMPUTER MAINTENANCE TECHNOLOGIST III | 15 | (Step 1) 53,856.00 to (Step 8) 58,168.00 | The Computer Maintenance Technologist III, Workstation Administration Section, customizes and maintains newly-acquired or existing PC workstations and other devices, installs and maintains software packages, resolves installation problems, performs back-up and recovery, diagnoses and resolves assigned simple cases, and prepares accomplishment reports for internal monitoring purposes. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Workstation Administration | 26BRF0171 | QUEZON CITY |
| HOSTING SERVICES DEPARTMENT | WINTEL PLATFORM ADMINISTRATION AND SUPPORT SECTION | WINDOWS SERVER ADMINISTRATION TEAM | SOCIAL SECURITY OFFICER IV | 21 | (Step 1) 104,766.00 to (Step 8) 129,855.00 | The Social Security Officer IV, Windows Server Administration Team, WinTel Platform Administration and Support Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to WinTel server administration, monitoring and tuning of servers for optimized performance, and provision of support for the implementation of System Change Requests (SCRs) and resolution of server related problems. | **Managerial Competency:** Achieving Goals, Managing Work, Motivating and Developing People, Problem Solving and Decision Making, Visioning<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Server Administration and Support | 26BRF0172 | QUEZON CITY |
| NETWORK AND COMMUNICATIONS DEPARTMENT | CARRIER MANAGEMENT SECTION | | SENIOR CLERK | 9 | (Step 1) 31,521.00 to (Step 8) 33,081.00 | The Senior Clerk, Carrier Management Section, performs general clerical functions such as receiving, filing, and typing of correspondence, memoranda, and reports, as well as prepares payments for all communication bills of the System which includes leased line, telephone lines, cellphones, internet and cable TV. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Office Management, Records Management | 26BRF0173 | QUEZON CITY |
| NETWORK AND COMMUNICATIONS DEPARTMENT | NETWORK OPERATIONS AND SUPPORT SECTION | LUZON, VISAYAS AND MINDANAO SUPPORT TEAM | COMPUTER MAINTENANCE TECHNOLOGIST II | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Computer Maintenance Technologist II, Luzon, Visayas and Mindanao Support Team, Network Operations and Support Section, conducts maintenance, relocation and repair of all network related facilities and equipment for Luzon, Visayas and Mindanao branches and service offices. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Network Operations and Support | 26BRF0174 | SAN FERNANDO CITY, PAMPANGA |
| NETWORK AND COMMUNICATIONS DEPARTMENT | NETWORK OPERATIONS AND SUPPORT SECTION | LUZON, VISAYAS AND MINDANAO SUPPORT TEAM | COMPUTER MAINTENANCE TECHNOLOGIST II | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Computer Maintenance Technologist II, Luzon, Visayas and Mindanao Support Team, Network Operations and Support Section, conducts maintenance, relocation and repair of all network related facilities and equipment for Luzon, Visayas and Mindanao branches and service offices. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Network Operations and Support | 26BRF0175 | BACOLOD 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 |
|---|---|---|---|---|---|---|---|---|---|
| NETWORK AND COMMUNICATIONS DEPARTMENT | NETWORK OPERATIONS AND SUPPORT SECTION | LUZON, VISAYAS AND MINDANAO SUPPORT TEAM | COMPUTER MAINTENANCE TECHNOLOGIST II | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Computer Maintenance Technologist II, Luzon, Visayas and Mindanao Support Team, Network Operations and Support Section, conducts maintenance, relocation and repair of all network related facilities and equipment for Luzon, Visayas and Mindanao branches and service offices. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Network Operations and Support | 26BRF0176 | SAN PABLO CITY, LAGUNA |
| **IT SOLUTIONS DIVISION** | | | | | | | | | |
| INFORMATION SYSTEMS DEPARTMENT I | PROGRAMMING STAFF | | JUNIOR SPECIALIST | 19 | (Step 1) 75,169.00 to (Step 8) 83,721.00 | The Junior Specialist, Programming Staff, develops, documents and maintains application systems assigned by the project team head. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Application System Development | 26BRF0177 | QUEZON CITY |
| INFORMATION SYSTEMS DEPARTMENT I | PROGRAMMING STAFF | | SENIOR PROGRAMMER | 18 | (Step 1) 69,166.00 to (Step 8) 74,425.00 | The Senior Programmer, Programming Staff, develops, documents and maintains application systems assigned by the project team head. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Application System Development | 26BRF0178 | QUEZON CITY |
| INFORMATION SYSTEMS DEPARTMENT I | 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<br>**Functional Competency:** Application System Development | 26BRF0179 | QUEZON CITY |
| INFORMATION SYSTEMS DEPARTMENT II | PROGRAMMING STAFF | | JUNIOR SPECIALIST | 19 | (Step 1) 75,169.00 to (Step 8) 83,721.00 | The Junior Specialist, Programming Staff, develops, documents and maintains application systems assigned by the project team head. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Application System Development | 26BRF0180 | QUEZON CITY |
| INFORMATION SYSTEMS DEPARTMENT II | PROGRAMMING STAFF | | SENIOR PROGRAMMER | 18 | (Step 1) 69,166.00 to (Step 8) 74,425.00 | The Senior Programmer, Programming Staff, develops, documents and maintains application systems assigned by the project team head. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Application System Development | 26BRF0181 | 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<br>**Functional Competency:** Application System Development | 26BRF0182 | QUEZON CITY |
| INFORMATION SYSTEMS DEPARTMENT III | FINANCIAL ACCOUNTING AND BUDGET SECTION | | CORPORATE EXECUTIVE OFFICER III | 22 | (Step 1) 131,153.00 to (Step 8) 146,392.00 | The Corporate Executive Officer III, Financial Accounting and Budget 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 financial accounting and budget. | **Managerial Competency:** Achieving Goals, Managing Work, Motivating and Developing People, Problem Solving and Decision Making, Visioning<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Application System Development | 26BRF0183 | QUEZON CITY |
| INFORMATION SYSTEMS DEPARTMENT III | CASH MANAGEMENT AND PAYMENT CHANNELS SECTION | | CORPORATE EXECUTIVE OFFICER III | 22 | (Step 1) 131,153.00 to (Step 8) 146,392.00 | The Corporate Executive Officer III, Cash Management and Payment Channels 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 cash management and payment channels. | **Managerial Competency:** Achieving Goals, Managing Work, Motivating and Developing People, Problem Solving and Decision Making, Visioning<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Application System Development | 26BRF0184 | QUEZON CITY |
| INFORMATION SYSTEMS DEPARTMENT III | PROGRAMMING STAFF | | JUNIOR SPECIALIST | 19 | (Step 1) 75,169.00 to (Step 8) 83,721.00 | The Junior Specialist, Programming Staff, develops, documents and maintains application systems assigned by the project team head. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Application System Development | 26BRF0185 | QUEZON CITY |
| INFORMATION SYSTEMS DEPARTMENT III | 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<br>**Functional Competency:** Application System Development | 26BRF0186 | QUEZON CITY |
| INFORMATION SYSTEMS DEPARTMENT IV | PROGRAMMING STAFF | | JUNIOR SPECIALIST | 19 | (Step 1) 75,169.00 to (Step 8) 83,721.00 | The Junior Specialist, Programming Staff, develops, documents and maintains application systems assigned by the project team head. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Application System Development | 26BRF0187 | QUEZON CITY |
| INFORMATION SYSTEMS DEPARTMENT IV | PROGRAMMING STAFF | | SENIOR PROGRAMMER | 18 | (Step 1) 69,166.00 to (Step 8) 74,425.00 | The Senior Programmer, Programming Staff, develops, documents and maintains application systems assigned by the project team head. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Application System Development | 26BRF0188 | 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<br>**Functional Competency:** Application System Development | 26BRF0189 | 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 |
|---|---|---|---|---|---|---|---|---|---|
| **LEGAL AND ENFORCEMENT GROUP** | | | | | | | | | |
| LEGAL AND ENFORCEMENT GROUP | RECORDS SECTION | | SENIOR RECORDS CUSTODIAN | 11 | (Step 1) 37,098.00 to (Step 8) 43,518.00 | The Senior Records Custodian, Records Section, handles the systematic filing and tracking of case records, legal documents and other relevant materials of the unit. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Records Management, Support to Legal Services | 26BRF0190 | QUEZON CITY |
| **CORPORATE LEGAL SERVICES DIVISION** | | | | | | | | | |
| LEGISLATIVE AFFAIRS DEPARTMENT | OFFICE OF THE HEAD | | JUNIOR EXECUTIVE ASSISTANT | 16 | (Step 1) 58,749.00 to (Step 8) 63,078.00 | The Junior Executive Assistant, Legislative Affairs Department, provides administrative support to the unit. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Office Management, Records Management | 26BRF0191 | QUEZON CITY |
| OPINION AND RESEARCH DEPARTMENT | OFFICE OF THE HEAD | | ATTORNEY III | 23 | (Step 1) 147,856.00 to (Step 8) 166,454.00 | The Attorney III, Opinion and Research Department, provides legal opinion and recommendations on complex and novel corporate matters (e.g., investment, accounting, budget, finance and taxation, human resource, information technology, procurement) referred by management and other organizational units including official issuances and/or management actions/decisions to ensure its accordance with laws, jurisprudence, rules and regulations, and to resolve any internal/external legal, corporate and regulatory issues. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Corporate/Operations Legal Services | 26BRF0192 | QUEZON CITY |
| SPECIAL INVESTIGATION DEPARTMENT | OFFICE OF THE HEAD | | JUNIOR EXECUTIVE ASSISTANT | 16 | (Step 1) 58,749.00 to (Step 8) 63,078.00 | The Junior Executive Assistant, Special Investigation Department, provides administrative support to the unit. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Office Management, Records Management | 26BRF0193 | QUEZON CITY |
| SPECIAL INVESTIGATION DEPARTMENT | FRAUD LABORATORY SECTION | | JUNIOR INVESTIGATOR | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Junior Investigator, Fraud Laboratory Section, conducts investigations on simple identity-related cases referred by other organizational units, and provides recommendations on control measures and policy/process improvements relative to the enhancement of internal control against identity-related cases. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Fraud Prevention and Control Management, Special Investigation | 26BRF0194 | QUEZON CITY |
| **OPERATIONS LEGAL SERVICES DIVISION I** | | | | | | | | | |
| NCR SOUTH LEGAL DEPARTMENT | OFFICE OF THE HEAD | | ATTORNEY II | 22 | (Step 1) 131,153.00 to (Step 8) 146,392.00 | The Attorney II, NCR South 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 South 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 | 26BRF0195 | MAKATI CITY |
| NCR SOUTH LEGAL DEPARTMENT | OFFICE OF THE HEAD | | ATTORNEY II | 22 | (Step 1) 131,153.00 to (Step 8) 146,392.00 | The Attorney II, NCR South 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 South 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 | 26BRF0196 | MAKATI CITY |
| **OPERATIONS LEGAL SERVICES DIVISION II** | | | | | | | | | |
| VISAYAS CENTRAL LEGAL DEPARTMENT | OFFICE OF THE HEAD | | ATTORNEY II | 22 | (Step 1) 131,153.00 to (Step 8) 146,392.00 | The Attorney II, Visayas Central 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 Visayas Central 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 | 26BRF0197 | CEBU CITY |

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|---|---|---|---|---|---|---|---|---|---|
| VISAYAS WEST 1 LEGAL DEPARTMENT | OFFICE OF THE HEAD | | ATTORNEY III | 23 | (Step 1) 147,856.00 to (Step 8) 166,454.00 | The Attorney III, Visayas West 1 Legal Department, plans, develops and organizes the general case theory and strategies, and handles coverage and collection cases (e.g., non-reporting and non-registration of employees, non-production of employees' records, non-remittance of contributions) of employers from Visayas West 1 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 | 26BRF0198 | BACOLOD CITY |
| MINDANAO NORTH LEGAL DEPARTMENT | OFFICE OF THE HEAD | | ATTORNEY III | 23 | (Step 1) 147,856.00 to (Step 8) 166,454.00 | The Attorney III, Mindanao North Legal Department, plans, develops and organizes the general case theory and strategies, and handles coverage and collection cases (e.g., non-reporting and non-registration of employees, non-production of employees' records, non-remittance of contributions) of employers from Mindanao 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 | 26BRF0199 | CAGAYAN DE ORO CITY |
| MINDANAO SOUTH LEGAL DEPARTMENT | OFFICE OF THE HEAD | | ATTORNEY II | 22 | (Step 1) 131,153.00 to (Step 8) 146,392.00 | The Attorney II, Mindanao South 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 Mindanao South 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 | 26BRF0200 | DAVAO CITY |
| **ACTUARIAL AND RISK MANAGEMENT GROUP** | | | | | | | | | |
| **ACTUARIAL SERVICES DIVISION** | | | | | | | | | |
| PROGRAM DEVELOPMENT AND PRICING DEPARTMENT | SICKNESS, MATERNITY, FUNERAL AND EC BENEFITS SECTION | | JUNIOR ACTUARIAL RESEARCHER | 19 | (Step 1) 75,169.00 to (Step 8) 83,721.00 | The Junior Actuarial Researcher, Sickness, Maternity, Funeral and EC Benefits Section, conducts actuarial studies and researches on existing short-term and EC benefits, and the development of actuarial models involving pricing (contribution), benefits, investments, and operating expenses. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Actuarial Services | 26BRF0201 | QUEZON CITY |
| PROGRAM DEVELOPMENT AND PRICING DEPARTMENT | PENSION BENEFITS SECTION | | CORPORATE EXECUTIVE OFFICER III (ASSOCIATE ACTUARY) | 22 | (Step 1) 131,153.00 to (Step 8) 146,392.00 | The Corporate Executive Officer III (Associate Actuary), Pension Benefits Section, supervises the conduct of actuarial studies on existing long-term benefits and development of actuarial models involving pricing (contribution), pension benefits, investments and operating expenses. | **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:** Actuarial Services | 26BRF0202 | QUEZON CITY |
| VALUATION DEPARTMENT | FUND VALUATION AND SPECIAL PROPOSALS SECTION | | JUNIOR ACTUARIAL RESEARCHER | 19 | (Step 1) 75,169.00 to (Step 8) 83,721.00 | The Junior Actuarial Researcher, Fund Valuation and Special Proposals Section, conducts periodic valuation of the System's fund and special proposals on Social Security programs. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Actuarial Services | 26BRF0203 | QUEZON CITY |
| **RISK MANAGEMENT DIVISION** | | | | | | | | | |
| OPERATIONAL RISK MANAGEMENT DEPARTMENT | CORPORATE AND SUPPORT SERVICES RISK SECTION | | JUNIOR SPECIALIST | 19 | (Step 1) 75,169.00 to (Step 8) 83,721.00 | The Junior Specialist, Corporate and Support Services Risk Section, identifies appropriate key risk indicators, control measures and programs to address the System's operational risks under the Corporate and Support Services Sector, and ensures quality of operational risk databases. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Risk Management | 26BRF0204 | QUEZON CITY |
| FINANCIAL AND INVESTMENT RISK MANAGEMENT DEPARTMENT | INVESTMENT RISKS SECTION | | JUNIOR SPECIALIST | 19 | (Step 1) 75,169.00 to (Step 8) 83,721.00 | The Junior Specialist, Investment Risks Section, prepares program codes of market and liquidity risk models and risk reports, and ensures quality of financial risk database. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Risk Management | 26BRF0205 | QUEZON CITY |
| **MEDICAL SERVICES DIVISION** | | | | | | | | | |
| MEDICAL PROGRAM DEPARTMENT | PROGRAM DEVELOPMENT AND ENHANCEMENT SECTION | | MEDICAL SPECIALIST IV | 23 | (Step 1) 147,856.00 to (Step 8) 166,454.00 | The Medical Specialist IV, Program Development and Enhancement Section, develops, enhances and documents medical program policies, guidelines, procedures and forms. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Medical Program Management | 26BRF0206 | QUEZON CITY |
| MEDICAL PROGRAM DEPARTMENT | QUALITY ASSURANCE SECTION | | MEDICAL SPECIALIST IV | 23 | (Step 1) 147,856.00 to (Step 8) 166,454.00 | The Medical Specialist IV, Quality Assurance Section, handles proper and uniform implementation of the quality assurance programs. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Medical Program Management | 26BRF0207 | QUEZON CITY |

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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 |
|---|---|---|---|---|---|---|---|---|---|
| MEDICAL OPERATIONS DEPARTMENT | NCR NORTH MEDICAL OPERATIONS SECTION | | SUPERVISING MEDICAL SPECIALIST IV | 23 | (Step 1) 147,856.00 to (Step 8) 166,454.00 | The Supervising Medical Specialist IV, Medical Operations Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the evaluation of members filing for sickness, disability, maternity and medical reimbursement claims. | **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:** Employees' Health Care Services, Employees' Medical Reimbursement Claims Management, Medical Operations | 26BRF0208 | QUEZON CITY |
| MEDICAL OPERATIONS DEPARTMENT | NCR NORTH MEDICAL OPERATIONS SECTION | DILIMAN BRANCH MEDICAL EVALUATION TEAM (PEC) | SUPERVISING MEDICAL SPECIALIST III | 22 | (Step 1) 131,153.00 to (Step 8) 146,392.00 | The Supervising Medical Specialist III, Branch Medical Evaluation Team, Medical Operations Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the evaluation of medical claims and the physical examination on SSS members filing claims for disability, sickness, maternity, and medical reimbursement claims. | **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:** Employees' Health Care Services, Employees' Medical Reimbursement Claims Management, Medical Operations | 26BRF0209 | QUEZON CITY |
| MEDICAL OPERATIONS DEPARTMENT | NCR NORTH MEDICAL OPERATIONS SECTION | COMMONWEALTH 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 | 26BRF0210 | QUEZON CITY |
| MEDICAL OPERATIONS DEPARTMENT | NCR NORTH MEDICAL OPERATIONS SECTION | COMMONWEALTH BRANCH MEDICAL EVALUATION TEAM | SENIOR CLERK | 9 | (Step 1) 31,521.00 to (Step 8) 33,081.00 | The Senior Clerk, Branch Medical Evaluation Team, performs general clerical functions such as receiving, filing, typing of correspondence, memoranda and other reports. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Office Management, Records Management | 26BRF0211 | QUEZON CITY |
| MEDICAL OPERATIONS DEPARTMENT | NCR NORTH MEDICAL OPERATIONS SECTION | KALOOKAN BRANCH MEDICAL EVALUATION TEAM (PEC) | SUPERVISING MEDICAL SPECIALIST III | 22 | (Step 1) 131,153.00 to (Step 8) 146,392.00 | The Supervising Medical Specialist III, Branch Medical Evaluation Team, Medical Operations Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the evaluation of medical claims and the physical examination on SSS members filing claims for disability, sickness, maternity, and medical reimbursement claims. | **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:** Employees' Health Care Services, Employees' Medical Reimbursement Claims Management, Medical Operations | 26BRF0212 | CALOOCAN CITY |
| MEDICAL OPERATIONS DEPARTMENT | NCR NORTH MEDICAL OPERATIONS SECTION | EASTWOOD 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 | 26BRF0213 | QUEZON CITY |
| MEDICAL OPERATIONS DEPARTMENT | NCR NORTH MEDICAL OPERATIONS SECTION | EASTWOOD BRANCH MEDICAL EVALUATION TEAM | SENIOR CLERK | 9 | (Step 1) 31,521.00 to (Step 8) 33,081.00 | The Senior Clerk, Branch Medical Evaluation Team, performs general clerical functions such as receiving, filing, typing of correspondence, memoranda and other reports. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Office Management, Records Management | 26BRF0214 | QUEZON CITY |
| MEDICAL OPERATIONS DEPARTMENT | NCR EAST MEDICAL OPERATIONS SECTION | PASIG I BRANCH MEDICAL EVALUATION TEAM (PEC) | SENIOR CLERK | 9 | (Step 1) 31,521.00 to (Step 8) 33,081.00 | The Senior Clerk, Branch Medical Evaluation Team, performs general clerical functions such as receiving, filing, typing of correspondence, memoranda and other reports. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Office Management, Records Management | 26BRF0215 | PASIG CITY |
| MEDICAL OPERATIONS DEPARTMENT | NCR EAST MEDICAL OPERATIONS SECTION | MARIKINA BRANCH MEDICAL EVALUATION TEAM (PEC) | SUPERVISING MEDICAL SPECIALIST III | 22 | (Step 1) 131,153.00 to (Step 8) 146,392.00 | The Supervising Medical Specialist III, Branch Medical Evaluation Team, Medical Operations Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the evaluation of medical claims and the physical examination on SSS members filing claims for disability, sickness, maternity, and medical reimbursement claims. | **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:** Employees' Health Care Services, Employees' Medical Reimbursement Claims Management, Medical Operations | 26BRF0216 | MARIKINA CITY |
| MEDICAL OPERATIONS DEPARTMENT | NCR EAST MEDICAL OPERATIONS SECTION | MARIKINA 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 | 26BRF0217 | MARIKINA 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 |
|---|---|---|---|---|---|---|---|---|---|
| MEDICAL OPERATIONS DEPARTMENT | NCR WEST MEDICAL OPERATIONS SECTION | MANILA BRANCH MEDICAL EVALUATION TEAM (PEC) | SUPERVISING MEDICAL SPECIALIST III | 22 | (Step 1) 131,153.00 to (Step 8) 146,392.00 | The Supervising Medical Specialist III, Branch Medical Evaluation Team, Medical Operations Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the evaluation of medical claims and the physical examination on SSS members filing claims for disability, sickness, maternity, and medical reimbursement claims. | **Managerial Competency:** Achieving Goals, Managing Work, Motivating and Developing People, Problem Solving and Decision Making, Visioning<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Employees' Health Care Services, Employees' Medical Reimbursement Claims Management, Medical Operations | 26BRF0218 | MANILA CITY |
| MEDICAL OPERATIONS DEPARTMENT | NCR WEST MEDICAL OPERATIONS SECTION | MANILA 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<br>**Functional Competency:** Employees' Health Care Services, Employees' Medical Reimbursement Claims Management, Medical Operations | 26BRF0219 | MANILA CITY |
| MEDICAL OPERATIONS DEPARTMENT | NCR WEST MEDICAL OPERATIONS SECTION | PASAY TAFT BRANCH MEDICAL EVALUATION TEAM (PEC) | SENIOR CLERK | 9 | (Step 1) 31,521.00 to (Step 8) 33,081.00 | The Senior Clerk, Branch Medical Evaluation Team, performs general clerical functions such as receiving, filing, typing of correspondence, memoranda and other reports. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Office Management, Records Management | 26BRF0220 | PASAY CITY |
| MEDICAL OPERATIONS DEPARTMENT | NCR SOUTH MEDICAL OPERATIONS SECTION | MAKATI I BRANCH MEDICAL EVALUATION TEAM (PEC) | MEDICAL SPECIALIST III | 22 | (Step 1) 131,153.00 to (Step 8) 146,392.00 | The Medical Specialist III, 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<br>**Functional Competency:** Employees' Health Care Services, Employees' Medical Reimbursement Claims Management, Medical Operations | 26BRF0221 | MAKATI CITY |
| MEDICAL OPERATIONS DEPARTMENT | NCR SOUTH MEDICAL OPERATIONS SECTION | MAKATI III BRANCH MEDICAL EVALUATION TEAM | SENIOR CLERK | 9 | (Step 1) 31,521.00 to (Step 8) 33,081.00 | The Senior Clerk, Branch Medical Evaluation Team, performs general clerical functions such as receiving, filing, typing of correspondence, memoranda and other reports. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Office Management, Records Management | 26BRF0222 | MAKATI CITY |
| MEDICAL OPERATIONS DEPARTMENT | NCR SOUTH MEDICAL OPERATIONS SECTION | ALABANG BRANCH MEDICAL EVALUATION TEAM (PEC) | SENIOR CLERK | 9 | (Step 1) 31,521.00 to (Step 8) 33,081.00 | The Senior Clerk, Branch Medical Evaluation Team, performs general clerical functions such as receiving, filing, typing of correspondence, memoranda and other reports. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Office Management, Records Management | 26BRF0223 | MUNTINLUPA CITY |
| MEDICAL OPERATIONS DEPARTMENT | NCR SOUTH MEDICAL OPERATIONS SECTION | LAS PIÑAS 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<br>**Functional Competency:** Employees' Health Care Services, Employees' Medical Reimbursement Claims Management, Medical Operations | 26BRF0224 | LAS PIÑAS CITY |
| MEDICAL OPERATIONS DEPARTMENT | NCR SOUTH MEDICAL OPERATIONS SECTION | PARAÑAQUE BRANCH MEDICAL EVALUATION TEAM (PEC) | SENIOR CLERK | 9 | (Step 1) 31,521.00 to (Step 8) 33,081.00 | The Senior Clerk, Branch Medical Evaluation Team, performs general clerical functions such as receiving, filing, typing of correspondence, memoranda and other reports. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Office Management, Records Management | 26BRF0225 | PARAÑAQUE CITY |
| MEDICAL OPERATIONS DEPARTMENT | LUZON NORTH MEDICAL OPERATIONS SECTION | SANTIAGO, ISABELA BRANCH MEDICAL EVALUATION TEAM | SENIOR CLERK | 9 | (Step 1) 31,521.00 to (Step 8) 33,081.00 | The Senior Clerk, Branch Medical Evaluation Team, performs general clerical functions such as receiving, filing, typing of correspondence, memoranda and other reports. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Office Management, Records Management | 26BRF0226 | SANTIAGO CITY, ISABELA |
| MEDICAL OPERATIONS DEPARTMENT | LUZON NORTH MEDICAL OPERATIONS SECTION | CANDON 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<br>**Functional Competency:** Employees' Health Care Services, Employees' Medical Reimbursement Claims Management, Medical Operations | 26BRF0227 | CANDON |
| MEDICAL OPERATIONS DEPARTMENT | LUZON NORTH MEDICAL OPERATIONS SECTION | CANDON BRANCH MEDICAL EVALUATION TEAM (PEC) | SENIOR CLERK | 9 | (Step 1) 31,521.00 to (Step 8) 33,081.00 | The Senior Clerk, Branch Medical Evaluation Team, performs general clerical functions such as receiving, filing, typing of correspondence, memoranda and other reports. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Office Management, Records Management | 26BRF0228 | CANDON |
| MEDICAL OPERATIONS DEPARTMENT | LUZON CENTRAL MEDICAL OPERATIONS SECTION | | SENIOR CLERK | 9 | (Step 1) 31,521.00 to (Step 8) 33,081.00 | The Senior Clerk, Medical Operations Section, performs general clerical functions such as receiving, filing, typing of correspondence, memoranda and other reports. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Office Management, Records Management | 26BRF0229 | TARLAC 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 |
|---|---|---|---|---|---|---|---|---|---|
| MEDICAL OPERATIONS DEPARTMENT | LUZON CENTRAL MEDICAL OPERATIONS SECTION | CABANATUAN 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 | 26BRF0230 | CABANATUAN CITY |
| MEDICAL OPERATIONS DEPARTMENT | LUZON CENTRAL MEDICAL OPERATIONS SECTION | PAMPANGA 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 | 26BRF0231 | SAN FERNANDO CITY, PAMPANGA |
| MEDICAL OPERATIONS DEPARTMENT | LUZON CENTRAL MEDICAL OPERATIONS SECTION | BALIUAG BRANCH MEDICAL EVALUATION TEAM | SENIOR CLERK | 9 | (Step 1) 31,521.00 to (Step 8) 33,081.00 | The Senior Clerk, Branch Medical Evaluation Team, performs general clerical functions such as receiving, filing, typing of correspondence, memoranda and other reports. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Office Management, Records Management | 26BRF0232 | BALIUAG |
| MEDICAL OPERATIONS DEPARTMENT | LUZON CENTRAL MEDICAL OPERATIONS SECTION | MEYCAUAYAN BRANCH MEDICAL EVALUATION TEAM (PEC) | SENIOR CLERK | 9 | (Step 1) 31,521.00 to (Step 8) 33,081.00 | The Senior Clerk, Branch Medical Evaluation Team, performs general clerical functions such as receiving, filing, typing of correspondence, memoranda and other reports. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Office Management, Records Management | 26BRF0233 | MEYCAUAYAN CITY |
| MEDICAL OPERATIONS DEPARTMENT | LUZON CENTRAL MEDICAL OPERATIONS SECTION | STA. MARIA BRANCH MEDICAL EVALUATION TEAM (PEC) | SENIOR CLERK | 9 | (Step 1) 31,521.00 to (Step 8) 33,081.00 | The Senior Clerk, Branch Medical Evaluation Team, performs general clerical functions such as receiving, filing, typing of correspondence, memoranda and other reports. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Office Management, Records Management | 26BRF0234 | STA. MARIA, BULACAN |
| MEDICAL OPERATIONS DEPARTMENT | LUZON CENTRAL MEDICAL OPERATIONS SECTION | DAGUPAN 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 | 26BRF0235 | DAGUPAN CITY |
| MEDICAL OPERATIONS DEPARTMENT | LUZON CENTRAL MEDICAL OPERATIONS SECTION | URDANETA 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 | 26BRF0236 | URDANETA CITY |
| MEDICAL OPERATIONS DEPARTMENT | LUZON SOUTH MEDICAL OPERATIONS SECTION | BIÑAN BRANCH MEDICAL EVALUATION TEAM (PEC) | SENIOR CLERK | 9 | (Step 1) 31,521.00 to (Step 8) 33,081.00 | The Senior Clerk, Branch Medical Evaluation Team, performs general clerical functions such as receiving, filing, typing of correspondence, memoranda and other reports. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Office Management, Records Management | 26BRF0237 | BIÑAN |
| MEDICAL OPERATIONS DEPARTMENT | LUZON SOUTH MEDICAL OPERATIONS SECTION | CALAMBA 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 | 26BRF0238 | CALAMBA CITY |
| MEDICAL OPERATIONS DEPARTMENT | LUZON SOUTH MEDICAL OPERATIONS SECTION | BACOOR BRANCH MEDICAL EVALUATION TEAM (PEC) | SENIOR CLERK | 9 | (Step 1) 31,521.00 to (Step 8) 33,081.00 | The Senior Clerk, Branch Medical Evaluation Team, performs general clerical functions such as receiving, filing, typing of correspondence, memoranda and other reports. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Office Management, Records Management | 26BRF0239 | BACOOR 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 | 26BRF0240 | CARMONA |
| MEDICAL OPERATIONS DEPARTMENT | LUZON SOUTH MEDICAL OPERATIONS SECTION | DASMARIÑAS BRANCH MEDICAL EVALUATION TEAM | SENIOR CLERK | 9 | (Step 1) 31,521.00 to (Step 8) 33,081.00 | The Senior Clerk, Branch Medical Evaluation Team, performs general clerical functions such as receiving, filing, typing of correspondence, memoranda and other reports. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Office Management, Records Management | 26BRF0241 | DASMARIÑAS 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 |
|---|---|---|---|---|---|---|---|---|---|
| MEDICAL OPERATIONS DEPARTMENT | BICOL MEDICAL OPERATIONS SECTION | | SUPERVISING MEDICAL SPECIALIST IV | 23 | (Step 1) 147,856.00 to (Step 8) 166,454.00 | The Supervising Medical Specialist IV, Medical Operations Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the evaluation of members filing for sickness, disability, maternity and medical reimbursement claims. | **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:** Employees' Health Care Services, Employees' Medical Reimbursement Claims Management, Medical Operations | 26BRF0242 | NAGA CITY |
| MEDICAL OPERATIONS DEPARTMENT | BICOL MEDICAL OPERATIONS SECTION | DAET 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 | 26BRF0243 | DAET |
| MEDICAL OPERATIONS DEPARTMENT | BICOL MEDICAL OPERATIONS SECTION | IRIGA BRANCH MEDICAL EVALUATION TEAM | SENIOR CLERK | 9 | (Step 1) 31,521.00 to (Step 8) 33,081.00 | The Senior Clerk, Branch Medical Evaluation Team, performs general clerical functions such as receiving, filing, typing of correspondence, memoranda and other reports. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Office Management, Records Management | 26BRF0244 | IRIGA CITY |
| MEDICAL OPERATIONS DEPARTMENT | BICOL MEDICAL OPERATIONS SECTION | LEGASPI BRANCH MEDICAL EVALUATION TEAM (PEC) | SUPERVISING MEDICAL SPECIALIST III | 22 | (Step 1) 131,153.00 to (Step 8) 146,392.00 | The Supervising Medical Specialist III, Branch Medical Evaluation Team, Medical Operations Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the evaluation of medical claims and the physical examination on SSS members filing claims for disability, sickness, maternity, and medical reimbursement claims. | **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:** Employees' Health Care Services, Employees' Medical Reimbursement Claims Management, Medical Operations | 26BRF0245 | LEGAZPI CITY |
| MEDICAL OPERATIONS DEPARTMENT | BICOL MEDICAL OPERATIONS SECTION | LEGASPI BRANCH MEDICAL EVALUATION TEAM (PEC) | SENIOR CLERK | 9 | (Step 1) 31,521.00 to (Step 8) 33,081.00 | The Senior Clerk, Branch Medical Evaluation Team, performs general clerical functions such as receiving, filing, typing of correspondence, memoranda and other reports. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Office Management, Records Management | 26BRF0246 | LEGAZPI CITY |
| MEDICAL OPERATIONS DEPARTMENT | VISAYAS CENTRAL MEDICAL OPERATIONS SECTION | CALBAYOG BRANCH MEDICAL EVALUATION TEAM (PEC) | SENIOR CLERK | 9 | (Step 1) 31,521.00 to (Step 8) 33,081.00 | The Senior Clerk, Branch Medical Evaluation Team, performs general clerical functions such as receiving, filing, typing of correspondence, memoranda and other reports. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Office Management, Records Management | 26BRF0247 | CALBAYOG CITY |
| MEDICAL OPERATIONS DEPARTMENT | VISAYAS WEST MEDICAL OPERATIONS SECTION | BACOLOD 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 | 26BRF0248 | BACOLOD CITY |
| MEDICAL OPERATIONS DEPARTMENT | VISAYAS WEST MEDICAL OPERATIONS SECTION | ILOILO BRANCH MEDICAL EVALUATION TEAM (PEC) | SUPERVISING MEDICAL SPECIALIST III | 22 | (Step 1) 131,153.00 to (Step 8) 146,392.00 | The Supervising Medical Specialist III, Branch Medical Evaluation Team, Medical Operations Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the evaluation of medical claims and the physical examination on SSS members filing claims for disability, sickness, maternity, and medical reimbursement claims. | **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:** Employees' Health Care Services, Employees' Medical Reimbursement Claims Management, Medical Operations | 26BRF0249 | ILOILO CITY |
| MEDICAL OPERATIONS DEPARTMENT | VISAYAS WEST MEDICAL OPERATIONS SECTION | ILOILO BRANCH MEDICAL EVALUATION TEAM (PEC) | SENIOR CLERK | 9 | (Step 1) 31,521.00 to (Step 8) 33,081.00 | The Senior Clerk, Branch Medical Evaluation Team, performs general clerical functions such as receiving, filing, typing of correspondence, memoranda and other reports. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Office Management, Records Management | 26BRF0250 | ILOILO CITY |
| MEDICAL OPERATIONS DEPARTMENT | VISAYAS WEST MEDICAL OPERATIONS SECTION | ROXAS 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 | 26BRF0251 | ROXAS CITY |
| MEDICAL OPERATIONS DEPARTMENT | MINDANAO NORTH MEDICAL OPERATIONS SECTION | | SENIOR CLERK | 9 | (Step 1) 31,521.00 to (Step 8) 33,081.00 | The Senior Clerk, Medical Operations Section, performs general clerical functions such as receiving, filing, typing of correspondence, memoranda and other reports. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Office Management, Records Management | 26BRF0252 | CAGAYAN DE ORO 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 |
|---|---|---|---|---|---|---|---|---|---|
| MEDICAL OPERATIONS DEPARTMENT | MINDANAO NORTH MEDICAL OPERATIONS SECTION | CAGAYAN DE ORO BRANCH MEDICAL EVALUATION TEAM (PEC) | SUPERVISING MEDICAL SPECIALIST III | 22 | (Step 1) 131,153.00 to (Step 8) 146,392.00 | The Supervising Medical Specialist III, Branch Medical Evaluation Team, Medical Operations Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the evaluation of medical claims and the physical examination on SSS members filing claims for disability, sickness, maternity, and medical reimbursement claims. | **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:** Employees' Health Care Services, Employees' Medical Reimbursement Claims Management, Medical Operations | 26BRF0253 | CAGAYAN DE ORO CITY |
| MEDICAL OPERATIONS DEPARTMENT | MINDANAO NORTH MEDICAL OPERATIONS SECTION | ILIGAN BRANCH MEDICAL EVALUATION TEAM (PEC) | SENIOR CLERK | 9 | (Step 1) 31,521.00 to (Step 8) 33,081.00 | The Senior Clerk, Branch Medical Evaluation Team, performs general clerical functions such as receiving, filing, typing of correspondence, memoranda and other reports. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Office Management, Records Management | 26BRF0254 | ILIGAN CITY |
| MEDICAL OPERATIONS DEPARTMENT | MINDANAO NORTH MEDICAL OPERATIONS SECTION | OZAMIS 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 | 26BRF0255 | OZAMIS 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 | 26BRF0256 | BUTUAN CITY |
| MEDICAL OPERATIONS DEPARTMENT | MINDANAO SOUTH MEDICAL OPERATIONS SECTION | MATI 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 | 26BRF0257 | MATI CITY |
| MEDICAL OPERATIONS DEPARTMENT | MINDANAO SOUTH MEDICAL OPERATIONS SECTION | TAGUM 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 | 26BRF0258 | TAGUM CITY |
| MEDICAL OPERATIONS DEPARTMENT | MINDANAO SOUTH MEDICAL OPERATIONS SECTION | GENERAL SANTOS CITY BRANCH MEDICAL EVALUATION TEAM (PEC) | SUPERVISING MEDICAL SPECIALIST III | 22 | (Step 1) 131,153.00 to (Step 8) 146,392.00 | The Supervising Medical Specialist III, Branch Medical Evaluation Team, Medical Operations Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the evaluation of medical claims and the physical examination on SSS members filing claims for disability, sickness, maternity, and medical reimbursement claims. | **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:** Employees' Health Care Services, Employees' Medical Reimbursement Claims Management, Medical Operations | 26BRF0259 | GENERAL SANTOS CITY |
| MEDICAL OPERATIONS DEPARTMENT | MINDANAO SOUTH MEDICAL OPERATIONS SECTION | COTABATO CITY BRANCH MEDICAL EVALUATION TEAM | SENIOR CLERK | 9 | (Step 1) 31,521.00 to (Step 8) 33,081.00 | The Senior Clerk, Branch Medical Evaluation Team, performs general clerical functions such as receiving, filing, typing of correspondence, memoranda and other reports. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Office Management, Records Management | 26BRF0260 | COTABATO CITY |
| MEDICAL OPERATIONS DEPARTMENT | MINDANAO SOUTH MEDICAL OPERATIONS SECTION | KORONADAL BRANCH MEDICAL EVALUATION TEAM (PEC) | SUPERVISING MEDICAL SPECIALIST III | 22 | (Step 1) 131,153.00 to (Step 8) 146,392.00 | The Supervising Medical Specialist III, Branch Medical Evaluation Team, Medical Operations Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the evaluation of medical claims and the physical examination on SSS members filing claims for disability, sickness, maternity, and medical reimbursement claims. | **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:** Employees' Health Care Services, Employees' Medical Reimbursement Claims Management, Medical Operations | 26BRF0261 | KORONADAL CITY |
| MEDICAL OPERATIONS DEPARTMENT | MINDANAO SOUTH MEDICAL OPERATIONS SECTION | KORONADAL BRANCH MEDICAL EVALUATION TEAM (PEC) | SENIOR CLERK | 9 | (Step 1) 31,521.00 to (Step 8) 33,081.00 | The Senior Clerk, Branch Medical Evaluation Team, performs general clerical functions such as receiving, filing, typing of correspondence, memoranda and other reports. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Office Management, Records Management | 26BRF0262 | KORONADAL CITY |
| MEDICAL OPERATIONS DEPARTMENT | MINDANAO WEST MEDICAL OPERATIONS SECTION | ZAMBOANGA 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 | 26BRF0263 | ZAMBOANGA 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 |
|---|---|---|---|---|---|---|---|---|---|
| MEDICAL OPERATIONS DEPARTMENT | MINDANAO WEST MEDICAL OPERATIONS SECTION | PAGADIAN 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 | 26BRF0264 | PAGADIAN CITY |
| HEALTH CARE DEPARTMENT | CLINICAL, DIAGNOSTIC AND LABORATORY SERVICES SECTION | | MEDICAL SPECIALIST III | 22 | (Step 1) 131,153.00 to (Step 8) 146,392.00 | The Medical Specialist III, Clinical, Diagnostic and Laboratory Services Section, renders emergency, preventive, curative and health maintenance of SSS employees and their dependents through the medical consultation and treatment, laboratory and diagnostic services. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Employees' Health Care Services, Employees' Medical Reimbursement Claims Management | 26BRF0265 | QUEZON CITY |
| **MANAGEMENT SERVICES AND PLANNING DIVISION** | | | | | | | | | |
| CORPORATE POLICY AND PLANNING DEPARTMENT | OFFICE OF THE HEAD | | JUNIOR EXECUTIVE ASSISTANT | 16 | (Step 1) 58,749.00 to (Step 8) 63,078.00 | The Junior Executive Assistant, Corporate Policy and Planning Department, provides administrative support to the unit. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Office Management, Records Management | 26BRF0266 | QUEZON CITY |
| CORPORATE POLICY AND PLANNING DEPARTMENT | POLICY DEVELOPMENT, PLANNING AND MONITORING SECTION | | CORPORATE EXECUTIVE OFFICER IV | 23 | (Step 1) 147,856.00 to (Step 8) 166,454.00 | The Corporate Executive Officer IV, Policy Development, Planning 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 formulation of corporate policies and preparation of office orders covering administrative operations, development of strategic programming and planning frameworks, coordination with national planning offices regarding organizational plans, conduct of planning workshops, performance review sessions and regional visits of SSS officials, evaluation of accomplishment of plans and programs of organizational units, and preparation of Office Performance Commitment Review (OPCR), library of plans and programs, Major Final Outputs (MFO), and Success Indicators (IS). | **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:** Policy Development, Planning and Monitoring | 26BRF0267 | QUEZON CITY |
| QUALITY MANAGEMENT DEPARTMENT | QUALITY PROGRAM DEPLOYMENT AND MAINTENANCE SECTION | QUALITY PROGRAM DEPLOYMENT AND MAINTENANCE TEAM II - QUALITY TOOLS/INITIATIVES | SOCIAL SECURITY OFFICER V | 22 | (Step 1) 131,153.00 to (Step 8) 146,392.00 | The Social Security Officer V, Quality Program Deployment and Maintenance Team II-Quality Tools/Initiatives, Quality Program Deployment and Maintenance Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to quality programs/projects and process improvement methodologies/framework to ensure effective implementation and sustainability. | **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:** Quality Management | 26BRF0268 | QUEZON CITY |
| QUALITY MANAGEMENT DEPARTMENT | QUALITY PROGRAM DEPLOYMENT AND MAINTENANCE SECTION | QUALITY PROGRAM DEPLOYMENT AND MAINTENANCE TEAM II - QUALITY TOOLS/INITIATIVES | JUNIOR SPECIALIST | 19 | (Step 1) 75,169.00 to (Step 8) 83,721.00 | The Junior Specialist, Quality Program Deployment and Maintenance Team II-Quality Tools/Initiatives, Quality Program Deployment and Maintenance Section, deploys, monitors and maintains the quality programs/projects and process improvement methodologies/framework for simple/complex organizational units as established based on set criteria to ensure the effective implementation and sustainability. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Quality Management | 26BRF0269 | QUEZON CITY |
| **PUBLIC AFFAIRS AND SPECIAL EVENTS DIVISION** | | | | | | | | | |
| PUBLIC AFFAIRS AND SPECIAL EVENTS DIVISION | OFFICE OF THE HEAD | | JUNIOR TECHNICAL ASSISTANT | 22 | (Step 1) 131,153.00 to (Step 8) 146,392.00 | The Junior Technical Assistant, Public Affairs and Special Events 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 | 26BRF0270 | QUEZON CITY |
| MEDIA AFFAIRS DEPARTMENT | OFFICE OF THE HEAD | | JUNIOR EXECUTIVE ASSISTANT | 16 | (Step 1) 58,749.00 to (Step 8) 63,078.00 | The Junior Executive Assistant, Media Affairs Department, provides administrative support to the head of the unit. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Office Management, Records Management | 26BRF0271 | 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 OPERATIONS SECTOR** | | | | | | | | | |
| BRANCH OPERATIONS SECTOR | OFFICE OF THE HEAD | | SENIOR EXECUTIVE ASSISTANT | 20 | (Step 1) 84,558.00 to (Step 8) 103,729.00 | The Senior Executive Assistant, Branch Operations Sector, provides technical and administrative support to the sector. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Office Management, Records Management | 26BRF0272 | QUEZON CITY |
| BRANCH EXPANSION AND MANAGEMENT SERVICES DEPARTMENT | TECHNICAL SECTION | | JUNIOR ENGINEER | 19 | (Step 1) 75,169.00 to (Step 8) 83,721.00 | The Junior Engineer, Technical Section, conducts site inspection on existing leased branch offices with proposal for lease of additional space, renovation, and amendment and renewal of lease contract, including possible areas for the creation of service offices, prepares cost estimates of furniture and equipment, and coordinates and negotiates the proposal to lease additional space and the possibility to shoulder renovation works with lessor. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Local Branch Expansion Technical Services | 26BRF0273 | QUEZON CITY |
| **CENTRAL PROCESSING GROUP** | | | | | | | | | |
| CENTRAL PROCESSING GROUP | MONITORING AND PRODUCTIVITY SECTION | | CORPORATE EXECUTIVE OFFICER III | 22 | (Step 1) 131,153.00 to (Step 8) 146,392.00 | The Corporate Executive Officer III, Monitoring and Productivity Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the development and formulation of productivity measures and standards. | **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:** Processing Center Administrative and Support Services | 26BRF0274 | QUEZON CITY |
| **NCR REGIONAL PROCESSING DIVISION** | | | | | | | | | |
| NCR REGIONAL PROCESSING DIVISION | OFFICE OF THE HEAD | | SENIOR ADMINISTRATIVE ASSISTANT | 14 | (Step 1) 49,749.00 to (Step 8) 53,323.00 | The Senior Administrative Assistant, Regional Processing Division, provides administrative support to the head of the division. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Office Management, Records Management | 26BRF0275 | QUEZON CITY |
| DILIMAN PROCESSING CENTER | MEMBERSHIP AND OPERATIONS ACCOUNTING SECTION | MEMBERSHIP TEAM I | PROCESSOR II | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Processor II, Membership Team, Membership and Operation Accounting Section, handles evaluation and processing of transactions on amendment, adjustment and updating of membership records. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Branch Transaction Processing | 26BRF0276 | QUEZON CITY |
| DILIMAN PROCESSING CENTER | MEMBERSHIP AND OPERATIONS ACCOUNTING SECTION | OPERATIONS ACCOUNTING TEAM II | PROCESSOR II | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Processor II, Operations Accounting Team, Membership and Operations Accounting Section, handles evaluation and processing of transactions on amendment, adjustment and updating of member contributions and loan repayment records. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Branch Transaction Processing | 26BRF0277 | QUEZON CITY |
| DILIMAN PROCESSING CENTER | SELF-EMPLOYED AND VOLUNTARY MEMBERS SECTION | SELF-EMPLOYED AND VOLUNTARY MEMBERS TEAM I | PROCESSOR II | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Processor II, Self-Employed and Voluntary Members Team, Self-Employed and Voluntary Members Section, handles evaluation and processing of transactions on amendment, adjustment and updating of contribution records of self-employed and voluntary members. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Branch Transaction Processing | 26BRF0278 | QUEZON CITY |
| DILIMAN PROCESSING CENTER | SELF-EMPLOYED AND VOLUNTARY MEMBERS SECTION | SELF-EMPLOYED AND VOLUNTARY MEMBERS TEAM II | PROCESSOR II | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Processor II, Self-Employed and Voluntary Members Team, Self-Employed and Voluntary Members Section, handles evaluation and processing of transactions on amendment, adjustment and updating of contribution records of self-employed and voluntary members. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Branch Transaction Processing | 26BRF0279 | QUEZON CITY |
| DILIMAN PROCESSING CENTER | SELF-EMPLOYED AND VOLUNTARY MEMBERS SECTION | SELF-EMPLOYED AND VOLUNTARY MEMBERS TEAM II | PROCESSOR II | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Processor II, Self-Employed and Voluntary Members Team, Self-Employed and Voluntary Members Section, handles evaluation and processing of transactions on amendment, adjustment and updating of contribution records of self-employed and voluntary members. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Branch Transaction Processing | 26BRF0280 | QUEZON CITY |
| DILIMAN PROCESSING CENTER | SICKNESS, MATERNITY AND EC REIMBURSEMENT SECTION | SICKNESS, MATERNITY AND EC REIMBURSEMENT TEAM I | CLAIMS PROCESSOR II | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Claims Processor II, Sickness, Maternity and EC Reimbursement Team, Sickness, Maternity and EC Reimbursement Section, handles the processing, amendment, adjustment and updating of benefit claim records, and evaluation of sickness, maternity and EC medical benefit claims. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Branch Transaction Processing | 26BRF0281 | QUEZON CITY |
| DILIMAN PROCESSING CENTER | SICKNESS, MATERNITY AND EC REIMBURSEMENT SECTION | SICKNESS, MATERNITY AND EC REIMBURSEMENT TEAM II | CLAIMS PROCESSOR II | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Claims Processor II, Sickness, Maternity and EC Reimbursement Team, Sickness, Maternity and EC Reimbursement Section, handles the processing, amendment, adjustment and updating of benefit claim records, and evaluation of sickness, maternity and EC medical benefit claims. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Branch Transaction Processing | 26BRF0282 | 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 |
|---|---|---|---|---|---|---|---|---|---|
| DILIMAN PROCESSING CENTER | DEATH, DISABILITY AND RETIREMENT SECTION | DEATH, DISABILITY AND RETIREMENT TEAM I | CLAIMS PROCESSOR III | 15 | (Step 1) 53,856.00 to (Step 8) 58,168.00 | The Claims Processor III, Death, Disability and Retirement Team, Death, Disability and Retirement Section, handles the processing, amendment, adjustment and updating of benefit claim records, and evaluation of death, disability and retirement benefit claims. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Transaction Processing | 26BRF0283 | QUEZON CITY |
| DILIMAN PROCESSING CENTER | DEATH, DISABILITY AND RETIREMENT SECTION | DEATH, DISABILITY AND RETIREMENT TEAM II | CLAIMS PROCESSOR III | 15 | (Step 1) 53,856.00 to (Step 8) 58,168.00 | The Claims Processor III, Death, Disability and Retirement Team, Death, Disability and Retirement Section, handles the processing, amendment, adjustment and updating of benefit claim records, and evaluation of death, disability and retirement benefit claims. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Transaction Processing | 26BRF0284 | QUEZON CITY |
| DILIMAN PROCESSING CENTER | DEATH, DISABILITY AND RETIREMENT SECTION | DEATH, DISABILITY AND RETIREMENT TEAM III | SOCIAL SECURITY OFFICER IV | 21 | (Step 1) 104,766.00 to (Step 8) 129,855.00 | The Social Security Officer IV, Death, Disability and Retirement Team, Death, Disability and Retirement Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to payment of death, disability and retirement claims and amendment, adjustment and updating of benefit claim records. | **Managerial Competency:** Achieving Goals, Managing Work, Motivating and Developing People, Problem Solving and Decision Making, Visioning<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Transaction Processing | 26BRF0285 | QUEZON CITY |
| DILIMAN PROCESSING CENTER | DEATH, DISABILITY AND RETIREMENT SECTION | DEATH, DISABILITY AND RETIREMENT TEAM III | CLAIMS PROCESSOR III | 15 | (Step 1) 53,856.00 to (Step 8) 58,168.00 | The Claims Processor III, Death, Disability and Retirement Team, Death, Disability and Retirement Section, handles the processing, amendment, adjustment and updating of benefit claim records, and evaluation of death, disability and retirement benefit claims. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Transaction Processing | 26BRF0286 | QUEZON CITY |
| PASIG PROCESSING CENTER | OFFICE OF THE HEAD | | JUNIOR EXECUTIVE ASSISTANT | 16 | (Step 1) 58,749.00 to (Step 8) 63,078.00 | The Junior Executive Assistant, Processing Center (PC), provides administrative support to the head of the PC. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Processing Center Administrative and Support Services, Records Management | 26BRF0287 | PASIG CITY |
| PASIG PROCESSING CENTER | 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 Processing Center (PC). | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Processing Center Administrative and Support Services, Records Management | 26BRF0288 | PASIG CITY |
| PASIG PROCESSING CENTER | ADMINISTRATIVE SECTION | | SENIOR CLERK | 9 | (Step 1) 31,521.00 to (Step 8) 33,081.00 | The Senior Clerk, Administrative Section, performs document preparation and scanning for archival of documents of the Processing Center. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Processing Center Administrative and Support Services, Records Management | 26BRF0289 | PASIG CITY |
| PASIG PROCESSING CENTER | MEMBERSHIP AND OPERATIONS ACCOUNTING SECTION | MEMBERSHIP TEAM | PROCESSOR II | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Processor II, Membership Team, Membership and Operation Accounting Section, handles evaluation and processing of transactions on amendment, adjustment and updating of membership records. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Transaction Processing | 26BRF0290 | PASIG CITY |
| PASIG PROCESSING CENTER | MEMBERSHIP AND OPERATIONS ACCOUNTING SECTION | OPERATIONS ACCOUNTING TEAM I | PROCESSOR II | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Processor II, Operations Accounting Team, Membership and Operations Accounting Section, handles evaluation and processing of transactions on amendment, adjustment and updating of member contributions and loan repayment records. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Transaction Processing | 26BRF0291 | PASIG CITY |
| PASIG PROCESSING CENTER | MEMBERSHIP AND OPERATIONS ACCOUNTING SECTION | OPERATIONS ACCOUNTING TEAM II | PROCESSOR II | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Processor II, Operations Accounting Team, Membership and Operations Accounting Section, handles evaluation and processing of transactions on amendment, adjustment and updating of member contributions and loan repayment records. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Transaction Processing | 26BRF0292 | PASIG CITY |
| PASIG PROCESSING CENTER | MEMBERSHIP AND OPERATIONS ACCOUNTING SECTION | SELF-EMPLOYED AND VOLUNTARY MEMBERS TEAM | PROCESSOR II | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Processor II, Self-Employed and Voluntary Members Team, Membership and Operations Accounting Section, handles evaluation and processing of transactions on amendment, adjustment and updating of contribution records of self-employed and voluntary members. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Transaction Processing | 26BRF0293 | PASIG CITY |
| PASIG PROCESSING CENTER | MEMBERSHIP AND OPERATIONS ACCOUNTING SECTION | SELF-EMPLOYED AND VOLUNTARY MEMBERS TEAM | SENIOR CLERK | 9 | (Step 1) 31,521.00 to (Step 8) 33,081.00 | The Senior Clerk, Self-Employed and Voluntary Members Team, Membership and Operations Accounting Section, provides general clerical support functions to the unit. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Processing Center Administrative and Support Services, Records Management | 26BRF0294 | PASIG CITY |
| PASIG PROCESSING CENTER | DEATH, DISABILITY AND RETIREMENT SECTION | | CORPORATE EXECUTIVE OFFICER III | 22 | (Step 1) 131,153.00 to (Step 8) 146,392.00 | The Corporate Executive Officer III, Death, Disability and Retirement Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to payment of death, disability and retirement claims and amendment, adjustment and updating of benefit claim records. | **Managerial Competency:** Achieving Goals, Managing Work, Motivating and Developing People, Problem Solving and Decision Making, Visioning<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Transaction Processing | 26BRF0295 | 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.
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 |
|---|---|---|---|---|---|---|---|---|---|
| PASIG PROCESSING CENTER | DEATH, DISABILITY AND RETIREMENT SECTION | DEATH, DISABILITY AND RETIREMENT TEAM I | CLAIMS PROCESSOR III | 15 | (Step 1) 53,856.00 to (Step 8) 58,168.00 | The Claims Processor III, Death, Disability and Retirement Team, Death, Disability and Retirement Section, handles the processing, amendment, adjustment and updating of benefit claim records, and evaluation of death, disability and retirement benefit claims. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Branch Transaction Processing | 26BRF0296 | PASIG CITY |
| PASIG PROCESSING CENTER | DEATH, DISABILITY AND RETIREMENT SECTION | DEATH, DISABILITY AND RETIREMENT TEAM I | CLAIMS PROCESSOR III | 15 | (Step 1) 53,856.00 to (Step 8) 58,168.00 | The Claims Processor III, Death, Disability and Retirement Team, Death, Disability and Retirement Section, handles the processing, amendment, adjustment and updating of benefit claim records, and evaluation of death, disability and retirement benefit claims. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Branch Transaction Processing | 26BRF0297 | PASIG CITY |
| PASIG PROCESSING CENTER | DEATH, DISABILITY AND RETIREMENT SECTION | DEATH, DISABILITY AND RETIREMENT TEAM II | CLAIMS PROCESSOR III | 15 | (Step 1) 53,856.00 to (Step 8) 58,168.00 | The Claims Processor III, Death, Disability and Retirement Team, Death, Disability and Retirement Section, handles the processing, amendment, adjustment and updating of benefit claim records, and evaluation of death, disability and retirement benefit claims. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Branch Transaction Processing | 26BRF0298 | PASIG CITY |
| PASIG PROCESSING CENTER | DEATH, DISABILITY AND RETIREMENT SECTION | DEATH, DISABILITY AND RETIREMENT TEAM II | CLAIMS PROCESSOR III | 15 | (Step 1) 53,856.00 to (Step 8) 58,168.00 | The Claims Processor III, Death, Disability and Retirement Team, Death, Disability and Retirement Section, handles the processing, amendment, adjustment and updating of benefit claim records, and evaluation of death, disability and retirement benefit claims. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Branch Transaction Processing | 26BRF0299 | PASIG CITY |
| PASIG PROCESSING CENTER | DEATH, DISABILITY AND RETIREMENT SECTION | DEATH, DISABILITY AND RETIREMENT TEAM II | SENIOR CLERK | 9 | (Step 1) 31,521.00 to (Step 8) 33,081.00 | The Senior Clerk, Sickness, Maternity and EC Reimbursement Team, Sickness, Maternity and EC Reimbursement Section, provides general clerical support functions to the unit. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Processing Center Administrative and Support Services, Records Management | 26BRF0300 | PASIG CITY |
| PASIG PROCESSING CENTER | DEATH, DISABILITY AND RETIREMENT SECTION | DEATH, DISABILITY AND RETIREMENT TEAM III | SENIOR CLERK | 9 | (Step 1) 31,521.00 to (Step 8) 33,081.00 | The Senior Clerk, Sickness, Maternity and EC Reimbursement Team, Sickness, Maternity and EC Reimbursement Section, provides general clerical support functions to the unit. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Processing Center Administrative and Support Services, Records Management | 26BRF0301 | PASIG CITY |
| MAKATI PROCESSING CENTER | 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 Processing Center (PC). | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Processing Center Administrative and Support Services, Records Management | 26BRF0302 | MAKATI CITY |
| MAKATI PROCESSING CENTER | MEMBERSHIP AND OPERATIONS ACCOUNTING SECTION | MEMBERSHIP TEAM | SENIOR CLERK | 9 | (Step 1) 31,521.00 to (Step 8) 33,081.00 | The Senior Clerk, Membership Team, Membership and Operations Accounting Section, provides general clerical support functions to the unit. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Processing Center Administrative and Support Services, Records Management | 26BRF0303 | MAKATI CITY |
| MAKATI PROCESSING CENTER | MEMBERSHIP AND OPERATIONS ACCOUNTING SECTION | OPERATIONS ACCOUNTING TEAM I | PROCESSOR II | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Processor II, Operations Accounting Team, Membership and Operations Accounting Section, handles evaluation and processing of transactions on amendment, adjustment and updating of member contributions and loan repayment records. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Branch Transaction Processing | 26BRF0304 | MAKATI CITY |
| MAKATI PROCESSING CENTER | MEMBERSHIP AND OPERATIONS ACCOUNTING SECTION | OPERATIONS ACCOUNTING TEAM I | VERIFIER | 9 | (Step 1) 31,521.00 to (Step 8) 33,081.00 | The Verifier, Operations Accounting Team, Membership and Operations Accounting Section, conducts examination, verification and analysis from manual records and SSS database of information and data required in the processing of documents, data amendment, updating and adjustment. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Branch Transaction Processing | 26BRF0305 | MAKATI CITY |
| MAKATI PROCESSING CENTER | MEMBERSHIP AND OPERATIONS ACCOUNTING SECTION | OPERATIONS ACCOUNTING TEAM II | PROCESSOR II | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Processor II, Operations Accounting Team, Membership and Operations Accounting Section, handles evaluation and processing of transactions on amendment, adjustment and updating of member contributions and loan repayment records. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Branch Transaction Processing | 26BRF0306 | MAKATI CITY |
| MAKATI PROCESSING CENTER | MEMBERSHIP AND OPERATIONS ACCOUNTING SECTION | SELF-EMPLOYED AND VOLUNTARY MEMBERS TEAM | SENIOR CLERK | 9 | (Step 1) 31,521.00 to (Step 8) 33,081.00 | The Senior Clerk, Self-Employed and Voluntary Members Team, Membership and Operations Accounting Section, provides general clerical support functions to the unit. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Processing Center Administrative and Support Services, Records Management | 26BRF0307 | MAKATI CITY |
| MAKATI PROCESSING CENTER | SICKNESS, MATERNITY AND EC REIMBURSEMENT SECTION | SICKNESS, MATERNITY AND EC REIMBURSEMENT TEAM II | CLAIMS PROCESSOR II | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Claims Processor II, Sickness, Maternity and EC Reimbursement Team, Sickness, Maternity and EC Reimbursement Section, handles the processing, amendment, adjustment and updating of benefit claim records, and evaluation of sickness, maternity and EC medical benefit claims. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Branch Transaction Processing | 26BRF0308 | MAKATI CITY |
| MAKATI PROCESSING CENTER | DEATH, DISABILITY AND RETIREMENT SECTION | | CORPORATE EXECUTIVE OFFICER III | 22 | (Step 1) 131,153.00 to (Step 8) 146,392.00 | The Corporate Executive Officer III, Death, Disability and Retirement Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to payment of death, disability and retirement claims and amendment, adjustment and updating of benefit claim 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:** Branch Transaction Processing | 26BRF0309 | 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.
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 |
|---|---|---|---|---|---|---|---|---|---|
| MAKATI PROCESSING CENTER | DEATH, DISABILITY AND RETIREMENT SECTION | DEATH DISABILITY AND RETIREMENT TEAM I | SENIOR CLERK | 9 | (Step 1) 31,521.00 to (Step 8) 33,081.00 | The Senior Clerk, Sickness, Maternity and EC Reimbursement Team, Sickness, Maternity and EC Reimbursement Section, provides general clerical support functions to the unit. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Processing Center Administrative and Support Services, Records Management | 26BRF0310 | MAKATI CITY |
| **LUZON REGIONAL PROCESSING DIVISION** | | | | | | | | | |
| LA UNION PROCESSING CENTER | 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 Processing Center (PC). | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Processing Center Administrative and Support Services, Records Management | 26BRF0311 | SAN FERNANDO CITY, LA UNION |
| LA UNION PROCESSING CENTER | MEMBERSHIP AND OPERATIONS ACCOUNTING SECTION | MEMBERSHIP TEAM | PROCESSOR II | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Processor II, Membership Team, Membership and Operation Accounting Section, handles evaluation and processing of transactions on amendment, adjustment and updating of membership records. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Branch Transaction Processing | 26BRF0312 | SAN FERNANDO CITY, LA UNION |
| LA UNION PROCESSING CENTER | SICKNESS, MATERNITY AND EC REIMBURSEMENT SECTION | SICKNESS, MATERNITY AND EC REIMBURSEMENT TEAM II | CLAIMS PROCESSOR II | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Claims Processor II, Sickness, Maternity and EC Reimbursement Team, Sickness, Maternity and EC Reimbursement Section, handles the processing, amendment, adjustment and updating of benefit claim records, and evaluation of sickness, maternity and EC medical benefit claims. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Branch Transaction Processing | 26BRF0313 | SAN FERNANDO CITY, LA UNION |
| LA UNION PROCESSING CENTER | DEATH, DISABILITY AND RETIREMENT SECTION | DEATH, DISABILITY AND RETIREMENT TEAM I | CLAIMS PROCESSOR III | 15 | (Step 1) 53,856.00 to (Step 8) 58,168.00 | The Claims Processor III, Death, Disability and Retirement Team, Death, Disability and Retirement Section, handles the processing, amendment, adjustment and updating of benefit claim records, and evaluation of death, disability and retirement benefit claims. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Branch Transaction Processing | 26BRF0314 | SAN FERNANDO CITY, LA UNION |
| LA UNION PROCESSING CENTER | DEATH, DISABILITY AND RETIREMENT SECTION | DEATH, DISABILITY AND RETIREMENT TEAM II | CLAIMS PROCESSOR III | 15 | (Step 1) 53,856.00 to (Step 8) 58,168.00 | The Claims Processor III, Death, Disability and Retirement Team, Death, Disability and Retirement Section, handles the processing, amendment, adjustment and updating of benefit claim records, and evaluation of death, disability and retirement benefit claims. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Branch Transaction Processing | 26BRF0315 | SAN FERNANDO CITY, LA UNION |
| LA UNION PROCESSING CENTER | DEATH, DISABILITY AND RETIREMENT SECTION | DEATH, DISABILITY AND RETIREMENT TEAM II | CLAIMS PROCESSOR III | 15 | (Step 1) 53,856.00 to (Step 8) 58,168.00 | The Claims Processor III, Death, Disability and Retirement Team, Death, Disability and Retirement Section, handles the processing, amendment, adjustment and updating of benefit claim records, and evaluation of death, disability and retirement benefit claims. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Branch Transaction Processing | 26BRF0316 | SAN FERNANDO CITY, LA UNION |
| TARLAC PROCESSING CENTER | OFFICE OF THE HEAD | | JUNIOR EXECUTIVE ASSISTANT | 16 | (Step 1) 58,749.00 to (Step 8) 63,078.00 | The Junior Executive Assistant, Processing Center (PC), provides administrative support to the head of the PC. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Processing Center Administrative and Support Services, Records Management | 26BRF0317 | TARLAC CITY |
| TARLAC PROCESSING CENTER | MEMBERSHIP AND OPERATIONS ACCOUNTING SECTION | MEMBERSHIP TEAM | PROCESSOR II | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Processor II, Membership Team, Membership and Operation Accounting Section, handles evaluation and processing of transactions on amendment, adjustment and updating of membership records. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Branch Transaction Processing | 26BRF0318 | TARLAC CITY |
| TARLAC PROCESSING CENTER | MEMBERSHIP AND OPERATIONS ACCOUNTING SECTION | MEMBERSHIP TEAM | PROCESSOR II (To be assigned to the Dagupan Processing Center - Extension Office) | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Processor II, Membership Team, Membership and Operation Accounting Section, handles evaluation and processing of transactions on amendment, adjustment and updating of membership records. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Branch Transaction Processing | 26BRF0319 | DAGUPAN CITY |
| TARLAC PROCESSING CENTER | MEMBERSHIP AND OPERATIONS ACCOUNTING SECTION | MEMBERSHIP TEAM | PROCESSOR II | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Processor II, Membership Team, Membership and Operation Accounting Section, handles evaluation and processing of transactions on amendment, adjustment and updating of membership records. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Branch Transaction Processing | 26BRF0320 | TARLAC CITY |
| TARLAC PROCESSING CENTER | DEATH, DISABILITY AND RETIREMENT SECTION | DEATH, DISABILITY AND RETIREMENT TEAM III | CLAIMS PROCESSOR III (To be assigned to the Dagupan Processing Center - Extension Office) | 15 | (Step 1) 53,856.00 to (Step 8) 58,168.00 | The Claims Processor III, Death, Disability and Retirement Team, Death, Disability and Retirement Section, handles the processing, amendment, adjustment and updating of benefit claim records, and evaluation of death, disability and retirement benefit claims. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Branch Transaction Processing | 26BRF0321 | DAGUPAN CITY |
| TARLAC PROCESSING CENTER | DEATH, DISABILITY AND RETIREMENT SECTION | DEATH, DISABILITY AND RETIREMENT TEAM III | CLAIMS PROCESSOR III | 15 | (Step 1) 53,856.00 to (Step 8) 58,168.00 | The Claims Processor III, Death, Disability and Retirement Team, Death, Disability and Retirement Section, handles the processing, amendment, adjustment and updating of benefit claim records, and evaluation of death, disability and retirement benefit claims. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Branch Transaction Processing | 26BRF0322 | TARLAC 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 |
|---|---|---|---|---|---|---|---|---|---|
| SAN PABLO PROCESSING CENTER | 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 Processing Center (PC). | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Processing Center Administrative and Support Services, Records Management | 26BRF0323 | SAN PABLO CITY, LAGUNA |
| SAN PABLO PROCESSING CENTER | MEMBERSHIP AND OPERATIONS ACCOUNTING SECTION | MEMBERSHIP TEAM | PROCESSOR II | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Processor II, Membership Team, Membership and Operation Accounting Section, handles evaluation and processing of transactions on amendment, adjustment and updating of membership records. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Branch Transaction Processing | 26BRF0324 | SAN PABLO CITY, LAGUNA |
| SAN PABLO PROCESSING CENTER | MEMBERSHIP AND OPERATIONS ACCOUNTING SECTION | MEMBERSHIP TEAM | PROCESSOR II | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Processor II, Membership Team, Membership and Operation Accounting Section, handles evaluation and processing of transactions on amendment, adjustment and updating of membership records. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Branch Transaction Processing | 26BRF0325 | SAN PABLO CITY, LAGUNA |
| SAN PABLO PROCESSING CENTER | MEMBERSHIP AND OPERATIONS ACCOUNTING SECTION | OPERATIONS ACCOUNTING TEAM | PROCESSOR II | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Processor II, Operations Accounting Team, Membership and Operations Accounting Section, handles evaluation and processing of transactions on amendment, adjustment and updating of member contributions and loan repayment records. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Branch Transaction Processing | 26BRF0326 | SAN PABLO CITY, LAGUNA |
| SAN PABLO PROCESSING CENTER | MEMBERSHIP AND OPERATIONS ACCOUNTING SECTION | SELF-EMPLOYED AND VOLUNTARY MEMBERS TEAM | PROCESSOR II | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Processor II, Self-Employed and Voluntary Members Team, Membership and Operations Accounting Section, handles evaluation and processing of transactions on amendment, adjustment and updating of contribution records of self-employed and voluntary members. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Branch Transaction Processing | 26BRF0327 | SAN PABLO CITY, LAGUNA |
| SAN PABLO PROCESSING CENTER | SICKNESS, MATERNITY AND EC REIMBURSEMENT SECTION | SICKNESS, MATERNITY AND EC REIMBURSEMENT TEAM I | CLAIMS PROCESSOR II (To be assigned to the Naga Processing Center - Extension Office) | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Claims Processor II, Sickness, Maternity and EC Reimbursement Team, Sickness, Maternity and EC Reimbursement Section, handles the processing, amendment, adjustment and updating of benefit claim records, and evaluation of sickness, maternity and EC medical benefit claims. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Branch Transaction Processing | 26BRF0328 | NAGA CITY |
| SAN PABLO PROCESSING CENTER | SICKNESS, MATERNITY AND EC REIMBURSEMENT SECTION | SICKNESS, MATERNITY AND EC REIMBURSEMENT TEAM II | CLAIMS PROCESSOR II | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Claims Processor II, Sickness, Maternity and EC Reimbursement Team, Sickness, Maternity and EC Reimbursement Section, handles the processing, amendment, adjustment and updating of benefit claim records, and evaluation of sickness, maternity and EC medical benefit claims. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Branch Transaction Processing | 26BRF0329 | SAN PABLO CITY, LAGUNA |
| SAN PABLO PROCESSING CENTER | SICKNESS, MATERNITY AND EC REIMBURSEMENT SECTION | SICKNESS, MATERNITY AND EC REIMBURSEMENT TEAM II | CLAIMS PROCESSOR II | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Claims Processor II, Sickness, Maternity and EC Reimbursement Team, Sickness, Maternity and EC Reimbursement Section, handles the processing, amendment, adjustment and updating of benefit claim records, and evaluation of sickness, maternity and EC medical benefit claims. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Branch Transaction Processing | 26BRF0330 | SAN PABLO CITY, LAGUNA |
| SAN PABLO PROCESSING CENTER | SICKNESS, MATERNITY AND EC REIMBURSEMENT SECTION | SICKNESS, MATERNITY AND EC REIMBURSEMENT TEAM II | CLAIMS PROCESSOR II | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Claims Processor II, Sickness, Maternity and EC Reimbursement Team, Sickness, Maternity and EC Reimbursement Section, handles the processing, amendment, adjustment and updating of benefit claim records, and evaluation of sickness, maternity and EC medical benefit claims. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Branch Transaction Processing | 26BRF0331 | SAN PABLO CITY, LAGUNA |
| SAN PABLO PROCESSING CENTER | DEATH, DISABILITY AND RETIREMENT SECTION | | CORPORATE EXECUTIVE OFFICER III | 22 | (Step 1) 131,153.00 to (Step 8) 146,392.00 | The Corporate Executive Officer III, Death, Disability and Retirement Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to payment of death, disability and retirement claims and amendment, adjustment and updating of benefit claim 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:** Branch Transaction Processing | 26BRF0332 | SAN PABLO CITY, LAGUNA |
| SAN PABLO PROCESSING CENTER | DEATH, DISABILITY AND RETIREMENT SECTION | DEATH, DISABILITY AND RETIREMENT TEAM III | CLAIMS PROCESSOR III | 15 | (Step 1) 53,856.00 to (Step 8) 58,168.00 | The Claims Processor III, Death, Disability and Retirement Team, Death, Disability and Retirement Section, handles the processing, amendment, adjustment and updating of benefit claim records, and evaluation of death, disability and retirement benefit claims. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Branch Transaction Processing | 26BRF0333 | SAN PABLO CITY, LAGUNA |
| **VISAYAS AND MINDANAO REGIONAL PROCESSING DIVISION** | | | | | | | | | |
| VISAYAS AND MINDANAO REGIONAL PROCESSING DIVISION | OFFICE OF THE HEAD | | SENIOR ADMINISTRATIVE ASSISTANT | 14 | (Step 1) 49,749.00 to (Step 8) 53,323.00 | The Senior Administrative Assistant, Regional Processing Division, provides administrative support to the head of the division. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Office Management, Records Management | 26BRF0334 | CAGAYAN DE ORO CITY |
| CEBU PROCESSING CENTER | ADMINISTRATIVE SECTION | | SENIOR CLERK | 9 | (Step 1) 31,521.00 to (Step 8) 33,081.00 | The Senior Clerk, Administrative Section, performs document preparation and scanning for archival of documents of the Processing Center. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Processing Center Administrative and Support Services, Records Management | 26BRF0335 | CEBU 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 |
|---|---|---|---|---|---|---|---|---|---|
| CEBU PROCESSING CENTER | ADMINISTRATIVE SECTION | | SENIOR CLERK | 9 | (Step 1) 31,521.00 to (Step 8) 33,081.00 | The Senior Clerk, Administrative Section, performs document preparation and scanning for archival of documents of the Processing Center. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Processing Center Administrative and Support Services, Records Management | 26BRF0336 | CEBU CITY |
| CEBU PROCESSING CENTER | MEMBERSHIP AND OPERATIONS ACCOUNTING SECTION | MEMBERSHIP TEAM | PROCESSOR II | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Processor II, Membership Team, Membership and Operation Accounting Section, handles evaluation and processing of transactions on amendment, adjustment and updating of membership records. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Branch Transaction Processing | 26BRF0337 | CEBU CITY |
| CEBU PROCESSING CENTER | MEMBERSHIP AND OPERATIONS ACCOUNTING SECTION | OPERATIONS ACCOUNTING TEAM | PROCESSOR II | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Processor II, Operations Accounting Team, Membership and Operations Accounting Section, handles evaluation and processing of transactions on amendment, adjustment and updating of member contributions and loan repayment records. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Branch Transaction Processing | 26BRF0338 | CEBU CITY |
| CEBU PROCESSING CENTER | SICKNESS, MATERNITY AND EC REIMBURSEMENT SECTION | SICKNESS, MATERNITY AND EC REIMBURSEMENT TEAM I | CLAIMS PROCESSOR II | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Claims Processor II, Sickness, Maternity and EC Reimbursement Team, Sickness, Maternity and EC Reimbursement Section, handles the processing, amendment, adjustment and updating of benefit claim records, and evaluation of sickness, maternity and EC medical benefit claims. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Branch Transaction Processing | 26BRF0339 | CEBU CITY |
| CEBU PROCESSING CENTER | DEATH, DISABILITY AND RETIREMENT SECTION | DEATH, DISABILITY AND RETIREMENT TEAM I | CLAIMS PROCESSOR III | 15 | (Step 1) 53,856.00 to (Step 8) 58,168.00 | The Claims Processor III, Death, Disability and Retirement Team, Death, Disability and Retirement Section, handles the processing, amendment, adjustment and updating of benefit claim records, and evaluation of death, disability and retirement benefit claims. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Branch Transaction Processing | 26BRF0340 | CEBU CITY |
| ILOILO PROCESSING CENTER | ADMINISTRATIVE SECTION | | SENIOR CLERK | 9 | (Step 1) 31,521.00 to (Step 8) 33,081.00 | The Senior Clerk, Administrative Section, performs document preparation and scanning for archival of documents of the Processing Center. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Processing Center Administrative and Support Services, Records Management | 26BRF0341 | ILOILO CITY |
| ILOILO PROCESSING CENTER | MEMBERSHIP AND OPERATIONS ACCOUNTING SECTION | MEMBERSHIP TEAM | PROCESSOR II | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Processor II, Membership Team, Membership and Operation Accounting Section, handles evaluation and processing of transactions on amendment, adjustment and updating of membership records. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Branch Transaction Processing | 26BRF0342 | ILOILO CITY |
| ILOILO PROCESSING CENTER | MEMBERSHIP AND OPERATIONS ACCOUNTING SECTION | OPERATIONS ACCOUNTING TEAM | PROCESSOR II | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Processor II, Operations Accounting Team, Membership and Operations Accounting Section, handles evaluation and processing of transactions on amendment, adjustment and updating of member contributions and loan repayment records. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Branch Transaction Processing | 26BRF0343 | ILOILO CITY |
| ILOILO PROCESSING CENTER | MEMBERSHIP AND OPERATIONS ACCOUNTING SECTION | OPERATIONS ACCOUNTING TEAM | PROCESSOR II | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Processor II, Operations Accounting Team, Membership and Operations Accounting Section, handles evaluation and processing of transactions on amendment, adjustment and updating of member contributions and loan repayment records. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Branch Transaction Processing | 26BRF0344 | ILOILO CITY |
| ILOILO PROCESSING CENTER | DEATH, DISABILITY AND RETIREMENT SECTION | DEATH, DISABILITY AND RETIREMENT TEAM I | CLAIMS PROCESSOR III | 15 | (Step 1) 53,856.00 to (Step 8) 58,168.00 | The Claims Processor III, Death, Disability and Retirement Team, Death, Disability and Retirement Section, handles the processing, amendment, adjustment and updating of benefit claim records, and evaluation of death, disability and retirement benefit claims. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Branch Transaction Processing | 26BRF0345 | ILOILO CITY |
| ILOILO PROCESSING CENTER | DEATH, DISABILITY AND RETIREMENT SECTION | DEATH, DISABILITY AND RETIREMENT TEAM I | CLAIMS PROCESSOR III | 15 | (Step 1) 53,856.00 to (Step 8) 58,168.00 | The Claims Processor III, Death, Disability and Retirement Team, Death, Disability and Retirement Section, handles the processing, amendment, adjustment and updating of benefit claim records, and evaluation of death, disability and retirement benefit claims. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Branch Transaction Processing | 26BRF0346 | ILOILO CITY |
| ILOILO PROCESSING CENTER | DEATH, DISABILITY AND RETIREMENT SECTION | DEATH, DISABILITY AND RETIREMENT TEAM II | CLAIMS PROCESSOR III | 15 | (Step 1) 53,856.00 to (Step 8) 58,168.00 | The Claims Processor III, Death, Disability and Retirement Team, Death, Disability and Retirement Section, handles the processing, amendment, adjustment and updating of benefit claim records, and evaluation of death, disability and retirement benefit claims. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Branch Transaction Processing | 26BRF0347 | ILOILO CITY |
| CAGAYAN DE ORO PROCESSING CENTER | MEMBERSHIP AND OPERATIONS ACCOUNTING SECTION | MEMBERSHIP TEAM | SENIOR CLERK | 9 | (Step 1) 31,521.00 to (Step 8) 33,081.00 | The Senior Clerk, Membership Team, Membership and Operations Accounting Section, provides general clerical support functions to the unit. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Processing Center Administrative and Support Services, Records Management | 26BRF0348 | CAGAYAN DE ORO CITY |
| CAGAYAN DE ORO PROCESSING CENTER | MEMBERSHIP AND OPERATIONS ACCOUNTING SECTION | OPERATIONS ACCOUNTING TEAM | PROCESSOR II | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Processor II, Operations Accounting Team, Membership and Operations Accounting Section, handles evaluation and processing of transactions on amendment, adjustment and updating of member contributions and loan repayment records. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Branch Transaction Processing | 26BRF0349 | CAGAYAN DE ORO 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 |
|---|---|---|---|---|---|---|---|---|---|
| CAGAYAN DE ORO PROCESSING CENTER | MEMBERSHIP AND OPERATIONS ACCOUNTING SECTION | OPERATIONS ACCOUNTING TEAM | VERIFIER | 9 | (Step 1) 31,521.00 to (Step 8) 33,081.00 | The Verifier, Operations Accounting Team, Membership and Operations Accounting Section, conducts examination, verification and analysis from manual records and SSS database of information and data required in the processing of documents, data amendment, updating and adjustment. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Transaction Processing | 26BRF0350 | CAGAYAN DE ORO CITY |
| CAGAYAN DE ORO PROCESSING CENTER | DEATH, DISABILITY AND RETIREMENT SECTION | DEATH, DISABILITY AND RETIREMENT TEAM I | SENIOR CLERK | 9 | (Step 1) 31,521.00 to (Step 8) 33,081.00 | The Senior Clerk, Sickness, Maternity and EC Reimbursement Team, Sickness, Maternity and EC Reimbursement Section, provides general clerical support functions to the unit. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Processing Center Administrative and Support Services, Records Management | 26BRF0351 | CAGAYAN DE ORO CITY |
| DAVAO PROCESSING CENTER | ADMINISTRATIVE SECTION | | SENIOR CLERK | 9 | (Step 1) 31,521.00 to (Step 8) 33,081.00 | The Senior Clerk, Administrative Section, performs document preparation and scanning for archival of documents of the Processing Center. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Processing Center Administrative and Support Services, Records Management | 26BRF0352 | DAVAO CITY |
| DAVAO PROCESSING CENTER | MEMBERSHIP AND OPERATIONS ACCOUNTING SECTION | MEMBERSHIP TEAM | PROCESSOR II | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Processor II, Membership Team, Membership and Operation Accounting Section, handles evaluation and processing of transactions on amendment, adjustment and updating of membership records. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Transaction Processing | 26BRF0353 | DAVAO CITY |
| DAVAO PROCESSING CENTER | MEMBERSHIP AND OPERATIONS ACCOUNTING SECTION | MEMBERSHIP TEAM | PROCESSOR II | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Processor II, Membership Team, Membership and Operation Accounting Section, handles evaluation and processing of transactions on amendment, adjustment and updating of membership records. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Transaction Processing | 26BRF0354 | DAVAO CITY |
| DAVAO PROCESSING CENTER | MEMBERSHIP AND OPERATIONS ACCOUNTING SECTION | SELF-EMPLOYED AND VOLUNTARY MEMBERS TEAM | PROCESSOR II<br>(To be assigned to the Zamboanga Processing Center - Extension Office) | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Processor II, Self-Employed and Voluntary Members Team, Membership and Operations Accounting Section, handles evaluation and processing of transactions on amendment, adjustment and updating of contribution records of self-employed and voluntary members. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Transaction Processing | 26BRF0355 | ZAMBOANGA CITY |
| DAVAO PROCESSING CENTER | DEATH, DISABILITY AND RETIREMENT SECTION | DEATH, DISABILITY AND RETIREMENT TEAM I | CLAIMS PROCESSOR III | 15 | (Step 1) 53,856.00 to (Step 8) 58,168.00 | The Claims Processor III, Death, Disability and Retirement Team, Death, Disability and Retirement Section, handles the processing, amendment, adjustment and updating of benefit claim records, and evaluation of death, disability and retirement benefit claims. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Transaction Processing | 26BRF0356 | DAVAO CITY |
| DAVAO PROCESSING CENTER | DEATH, DISABILITY AND RETIREMENT SECTION | DEATH, DISABILITY AND RETIREMENT TEAM I | CLAIMS PROCESSOR III | 15 | (Step 1) 53,856.00 to (Step 8) 58,168.00 | The Claims Processor III, Death, Disability and Retirement Team, Death, Disability and Retirement Section, handles the processing, amendment, adjustment and updating of benefit claim records, and evaluation of death, disability and retirement benefit claims. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Transaction Processing | 26BRF0357 | DAVAO CITY |
| **NCR OPERATIONS GROUP** | | | | | | | | | |
| **NCR NORTH DIVISION** | | | | | | | | | |
| BATASAN HILLS 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<br>**Functional Competency:** Branch Accounts Management, Branch Services | 26BRF0358 | QUEZON CITY |
| FAIRVIEW BRANCH | TELLERING SECTION | | CORPORATE EXECUTIVE OFFICER I | 19 | (Step 1) 75,169.00 to (Step 8) 83,721.00 | The Corporate Executive Officer I, Tellering 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<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Tellering Services | 26BRF0359 | QUEZON CITY |
| CONGRESSIONAL 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<br>**Functional Competency:** Branch Accounts Management, Branch Services | 26BRF0360 | QUEZON CITY |
| CUBAO BRANCH | ACCOUNTS MANAGEMENT SECTION | | CORPORATE EXECUTIVE OFFICER II<br>(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<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Accounts Management | 26BRF0361 | 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.
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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 |
|---|---|---|---|---|---|---|---|---|---|
| CUBAO 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<br>**Functional Competency:** Branch Accounts Management, Branch Services | 26BRF0362 | QUEZON CITY |
| DEPARO 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<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Administrative Services, Records Management, Vehicle Management | 26BRF0363 | CALOOCAN CITY |
| DEPARO 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<br>**Functional Competency:** Branch Administrative Services, Records Management | 26BRF0364 | CALOOCAN CITY |
| DILIMAN BRANCH | MEMBER SERVICES SECTION I | 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<br>**Functional Competency:** Branch Services | 26BRF0365 | QUEZON CITY |
| DILIMAN BRANCH | MEMBER SERVICES SECTION II | | CORPORATE EXECUTIVE OFFICER II<br>(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<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Services | 26BRF0366 | QUEZON CITY |
| DILIMAN BRANCH | MEMBER SERVICES SECTION II | 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<br>**Functional Competency:** Branch Services | 26BRF0367 | QUEZON CITY |
| DILIMAN BRANCH | MEMBER SERVICES SECTION II | TEAM V | 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<br>**Functional Competency:** Branch Services | 26BRF0368 | QUEZON CITY |
| EASTWOOD 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<br>**Functional Competency:** Branch Services | 26BRF0369 | QUEZON CITY |
| EASTWOOD BRANCH | TELLERING SECTION | | CASHIER | 11 | (Step 1) 37,098.00 to (Step 8) 43,518.00 | The Cashier, Team I/II, Tellering Section, receives and processes all types of payments. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Tellering Services | 26BRF0370 | QUEZON CITY |
| KALOOKAN 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<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Services | 26BRF0371 | CALOOCAN CITY |
| KALOOKAN 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<br>**Functional Competency:** Branch Services | 26BRF0372 | CALOOCAN CITY |
| MALABON BRANCH | | ROBINSONS PLACE MALABON 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<br>**Functional Competency:** Branch Services | 26BRF0373 | MALABON CITY |
| NAVOTAS 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<br>**Functional Competency:** Branch Services | 26BRF0374 | NAVOTAS 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 |
|---|---|---|---|---|---|---|---|---|---|
| NOVALICHES 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<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Administrative Services, Records Management, Vehicle Management | 26BRF0375 | QUEZON CITY |
| NOVALICHES 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<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Services | 26BRF0376 | QUEZON CITY |
| NOVALICHES 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<br>**Functional Competency:** Branch Services | 26BRF0377 | QUEZON CITY |
| PASO DE BLAS 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<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Administrative Services, Records Management, Vehicle Management | 26BRF0378 | VALENZUELA CITY |
| SAN FRANCISCO DEL MONTE BRANCH | MEMBER SERVICES SECTION | | CORPORATE EXECUTIVE OFFICER II<br>(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<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Services | 26BRF0379 | QUEZON CITY |
| SAN FRANCISCO DEL MONTE 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<br>**Functional Competency:** Branch Services | 26BRF0380 | QUEZON CITY |
| VALENZUELA 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<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Administrative Services, Records Management, Vehicle Management | 26BRF0381 | VALENZUELA CITY |
| **NCR EAST DIVISION** | | | | | | | | | |
| ANTIPOLO 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<br>**Functional Competency:** Branch Services | 26BRF0382 | ANTIPOLO CITY |
| ANTIPOLO 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<br>**Functional Competency:** Branch Services | 26BRF0383 | 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<br>**Functional Competency:** Branch Accounts Management, Branch Services | 26BRF0384 | ANTIPOLO 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 |
|---|---|---|---|---|---|---|---|---|---|
| ANTIPOLO 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 | 26BRF0385 | ANTIPOLO CITY |
| NEW PANADEROS 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 | 26BRF0386 | MANDALUYONG CITY |
| NEW PANADEROS 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 | 26BRF0387 | MANDALUYONG CITY |
| MANDALUYONG-SHAW 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 | 26BRF0388 | MANDALUYONG CITY |
| MARIKINA 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 | 26BRF0389 | MARIKINA CITY |
| MARIKINA 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 | 26BRF0390 | MARIKINA CITY |
| MARIKINA 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 | 26BRF0391 | MARIKINA CITY |
| MARIKINA 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 | 26BRF0392 | MARIKINA CITY |
| MARIKINA 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 | 26BRF0393 | MARIKINA CITY |
| MARIKINA-MALANDAY 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 | 26BRF0394 | MARIKINA CITY |
| PASIG-MABINI 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 | 26BRF0395 | 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 |
|---|---|---|---|---|---|---|---|---|---|
| PASIG-PIONEER 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<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Administrative Services, Records Management, Vehicle Management | 26BRF0396 | PASIG CITY |
| SAN JUAN BRANCH | ACCOUNTS MANAGEMENT SECTION | | CORPORATE EXECUTIVE OFFICER II<br>(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<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Accounts Management | 26BRF0397 | SAN JUAN CITY |
| TANAY 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<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Services | 26BRF0398 | TANAY, RIZAL |
| 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<br>**Functional Competency:** Branch Services | 26BRF0399 | TANAY, RIZAL |
| PASIG-ROSARIO 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<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Services | 26BRF0400 | PASIG CITY |
| PASIG-ROSARIO 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<br>**Functional Competency:** Branch Services | 26BRF0401 | PASIG CITY |
| PASIG-ROSARIO BRANCH | | ROBINSONS METRO EAST 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<br>**Functional Competency:** Branch Services | 26BRF0402 | PASIG CITY |
| ORTIGAS BRANCH | MEMBER SERVICES SECTION | TEAM II | JUNIOR MEMBER SERVICE REPRESENTATIVE<br>(The applicant's appointment will depend on the CSC's validation of the previous incumbent's appointment) | 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<br>**Functional Competency:** Branch Services | 26BRF0403 | QUEZON CITY |
| **NCR SOUTH DIVISION** | | | | | | | | | |
| NCR SOUTH 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<br>**Functional Competency:** Mail Management | 26BRF0404 | MAKATI CITY |
| ALABANG-MUNTINLUPA 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<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Services | 26BRF0405 | MUNTINLUPA CITY |
| ALABANG-MUNTINLUPA 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<br>**Functional Competency:** Branch Services | 26BRF0406 | MUNTINLUPA 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-ZAPOTE 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<br>**Functional Competency:** Branch Services | 26BRF0407 | MUNTINLUPA CITY |
| MAKATI-GUADALUPE 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<br>**Functional Competency:** Branch Services | 26BRF0408 | MAKATI CITY |
| MAKATI-GUADALUPE 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<br>**Functional Competency:** Branch Accounts Management, Branch Services | 26BRF0409 | MAKATI CITY |
| MAKATI-GUADALUPE BRANCH | TELLERING SECTION | | CASHIER | 11 | (Step 1) 37,098.00 to (Step 8) 43,518.00 | The Cashier, Team I/II, Tellering Section, receives and processes all types of payments. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Tellering Services | 26BRF0410 | MAKATI CITY |
| LAS PIÑAS 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<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Accounts Management | 26BRF0411 | LAS PIÑAS CITY |
| LAS PIÑAS BRANCH | | ROBINSONS PLACE LAS PIÑAS 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<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Services | 26BRF0412 | LAS PIÑAS CITY |
| MAKATI-CHINO ROCES 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<br>**Functional Competency:** Branch Services | 26BRF0413 | MAKATI CITY |
| MAKATI-CHINO ROCES 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<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Accounts Management | 26BRF0414 | MAKATI CITY |
| MAKATI-GIL PUYAT 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<br>**Functional Competency:** Branch Services | 26BRF0415 | MAKATI CITY |
| MAKATI-J.P. RIZAL 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<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Services | 26BRF0416 | MAKATI CITY |
| MAKATI-J.P. RIZAL 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<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Accounts Management | 26BRF0417 | 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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** 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 |
|---|---|---|---|---|---|---|---|---|---|
| PARAÑAQUE 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<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Services | 26BRF0418 | PARAÑAQUE CITY |
| PARAÑAQUE 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<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Services | 26BRF0419 | PARAÑAQUE CITY |
| PARAÑAQUE 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<br>**Functional Competency:** Branch Accounts Management, Branch Services | 26BRF0420 | 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<br>**Functional Competency:** Branch Services | 26BRF0421 | PARAÑAQUE CITY |
| PARAÑAQUE-TAMBO 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<br>**Functional Competency:** Branch Accounts Management, Branch Services | 26BRF0422 | PARAÑAQUE CITY |
| TAGUIG BRANCH | MEMBER SERVICES SECTION | | CORPORATE EXECUTIVE OFFICER II<br>(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<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Services | 26BRF0423 | TAGUIG CITY |
| TAGUIG 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<br>**Functional Competency:** Branch Accounts Management, Branch Services | 26BRF0424 | TAGUIG CITY |
| BICUTAN-SUN VALLEY 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<br>**Functional Competency:** Branch Services | 26BRF0425 | PARAÑAQUE CITY |
| BICUTAN-SUN VALLEY 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<br>**Functional Competency:** Branch Services | 26BRF0426 | PARAÑAQUE CITY |
| **NCR WEST DIVISION** | | | | | | | | | |
| 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<br>**Functional Competency:** Branch Services | 26BRF0427 | MANILA CITY |
| BINONDO 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<br>**Functional Competency:** Branch Services | 26BRF0428 | MANILA 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 |
|---|---|---|---|---|---|---|---|---|---|
| BINONDO 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<br>**Functional Competency:** Branch Accounts Management, Branch Services | 26BRF0429 | MANILA CITY |
| LEGARDA 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<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Services | 26BRF0430 | MANILA CITY |
| LEGARDA 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<br>**Functional Competency:** Branch Services | 26BRF0431 | MANILA CITY |
| MANILA 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<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Administrative Services, Records Management, Vehicle Management | 26BRF0432 | MANILA CITY |
| MANILA 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<br>**Functional Competency:** Branch Services | 26BRF0433 | MANILA CITY |
| MANILA 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<br>**Functional Competency:** Branch Accounts Management, Branch Services | 26BRF0434 | MANILA 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<br>**Functional Competency:** Branch Services | 26BRF0435 | 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<br>**Functional Competency:** Branch Services | 26BRF0436 | PASAY CITY |
| PASAY-TAFT 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<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Services | 26BRF0437 | PASAY CITY |
| PASAY-TAFT 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<br>**Functional Competency:** Branch Services | 26BRF0438 | PASAY CITY |
| STA. MESA 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<br>**Functional Competency:** Branch Services | 26BRF0439 | MANILA CITY |
| TONDO 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<br>**Functional Competency:** Branch Administrative Services, Records Management | 26BRF0440 | MANILA 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 |
|---|---|---|---|---|---|---|---|---|---|
| WELCOME 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<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Services | 26BRF0441 | MANILA CITY |
| **LUZON OPERATIONS GROUP** | | | | | | | | | |
| **LUZON NORTH 1 DIVISION** | | | | | | | | | |
| LUZON NORTH 1 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<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Accounting, Mail Management, Office Management, Records Management, Supplies Management, Vehicle Management | 26BRF0442 | BAGUIO CITY |
| LUZON NORTH 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<br>**Functional Competency:** Branch Accounting | 26BRF0443 | BAGUIO CITY |
| BAGUIO 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<br>**Functional Competency:** Branch Accounts Management, Branch Services | 26BRF0444 | BAGUIO CITY |
| BAGUIO 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<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Accounts Management | 26BRF0445 | BAGUIO CITY |
| BAGUIO 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<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Accounts Management | 26BRF0446 | BAGUIO CITY |
| BANGUED 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<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Administrative Services, Records Management, Vehicle Management | 26BRF0447 | BANGUED, ABRA |
| BANGUED 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<br>**Functional Competency:** Branch Administrative Services, Records Management | 26BRF0448 | BANGUED, ABRA |
| BONTOC 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<br>**Functional Competency:** Branch Services | 26BRF0449 | BONTOC |
| LA UNION 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<br>**Functional Competency:** Branch Services | 26BRF0450 | SAN FERNANDO CITY, LA UNION |

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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 |
|---|---|---|---|---|---|---|---|---|---|
| LA UNION 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<br>**Functional Competency:** Branch Services | 26BRF0451 | SAN FERNANDO CITY, LA UNION |
| LA UNION 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<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Accounts Management | 26BRF0452 | SAN FERNANDO CITY, LA UNION |
| LAOAG 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<br>**Functional Competency:** Branch Services | 26BRF0453 | LAOAG CITY |
| VIGAN 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<br>**Functional Competency:** Branch Administrative Services, Records Management | 26BRF0454 | 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<br>**Functional Competency:** Branch Services | 26BRF0455 | AGOO |
| AGOO 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<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Accounts Management | 26BRF0456 | AGOO |
| **LUZON NORTH 2 DIVISION** | | | | | | | | | |
| LUZON NORTH 2 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<br>**Functional Competency:** Office Management, Records Management | 26BRF0457 | CAUAYAN CITY, ISABELA |
| LUZON NORTH 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<br>**Functional Competency:** Office Management, Records Management | 26BRF0458 | CAUAYAN CITY, ISABELA |
| CAUAYAN, ISABELA BRANCH | ACCOUNTS MANAGEMENT SECTION | | CORPORATE EXECUTIVE OFFICER II<br>(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<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Accounts Management | 26BRF0459 | CAUAYAN CITY, ISABELA |
| SANTIAGO, 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<br>**Functional Competency:** Branch Services | 26BRF0460 | SANTIAGO CITY, ISABELA |
| SANTIAGO, ISABELA 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<br>**Functional Competency:** Branch Services | 26BRF0461 | SANTIAGO CITY, ISABELA |
| SANTIAGO, ISABELA 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<br>**Functional Competency:** Branch Accounts Management, Branch Services | 26BRF0462 | SANTIAGO CITY, ISABELA |

* 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 |
|---|---|---|---|---|---|---|---|---|---|
| SOLANO 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<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Services | 26BRF0463 | SOLANO |
| TUGUEGARAO 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<br>**Functional Competency:** Branch Services | 26BRF0464 | TUGUEGARAO |
| TUGUEGARAO 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<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Services | 26BRF0465 | TUGUEGARAO |
| **LUZON CENTRAL 1 DIVISION** | | | | | | | | | |
| LUZON CENTRAL 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<br>**Functional Competency:** Branch Public Relations | 26BRF0466 | TARLAC CITY |
| LUZON CENTRAL 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<br>**Functional Competency:** Office Management, Records Management | 26BRF0467 | TARLAC CITY |
| BALANGA 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<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Services | 26BRF0468 | BALANGA CITY |
| BALANGA 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<br>**Functional Competency:** Branch Accounts Management, Branch Services | 26BRF0469 | BALANGA CITY |
| BALANGA 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<br>**Functional Competency:** Branch Accounts Management, Branch Services | 26BRF0470 | BALANGA CITY |
| BALER 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<br>**Functional Competency:** Branch Services | 26BRF0471 | BALER, AURORA |
| CABANATUAN BRANCH | MEMBER SERVICES SECTION | | CORPORATE EXECUTIVE OFFICER II<br>(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<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Services | 26BRF0472 | CABANATUAN 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 |
|---|---|---|---|---|---|---|---|---|---|
| CAMILING 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<br>**Functional Competency:** Branch Services | 26BRF0473 | CAMILING |
| DAGUPAN BRANCH | MEMBER SERVICES SECTION | TEAM IV | 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<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Services | 26BRF0474 | DAGUPAN CITY |
| DAGUPAN 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<br>**Functional Competency:** Branch Services | 26BRF0475 | DAGUPAN CITY |
| DAGUPAN 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<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Accounts Management | 26BRF0476 | DAGUPAN CITY |
| DAGUPAN 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<br>**Functional Competency:** Branch Accounts Management, Branch Services | 26BRF0477 | DAGUPAN CITY |
| IBA 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<br>**Functional Competency:** Branch Accounts Management, Branch Services | 26BRF0478 | IBA |
| MARIVELES-BEPZ 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<br>**Functional Competency:** Branch Accounts Management, Branch Services | 26BRF0479 | MARIVELES |
| SAN JOSE NE 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<br>**Functional Competency:** Branch Services | 26BRF0480 | SAN JOSE CITY, NUEVA ECIJA |
| TARLAC 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<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Services | 26BRF0481 | TARLAC CITY |
| TARLAC 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<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Services | 26BRF0482 | TARLAC CITY |
| URDANETA 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<br>**Functional Competency:** Branch Services | 26BRF0483 | URDANETA 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 |
|---|---|---|---|---|---|---|---|---|---|
| URDANETA 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<br>**Functional Competency:** Branch Services | 26BRF0484 | 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<br>**Functional Competency:** Branch Accounts Management, Branch Services | 26BRF0485 | URDANETA CITY |
| **LUZON CENTRAL 2 DIVISION** | | | | | | | | | |
| MALOLOS 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<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Accounts Management | 26BRF0486 | MALOLOS CITY |
| MALOLOS BRANCH | TELLERING SECTION | | CORPORATE EXECUTIVE OFFICER I | 19 | (Step 1) 75,169.00 to (Step 8) 83,721.00 | The Corporate Executive Officer I, Tellering 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<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Tellering Services | 26BRF0487 | MALOLOS CITY |
| MEYCAUAYAN 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<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Accounts Management | 26BRF0488 | MEYCAUAYAN CITY |
| OLONGAPO BRANCH | TELLERING SECTION | | CASHIER | 11 | (Step 1) 37,098.00 to (Step 8) 43,518.00 | The Cashier, Team I/II, Tellering Section, receives and processes all types of payments. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Tellering Services | 26BRF0489 | OLONGAPO CITY |
| PAMPANGA 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<br>**Functional Competency:** Branch Services | 26BRF0490 | 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<br>**Functional Competency:** Branch Accounts Management, Branch Services | 26BRF0491 | SAN FERNANDO CITY, PAMPANGA |
| STA. MARIA BRANCH | TELLERING SECTION | | CASHIER | 11 | (Step 1) 37,098.00 to (Step 8) 43,518.00 | The Cashier, Team I/II, Tellering Section, receives and processes all types of payments. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Tellering Services | 26BRF0492 | STA. MARIA, 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<br>**Functional Competency:** Branch Services | 26BRF0493 | MABALACAT CITY |
| **LUZON SOUTH 1 DIVISION** | | | | | | | | | |
| BACOOR BRANCH | | SM BACOOR 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<br>**Functional Competency:** Branch Services | 26BRF0494 | BACOOR CITY |
| BACOOR BRANCH | | SM BACOOR SERVICE OFFICE | JUNIOR MEMBER SERVICE REPRESENTATIVE | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Junior 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<br>**Functional Competency:** Branch Services | 26BRF0495 | BACOOR 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 |
|---|---|---|---|---|---|---|---|---|---|
| BACOOR BRANCH | | KAWIT 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 | 26BRF0496 | BACOOR CITY |
| BACOOR BRANCH | | KAWIT SERVICE OFFICE | JUNIOR MEMBER SERVICE REPRESENTATIVE | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Junior 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 | 26BRF0497 | BACOOR CITY |
| BIÑAN 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 | 26BRF0498 | BIÑAN |
| BIÑAN BRANCH | MEMBER SERVICES SECTION | TEAM V | 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 | 26BRF0499 | BIÑAN |
| CALAMBA 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 | 26BRF0500 | CALAMBA CITY |
| CALAMBA 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 | 26BRF0501 | CALAMBA CITY |
| CARMONA 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 | 26BRF0502 | CARMONA |
| CARMONA BRANCH | TELLERING SECTION | | CASHIER | 11 | (Step 1) 37,098.00 to (Step 8) 43,518.00 | The Cashier, Team I/II, Tellering Section, receives and processes all types of payments. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Tellering Services | 26BRF0503 | CARMONA |
| DASMARIÑAS 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 | 26BRF0504 | DASMARIÑAS CITY |
| INFANTA 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 | 26BRF0505 | INFANTA |
| INFANTA 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 | 26BRF0506 | INFANTA |
| 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 | 26BRF0507 | LUCENA CITY |
| LUCENA 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 | 26BRF0508 | LUCENA CITY |
| LUCENA 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 | 26BRF0509 | LUCENA 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 |
|---|---|---|---|---|---|---|---|---|---|
| LUCENA 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<br>**Functional Competency:** Branch Accounts Management, Branch Services | 26BRF0510 | LUCENA CITY |
| LUCENA BRANCH | TELLERING SECTION | | CASHIER | 11 | (Step 1) 37,098.00 to (Step 8) 43,518.00 | The Cashier, Team I/II, Tellering Section, receives and processes all types of payments. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Tellering Services | 26BRF0511 | LUCENA CITY |
| LUCENA BRANCH | | CANDELARIA SERVICE OFFICE | JUNIOR MEMBER SERVICE REPRESENTATIVE | 13 | (Step 1) 46,768.00 to (Step 8) 49,256.00 | The Junior 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<br>**Functional Competency:** Branch Services | 26BRF0512 | LUCENA CITY |
| 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<br>**Functional Competency:** Branch Accounts Management, Branch Services | 26BRF0513 | ROSARIO, CAVITE |
| ROSARIO 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<br>**Functional Competency:** Branch Accounts Management, Branch Services | 26BRF0514 | ROSARIO, CAVITE |
| SAN PABLO 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<br>**Functional Competency:** Branch Accounts Management, Branch Services | 26BRF0515 | SAN PABLO CITY, LAGUNA |
| SANTA ROSA BRANCH | TELLERING SECTION | | CORPORATE EXECUTIVE OFFICER I | 19 | (Step 1) 75,169.00 to (Step 8) 83,721.00 | The Corporate Executive Officer I, Tellering 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<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Tellering Services | 26BRF0516 | STA. ROSA, LAGUNA |
| SANTA ROSA BRANCH | TELLERING SECTION | | CASHIER | 11 | (Step 1) 37,098.00 to (Step 8) 43,518.00 | The Cashier, Team I/II, Tellering Section, receives and processes all types of payments. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Tellering Services | 26BRF0517 | STA. ROSA, LAGUNA |
| STA. CRUZ 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<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Administrative Services, Records Management, Vehicle Management | 26BRF0518 | STA. CRUZ, LAGUNA |
| STA. CRUZ 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<br>**Functional Competency:** Branch Services | 26BRF0519 | STA. CRUZ, LAGUNA |
| TAGAYTAY 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<br>**Functional Competency:** Branch Services | 26BRF0520 | TAGAYTAY CITY |
| TAGAYTAY 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<br>**Functional Competency:** Branch Services | 26BRF0521 | TAGAYTAY CITY |
| TAGAYTAY 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<br>**Functional Competency:** Branch Accounts Management, Branch Services | 26BRF0522 | TAGAYTAY 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 |
|---|---|---|---|---|---|---|---|---|---|
| SAN PEDRO 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 | 26BRF0523 | SAN PEDRO CITY, LAGUNA |
| **LUZON SOUTH 2 DIVISION** | | | | | | | | | |
| LUZON SOUTH 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 | 26BRF0524 | BATANGAS CITY |
| BATANGAS 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 | 26BRF0525 | BATANGAS CITY |
| BATANGAS 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 | 26BRF0526 | BATANGAS CITY |
| BATANGAS BRANCH | TELLERING SECTION | | CASHIER | 11 | (Step 1) 37,098.00 to (Step 8) 43,518.00 | The Cashier, Team I/II, Tellering Section, receives and processes all types of payments. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented **Functional Competency:** Tellering Services | 26BRF0527 | BATANGAS CITY |
| BOAC 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 | 26BRF0528 | BOAC |
| BOAC 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 | 26BRF0529 | BOAC |
| BOAC 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 | 26BRF0530 | BOAC |
| LIPA 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 | 26BRF0531 | LIPA CITY |
| LIPA 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 | 26BRF0532 | LIPA CITY |
| LIPA BRANCH | TELLERING SECTION | | SENIOR CLERK | 9 | (Step 1) 31,521.00 to (Step 8) 33,081.00 | The Senior Clerk, Team I/II, Tellering 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 | 26BRF0533 | LIPA 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 |
|---|---|---|---|---|---|---|---|---|---|
| PUERTO PRINCESA 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 | 26BRF0534 | PUERTO PRINCESA CITY |
| PUERTO PRINCESA 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 | 26BRF0535 | PUERTO PRINCESA CITY |
| PUERTO PRINCESA 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 | 26BRF0536 | PUERTO PRINCESA CITY |
| PUERTO PRINCESA 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 | 26BRF0537 | PUERTO PRINCESA CITY |
| ODIONGAN 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 | 26BRF0538 | ODIONGAN |
| ODIONGAN 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 | 26BRF0539 | ODIONGAN |
| **LUZON BICOL DIVISION** | | | | | | | | | |
| LUZON BICOL 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 | 26BRF0540 | NAGA CITY |
| LUZON BICOL 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 | 26BRF0541 | NAGA CITY |
| LEGAZPI 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 | 26BRF0542 | LEGAZPI CITY |
| TABACO 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 | 26BRF0543 | TABACO 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 |
|---|---|---|---|---|---|---|---|---|---|
| **VISAYAS OPERATIONS GROUP** | | | | | | | | | |
| **VISAYAS CENTRAL 1 DIVISION** | | | | | | | | | |
| VISAYAS 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<br>**Functional Competency:** Branch Accounting | 26BRF0544 | CEBU CITY |
| VISAYAS CENTRAL 1 DIVISION | ADMINISTRATIVE AND GENERAL ACCOUNTING SECTION | | DRIVER<br><br>(To be assigned to the Visayas Operations Group) | 7 | (Step 1) 27,324.00 to (Step 8) 27,865.00 | The Driver, Administrative and General Accounting Section, drives and maintains the assigned vehicle of the division. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Vehicle Management | 26BRF0545 | CEBU CITY |
| BOGO 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<br>**Functional Competency:** Branch Services | 26BRF0546 | BOGO CITY |
| BOGO 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<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Accounts Management | 26BRF0547 | BOGO CITY |
| CEBU 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<br>**Functional Competency:** Branch Services | 26BRF0548 | CEBU CITY |
| CEBU 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<br>**Functional Competency:** Branch Services | 26BRF0549 | CEBU CITY |
| CEBU BRANCH | MEMBER SERVICES SECTION | TEAM V | 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<br>**Functional Competency:** Branch Services | 26BRF0550 | CEBU CITY |
| CEBU 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<br>**Functional Competency:** Branch Accounts Management, Branch Services | 26BRF0551 | CEBU CITY |
| CEBU 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<br>**Functional Competency:** Branch Accounts Management, Branch Services | 26BRF0552 | CEBU CITY |
| LAPU-LAPU BRANCH | | PORO (CAMOTES ISLAND) 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<br>**Functional Competency:** Branch Services | 26BRF0553 | LAPU-LAPU CITY |
| MANDAUE 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<br>**Functional Competency:** Branch Administrative Services, Records Management | 26BRF0554 | MANDAUE 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 |
|---|---|---|---|---|---|---|---|---|---|
| MANDAUE 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<br>**Functional Competency:** Branch Accounts Management, Branch Services | 26BRF0555 | MANDAUE CITY |
| TAGBILARAN 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<br>**Functional Competency:** Branch Services | 26BRF0556 | TAGBILARAN CITY |
| TOLEDO 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<br>**Functional Competency:** Branch Services | 26BRF0557 | TOLEDO CITY |
| CEBU-NORTH RECLAMATION AREA 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<br>**Functional Competency:** Branch Services | 26BRF0558 | CEBU CITY |
| DANAO 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<br>**Functional Competency:** Branch Administrative Services, Records Management | 26BRF0559 | DANAO CITY, CEBU |
| **VISAYAS CENTRAL 2 DIVISION** | | | | | | | | | |
| CALBAYOG 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<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Administrative Services, Records Management, Vehicle Management | 26BRF0560 | CALBAYOG CITY |
| ORMOC 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<br>**Functional Competency:** Branch Accounts Management, Branch Services | 26BRF0561 | ORMOC CITY |
| TACLOBAN BRANCH | ACCOUNTS MANAGEMENT SECTION | TEAM I | SENIOR ANALYST<br><br>(The applicant's appointment will depend on the CSC's validation of the previous incumbent's appointment) | 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<br>**Functional Competency:** Branch Accounts Management, Branch Services | 26BRF0562 | TACLOBAN CITY |
| **VISAYAS WEST 1 DIVISION** | | | | | | | | | |
| VISAYAS WEST 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<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Office Management, Records Management | 26BRF0563 | BACOLOD CITY |
| BACOLOD 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<br>**Functional Competency:** Branch Services | 26BRF0564 | BACOLOD CITY |
| BACOLOD EAST 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<br>**Functional Competency:** Branch Services | 26BRF0565 | BACOLOD 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 |
|---|---|---|---|---|---|---|---|---|---|
| BAGO BRANCH | TELLERING SECTION | | SENIOR CLERK | 9 | (Step 1) 31,521.00 to (Step 8) 33,081.00 | The Senior Clerk, Team I/II, Tellering 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 | 26BRF0566 | BAGO CITY |
| SAGAY 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 | 26BRF0567 | SAGAY CITY |
| VICTORIAS 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 | 26BRF0568 | VICTORIAS CITY |
| **VISAYAS WEST 2 DIVISION** | | | | | | | | | |
| ILOILO-CENTRAL 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 | 26BRF0569 | ILOILO CITY |
| ILOILO-CENTRAL 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 | 26BRF0570 | ILOILO CITY |
| ILOILO-MOLO 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 | 26BRF0571 | MOLO, ILOILO CITY |
| ILOILO-MOLO 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 | 26BRF0572 | MOLO, ILOILO CITY |
| **MINDANAO OPERATIONS GROUP** | | | | | | | | | |
| **MINDANAO NORTH DIVISION** | | | | | | | | | |
| BUTUAN 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 | 26BRF0573 | BUTUAN CITTY |
| CAMIGUIN 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 | 26BRF0574 | CAMIGUIN |
| CAMIGUIN 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 | 26BRF0575 | CAMIGUIN |

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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 |
|---|---|---|---|---|---|---|---|---|---|
| CAMIGUIN 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<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Services | 26BRF0576 | CAMIGUIN |
| OZAMIS 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<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Services | 26BRF0577 | OZAMIS CITY |
| OZAMIS 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<br>**Functional Competency:** Branch Services | 26BRF0578 | OZAMIS CITY |
| **MINDANAO SOUTH 1 DIVISION** | | | | | | | | | |
| MINDANAO SOUTH 1 DIVISION | ADMINISTRATIVE AND GENERAL ACCOUNTING SECTION | | DRIVER<br>(To be assigned to the Mindanao Operations Group) | 7 | (Step 1) 27,324.00 to (Step 8) 27,865.00 | The Driver, Administrative and General Accounting Section, drives and maintains the assigned vehicle of the division. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Vehicle Management | 26BRF0579 | DAVAO CITY |
| BISLIG 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<br>**Functional Competency:** Branch Administrative Services, Records Management | 26BRF0580 | BISLIG CITY |
| DAVAO BRANCH | | NCCC MALL BUHANGIN 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<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Services | 26BRF0581 | DAVAO CITY |
| DAVAO BRANCH | | NCCC MALL BUHANGIN 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<br>**Functional Competency:** Branch Services | 26BRF0582 | DAVAO CITY |
| DAVAO-SAN PEDRO 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<br>**Functional Competency:** Branch Services | 26BRF0583 | DAVAO CITY |
| DAVAO-SAN PEDRO 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<br>**Functional Competency:** Branch Accounts Management, Branch Services | 26BRF0584 | DAVAO CITY |
| MATI BRANCH | TELLERING SECTION | | CASHIER | 11 | (Step 1) 37,098.00 to (Step 8) 43,518.00 | The Cashier, Team I/II, Tellering Section, receives and processes all types of payments. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Tellering Services | 26BRF0585 | MATI CITY |
| PANABO 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<br>**Functional Competency:** Branch Accounts Management, Branch Services | 26BRF0586 | PANABO 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 |
|---|---|---|---|---|---|---|---|---|---|
| TAGUM 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<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Services | 26BRF0587 | TAGUM CITY |
| TAGUM BRANCH | | NABUNTURAN 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<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Services | 26BRF0588 | TAGUM CITY |
| TAGUM BRANCH | | MARAGUSAN 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<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Services | 26BRF0589 | TAGUM CITY |
| TAGUM BRANCH | | MARAGUSAN 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<br>**Functional Competency:** Branch Services | 26BRF0590 | TAGUM CITY |
| TORIL BRANCH | TELLERING SECTION | | CASHIER | 11 | (Step 1) 37,098.00 to (Step 8) 43,518.00 | The Cashier, Team I/II, Tellering Section, receives and processes all types of payments. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Tellering Services | 26BRF0591 | TORIL, DAVAO CITY |
| **MINDANAO SOUTH 2 DIVISION** | | | | | | | | | |
| MINDANAO SOUTH 2 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<br>**Functional Competency:** Office Management, Records Management | 26BRF0592 | GENERAL SANTOS CITY |
| GENERAL SANTOS CITY BRANCH | TELLERING SECTION | | CASHIER | 11 | (Step 1) 37,098.00 to (Step 8) 43,518.00 | The Cashier, Team I/II, Tellering Section, receives and processes all types of payments. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Tellering Services | 26BRF0593 | GENERAL SANTOS CITY |
| KIDAPAWAN 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<br>**Functional Competency:** Branch Accounts Management, Branch Services | 26BRF0594 | KIDAPAWAN CITY |
| KORONADAL 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<br>**Functional Competency:** Branch Administrative Services, Records Management | 26BRF0595 | KORONADAL CITY |
| KORONADAL BRANCH | | POLOMOLOK 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<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Services | 26BRF0596 | KORONADAL CITY |
| KORONADAL BRANCH | | POLOMOLOK 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<br>**Functional Competency:** Branch Services | 26BRF0597 | KORONADAL CITY |
| TACURONG 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<br>**Functional Competency:** Branch Administrative Services, Records Management | 26BRF0598 | TACURONG 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 |
|---|---|---|---|---|---|---|---|---|---|
| **MINDANAO WEST DIVISION** | | | | | | | | | |
| BASILAN 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<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Services | 26BRF0599 | ISABELA CITY, BASILAN |
| BASILAN 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<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Accounts Management | 26BRF0600 | ISABELA CITY, BASILAN |
| IPIL BRANCH | TELLERING SECTION | | CASHIER | 11 | (Step 1) 37,098.00 to (Step 8) 43,518.00 | The Cashier, Team I/II, Tellering Section, receives and processes all types of payments. | **Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Tellering Services | 26BRF0601 | IPIL, ZAMBOANGA SIBUGAY |
| JOLO 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<br>**Core Competency:** Communication, Interpersonal Flexibility, Professionalism, Quality-Oriented<br>**Functional Competency:** Branch Administrative Services, Records Management, Vehicle Management | 26BRF0602 | JOLO, SULU |
| JOLO 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<br>**Functional Competency:** Branch Services | 26BRF0603 | JOLO, SULU |
| JOLO 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<br>**Functional Competency:** Branch Accounts Management, Branch Services | 26BRF0604 | JOLO, SULU |
| ZAMBOANGA 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<br>**Functional Competency:** Branch Administrative Services, Records Management | 26BRF0605 | ZAMBOANGA CITY |
| ZAMBOANGA 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<br>**Functional Competency:** Branch Accounts Management, Branch Services | 26BRF0606 | ZAMBOANGA CITY |

* In case of hiring, Step 1/hiring rate shall apply. In case of promotion, rate of applicable step within the Pay Grade shall be used based on CPCS guidelines.
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** A detailed description of the competencies is provided on the last page of this annex.

| **Managerial Competencies - are the knowledge, skills, attitudes and aptitudes associated with leading and managing SSS and which add value to one's work. These are required only of individuals holding executive/managerial and supervisory positions.** | |
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| **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 andmaintain 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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| **COMPETENCIES** | **DEFINITION (BASED ON SSS COMPETENCY CATALOG (DEC 2018))** |
| **Communication** | The ability to deliver both written and verbal messages in a clear, concise and easily understood manner. |
| **Interpersonal Flexibility** | The ability to effectively establish and maintain a helpful and productive relationship with others, and to work well in a team to facilitate work performance and achieve common goals. |
| **Professionalism** | The ability to develop and maintain effective behavior in the workplace and to conduct oneself in a manner consistent with the Code of Ethical Standards for SSS Officials and Employees. |
| **Quality-Oriented** | The ability to improve quality, efficiency and effectiveness of one's work in order to deliver value to internal and external clients (e.g., co-employees, SSS members and other stakeholders). |

| **Functional Competencies - are task-specific knowledge and skills that are needed to be effective in a given position. Essentially, these are the "know-how" required to provide services or carry out the activities in a function or job. These functional competencies are categorized based on job families.** | |
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| **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. |
| **Application System Development** | The ability to design, develop and maintain application systems to support the attainment of corporate business objectives. |
| **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. |
| **Biometric/Card Operations** | The ability to provide timely and efficient processing and delivery of SSS-issued cards to SSS members in coordination with service providers to facilitate the provision of innovative and convenient means of transacting with SSS. |
| **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 Services (POEA)** | The ability to provide prompt, convenient, reliable and client-focused frontline services to land-based SSS Overseas Filipino Workers (OFWs). |
| **Branch Transaction Processing** | The ability to provide and ensure effective and efficient evaluation, processing and data maintenance of records of membership, contributions and loan repayments of SSS members including payment of Social Security (SS) and Employees Compensation (EC) benefits. |

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| **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. |
| **Career Development Program Management** | The ability to develop and handle the implementation of employee career development programs effectively and efficiently. |
| **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 Assistance (Electronic Service Facilities)** | The ability to effectively and efficiently handle inquiries, complaints and requests for assistance on the use of SSS electronic service facilities from SSS members and other stakeholders received over-the-counter/via different communication channels. |
| **Client Assistance (SSS Matters)** | The ability to effectively and efficiently handle inquiries, complaints and requests for assistance on SSS matters from SSS members and other stakeholders received over-the-counter/via different communication channels to ensure their full satisfaction. |
| **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. |
| **Contract Management** | The ability to handle effective post-award short-term and long-term contract activities and monitor the implementation of contracts of purchased goods, consulting services and infrastructure projects to achieve System's goals and objectives. |
| **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/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. |
| **Coverage Program Management** | The ability to develop, implement and monitor coverage projects and programs for professional groups, informal sector groups, cooperatives and micro-finance institutions to ensure alignment with the System's goals and client needs. |
| **Employee Performance Program Management** | The ability to develop and handle the implementation of performance evaluation programs effectively and efficiently and to validate and monitor the use of performance measures and standards appropriately. |
| **Employee Relations** | The ability to develop and handle the implementation of employee relations and communications programs effectively and efficiently. |

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| **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. |
| **Equities Investments Management** | The ability to manage equities investments of the organization by implementing investment directions and policy guidelines including recommending of equities investment related instruments which various SSS funds may be invested or divested. |
| **Fixed Income Investments Management** | The ability to manage fixed income investments of the organization by implementing investment directions and policy guidelines including recommending of fixed income investment related instruments which various SSS funds may be invested or divested. |
| **Foreign Office Support Services** | The ability to provide efficient and effective administrative support services vital to managing activities and operations in foreign offices. |
| **Fraud Prevention and Control Management** | The ability to develop a systematic, comprehensive and collaborative fraud containment programs to prevent and reduce losses arising from fraudulent transactions. |
| **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. |
| **Handling Client Calls** | The ability to properly, effectively and efficiently answer and respond to client calls based on set guidelines and procedures to facilitate the provision of assistance to clients and ensure their full satisfaction. |
| **Handling Communications in Social Media Sites** | The ability to properly, effectively and efficiently respond to posted communications of clients in SSS official social media sites based on set guidelines and procedures to facilitate the provision of assistance to clients and ensure their full satisfaction. |
| **Help Desk Support** | The ability to provide help desk support to end-users by receiving and monitoring information and communications technology (ICT) incident reports, resolving reported first level ICT incidents, and escalating second and third level ICT incidents to concerned Information Technology Management Group (ITMG) units for resolution. |
| **Housing and Acquired Assets Compliance Management** | The ability to monitor activities and ensure completeness of documents relative to housing and acquired assets. |
| **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. |

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| **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. |
| **Incentives and Rewards Program Management** | The ability to develop and handle the implementation of incentives and rewards programs effectively and efficiently. |
| **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. |
| **Inventory Management** | The ability to provide effective and efficient services for the maintenance, inventory and disposal of newly purchased/acquired properties and equipment such as furniture, office/computer/transportation equipment, fixtures and books, and intangible assets (i.e., softwares and licenses) used in SSS operations based on established guidelines and procedures. |
| **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 Compliance Review** | The ability to conduct compliance review on application systems, IT infrastructure, policies and procedures, monitor compliance of concerned Information Technology Management Group (ITMG) units to established standards and approved resolutions, facilitate technical review sessions, and coordinate publication of all approved compliance assessment reports and technical review resolutions. |
| **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. |
| **Learning and Development Program Management** | The ability to conceptualize, develop, administer and evaluate learning and development programs for the System's employees. |
| **Liquidity and Bank Deposits Management** | The ability to control and monitor the System's overall liquidity, and its investments in bank deposits/treasury bills. |
| **Local Branch Expansion Technical Services** | The ability to provide efficient and effective engineering and architectural services for the creation, relocation and renovation of local branch and service offices, lease of office space and lot acquisition for branch use. |
| **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. |
| **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. |

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| **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. |
| **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. |
| **Policy and Compliance Management** | The ability to develop and update the Information Systems Security Policies (ISSP) and various information system security solutions, disseminate policies to all employees of the System through the conduct of activities such as Information Systems Security Awareness (ISSA) training. |
| **Policy Development, Planning and Monitoring** | The ability to formulate comprehensive policies to ensure effective and efficient administrative operations of the System, to handle activities on planning workshops and performance review sessions effectively, and to monitor and evaluate the System's overall corporate performance against targets and deliverables. |
| **Processing Center Administrative and Support Services** | The ability to provide efficient and effective administrative and support services vital to managing activities and operations in the processing centers. |
| **Processing of Benefit Transactions** | The ability to process benefit transactions in accordance with approved program policies, processes and procedures. |
| **Processing of Computer Jobs** | The ability to execute, control and monitor processing of scheduled jobs, monitor computer systems availability and environmental conditions, and operate Primary and Secondary Data Centers. |
| **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. |

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| **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. |
| **Review of Program Implementation and Benefit Availments** | The ability to monitor, review and evaluate program implementation and benefit availments to determine unusual trends and possible fraudulent transactions. |
| **Risk Management** | The ability to manage risks and establish appropriate levels of protection for the System using risk assessment techniques and strategies. |
| **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. |
| **Service Level Agreement Compliance Monitoring** | The ability to monitor and report on the compliance of information and communications technology (ICT) operations performance with service level agreements. |
| **Short-Term Member Loans Management** | The ability to develop, enhance and monitor guidelines, policies and procedures relative to short-term member loan programs. |
| **Special Investigation** | The ability to conduct systematic and comprehensive investigation on questionable acts/transactions and/or possible violations of the Social Security (SS) Law to detect and neutralize fraudulent activities. |
| **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. |
| **Support to Legal Services** | The ability to provide support services and technical assistance vital to the operations of legal services of the organization. |
| **Tellering Services** | The ability to process and safekeep all types of payments received, and provide prompt, reliable and client-focused tellering services to SSS clients. |
| **Vehicle Management** | The ability to provide proper maintenance, control and monitoring of SSS service vehicles. |
| **Workstation Administration** | The ability to maintain and customize newly acquired or existing PC workstations and other devices, install and maintain software and application system packages, and resolve cases related to installed software/application system packages in PC workstations and other devices. |