



Republic of the Philippines
SOCIAL SECURITY SYSTEM
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CIRCULAR NO. 2022-018

TO : **ALL SSS MEMBERS**

SUBJECT : **REVISED GUIDELINES ON THE SUBMISSION OF ONLINE MEMBER DATA CHANGE REQUEST – SIMPLE CORRECTION THROUGH THE SSS WEBSITE**

Pursuant to Social Security Commission Resolution No. 477-s.2022 dated 20 July 2022, to support the digitalization of SSS' core services, and to comply with the zero-contact policy under Republic Act No. 11032 (Ease of Doing Business and Efficient Government Service Delivery Act of 2018), the submission of Online Member Data Change Request (OMDCR)-Simple Corrections shall be implemented in the SSS Website based on the following revised guidelines:

1. The Member shall be able to submit online a request for the correction of any of the following membership data considered as simple correction and upload the required supporting documents, if applicable:
 - a. Conversion of Membership Status (from Temporary to Permanent);
 - b. Correction of Erroneous Encoding of Name;
 - c. Correction of Suffix or Prefix of Name;
 - d. Correction of Name due to Change in Civil Status;
 - e. Encoding of Middle Name;
 - f. Correction of Sex;
 - g. Updating of Coverage Status:
 - g.1 Prior Registrant to Self-Employed;
 - g.2 Covered Employee to Self-Employed;
 - g.3 Voluntary to Self-Employed;
 - g.4 OFW to Self-Employed; and
 - g.5 Non-Working Spouse to Self-Employed.
 - h. Updating of Coverage Status of a Racehorse Jockey;
 - h.1 Prior Registrant to Self-Employed – Racehorse Jockey;
 - h.2 Voluntary to Self-Employed – Racehorse Jockey;
 - h.3 OFW to Self-Employed – Racehorse Jockey; and
 - h.4 Covered Employee to Self-Employed – Racehorse Jockey.
 - i. Correction of Parent's Name.

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2. Submission of OMDCR for items a to g shall be supported with the documentary requirements provided under Circular No. 2015-012 dated 08 September 2015.
3. The updating of coverage status of a racehorse jockey shall be supported with a license issued by the Philippine Racing Commission.
4. Correction of parent's name shall be supported with member's birth certificate.
5. The over-the-counter submission of member data change requests considered as simple corrections shall still be allowed as an option to the member.


The acknowledgment of the online submission together with the transaction number, as well as the subsequent notice of approval or rejection of the member data change request (simple corrections) shall be emailed to the member and posted in the notification inbox which is found in the member's My.SSS account.

All approved simple corrections of membership data shall be displayed in the Inquiry module of the My.SSS Member account in the SSS Website at www.sss.gov.ph, Self-Service Express Terminal (SET), and SSS Mobile App.

Members with Retirement, Total Disability, Death, and Funeral Claims are not covered by this online service.

This supersedes Circular No. 2020-041 (Online Submission of Member Data Change Request Considered as Simple Corrections Through the My.SSS Member Account in the SSS Website) dated 23 December 2020.

Please be guided accordingly.


MICHAEL G. REGINO
President and CEO

17 AUG 2022

Date

(Policy - Membership)
Prepared by: Member Electronic Services Department and BPO CCAM



