



Republic of the Philippines
SOCIAL SECURITY SYSTEM

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CIRCULAR NO. 2023-003

FOR : ALL SSS MEMBERS, CLAIMANTS AND EMPLOYERS

SUBJECT : DOCUMENTARY REQUIREMENTS FOR MATERNITY BENEFIT

Pursuant to Social Security Commission (SSC) Resolution No. 143-s.2023 dated 29 March 2023, approving the Updated List of Documentary Requirements for Maternity Benefit to effectively implement the Online Filing of Maternity Benefit Application (MBA) and Maternity Benefit Reimbursement Application (MBRA) through the My.SSS Portal in the SSS Website, the following guidelines are hereby issued:

I. For contingencies that occurred on or after 11 March 2019, or the effectivity date of Republic Act No. (RA) 11210 or the Expanded Maternity Leave Law (EMLL)

A. The female member or employer shall be required to submit online the scanned copy of the original (colored) or certified true copy with good image quality of the following supporting documents, whichever is applicable:

1. For live childbirth (normal or caesarian) – Any of the following:

- a. Child's Certificate of Live Birth (CLB)/Certificate of Death (COD) duly registered with the Local Civil Registrar (LCR) with corresponding Official Receipt (OR), or Acknowledgement Receipt (AR) issued by the LCR, if the filing date of MBA/MBRA is within six (6) months from the date of delivery; or
- b. Child's CLB/COD issued by the Philippine Statistics Authority (PSA) with corresponding OR or AR if the filing date of MBA/MBRA is beyond six (6) months from the date of delivery; or
- c. Report of Child's Birth/Death issued by the Philippine Embassy/Consulate General/PSA, or its equivalent document issued in a foreign country with English translation, if applicable.

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2. **For stillbirth or fetal death** – Any of the following:

- a. Certificate of Fetal Death (COFD) duly registered with the LCR with corresponding OR or AR issued by the LCR, if filing date of MBA/MBRA is within six (6) months from the date of delivery; or
- b. COFD issued by PSA with corresponding OR or AR if filing date of MBA/MBRA is beyond six (6) months from the date of delivery; or
- c. COFD issued by the Philippine Embassy/Consulate General/PSA, or its equivalent document issued in a foreign country with English translation, if applicable.

3. **For miscarriage, emergency termination of pregnancy (ETP), ectopic pregnancy or hydatidiform mole** – The following documents shall be required for submission:

- a. Any of the following proofs of pregnancy:
 - i. Result of pregnancy test duly signed by a physician/municipal health officer; or
 - ii. Result of other diagnostic tests with the corresponding report duly signed by a physician, which may include any of the following:
 - (a) Ultrasound;
 - (b) Blood Pregnancy test (Beta HCG); or
 - (c) Early Pregnancy factor; and
- b. Any of the following proofs of termination of pregnancy duly signed by a physician:
 - i. Pregnancy test result;
 - ii. Ultrasound result;
 - iii. Histopathological Report; or
 - iv. Operating Room Record (ORR); and
- c. Any of the following medical documents duly signed by a physician:
 - i. Medical Certificate;
 - ii. Records of Consultation; or
 - iii. Clinical Abstract/Discharge Summary.

B. For specific maternity case or circumstance of the female member or employer, the following are the additional rules and/or required supporting documents (i.e., scanned copy of the colored original or certified true copy with good image quality), whichever is applicable:

1. **For maternity contingencies that occurred locally**

- a. Medical documents that are electronically issued must be submitted together with the Official Receipt of the procedure.
- b. The physician's name and Professional Regulation Commission (PRC) license number must be indicated in the medical documents.

2. For maternity contingencies that occurred abroad

- a. Medical documents that are issued in the foreign country must be submitted with English translation, if applicable.
- b. Authentication by the Philippine Embassy/Consulate General or notary public in the foreign country, or issuance of apostille by a Foreign Ministry/Embassy/Consulate, for any supporting document shall not be required.

3. For qualified Solo Parents under RA 8972 or the Solo Parents' Welfare Act of 2000

- a. Any of the following documents issued by the Local Government Unit (LGU) and signed by the Social Worker and the City/Municipal Mayor shall be required for submission:
 - i. Valid Solo Parent ID; or
 - ii. Certification/e-Certification of eligibility of the Solo Parent, if the ID is not yet available.
- b. The date of delivery must be within the validity period of the Solo Parent ID/Certification/e-Certification of Eligibility, except for first-time solo parent whose document must have been issued within six (6) months from the date of delivery.
- c. Certification/e-Certification of eligibility must contain all the necessary details as reflected in the Solo Parent ID (e.g., name and address of solo parent, date of validity/issuance, name and date of birth of child/ren).

4. For Self-employed (SE)/Voluntary (VM)/Overseas Filipino Worker (OFW) members who were previously employed, or members already separated from employment – The following documents shall be required for submission, whichever is applicable:

- a. If the delivery/miscarriage/ETP occurs within the employment period or within six (6) months from her date of separation from employment: Certificate of Separation from Employment indicating the effective date of separation and that no advance payment was granted by the employer.
- b. If member cannot secure Certificate of Separation from Employment: Affidavit of Undertaking Form duly administered by the SSS branch official/employee or foreign representative authorized as administering officer, indicating the effective date of separation from employment and that no advance payment was granted by the employer, provided that the reason for separation is any of the following:

- i. Company is on strike;
 - ii. Company has been dissolved or has ceased operation;
 - iii. There is a pending case before a court regarding the member's separation from employment;
 - iv. Member is on Absence Without Official Leave (AWOL) or has strained relations with the employer;
 - v. Member's current address is more than 30 kilometers from the employer's address; or
 - vi. Member's record from her former employer is no longer available.
5. **For employers who already paid the maternity benefit in advance to their female employees but cannot provide the required documents under Section I.A since said employees did not return or report back to work after childbirth/miscarriage/ETP or are already separated from employment or deceased**
- a. The following documents shall be required for submission, whichever is applicable:
 - i. Any medical document issued by the hospital/medical facility indicating live childbirth; or proof of pregnancy or any medical document issued by the hospital/medical facility indicating miscarriage/ETP; and
 - ii. Certification from the employer that the employee did not return or report back to work after childbirth/miscarriage/ETP, or that the employee is already separated from employment; or deceased employee's COD issued by the PSA or LCR; and
 - iii. Any of the following proofs of advance payment by the employer of the SSS maternity benefit of the female member:
 - 1) Cash voucher or relevant document indicating receipt of advance payment signed by the member; or
 - 2) Proof of credit or transfer to the member's bank account with corresponding pay slip or relevant document indicating the advance payment.
 - b. For employers who cannot provide the child's CLB/COD or any medical document issued by the hospital/medical facility indicating live childbirth, the reimbursement shall only correspond to sixty (60) days of maternity benefit for miscarriage/ETP or still birth/fetal death.
6. **For female members or employers filing for adjustment of settled maternity benefits since the allocated leave credits were not used due to unemployment/separation from employment of the child's father or qualified alternate caregiver** – The following documents shall be required for submission, whichever is applicable:
- a. If unemployed prior to and during the period of maternity leave: Duly notarized affidavit signed by the child's father or qualified alternate caregiver stating that he/she is unemployed prior to and during the period of maternity leave;

- b. If the date of separation is prior to the date of delivery of the member: Certificate of Separation from Employment issued by the employer of the child's father or qualified alternate caregiver indicating the effective date of separation; or
- c. If the date of separation is after the date of delivery of the member: Certificate/s issued by the employer of the child's father or qualified alternate caregiver indicating the effective date of separation and that the maternity leave credits allocated by the member were not used.

II. For contingencies that occurred prior to 11 March 2019, or the effectivity date of RA 11210 or the EMLL

The female member or employer shall be required to submit online the same supporting documents as enumerated under Section I above. The following **additional rules for caesarian delivery shall also apply:**

- A. Any of the following documents issued by the hospital/medical facility indicating the type of delivery:
 - 1. Operating room record (ORR);
 - 2. Surgical memorandum;
 - 3. Discharge summary report;
 - 4. Medical/Clinical abstract;
 - 5. Delivery report;
 - 6. Detailed invoice showing applicable charges, only if the caesarian delivery occurred abroad; or
 - 7. Similar medical documents.
- B. For employers who already paid the maternity benefit in advance to their female employees but cannot provide the above-mentioned additional supporting document since said employees did not return or report back to work after childbirth, or are already separated from employment or deceased, the reimbursement shall only correspond to sixty (60) days of maternity benefit for normal delivery.

III. For maternity benefit claims exempted from online filing

The female member, employer or claimant/payee whose maternity benefit claim falls under any of the following shall be required to accomplish the MBA/MBRA for Special Cases Form and submit the same, together with the applicable supporting documents as enumerated under Sections I and II above, over the counter (OTC) at any SSS Branch Office/Foreign Representative Office, or through e-mail to the OFW Contact Services Section for OFW members only, subject further to the corresponding rules:

- A. **Denied claim reconsidered for payment.** The reconsideration on the claim shall be determined by the SSS with corresponding notification to the member, employer or claimant/payee regarding the re-filing of claim.

- B. **Unclaimed benefit reimbursement of an inactive/closed/terminated employer.** The employer's status as inactive/closed/terminated shall be based on SSS records.
- C. **Unclaimed benefit of a deceased member (i.e., female member died prior to the filing of claim).** The child's father or qualified alternate caregiver, if the contingency occurred on or after 11 March 2019, or member's beneficiary/ies or legal heir/s, if the contingency occurred after 11 March 2019, shall be required to:
1. File the claim once the death benefit has been settled; and
 2. Submit his/her Affidavit of Undertaking Form duly administered by the SSS branch official/employee or foreign representative authorized as administering officer, indicating that the full amount of the SSS maternity benefit will be/was used for the care and support of the child.

IV. Fraud Prevention

- A. The SSS may conduct further verification processes from applicable government agencies/institutions such as PSA, LCR, Department of Social Welfare and Development (DSWD), LGU and medical institutions, to confirm the contingency of the female member and/or establish her relationship with the claimant, as warranted.
- B. Female members, employers and claimants/payees, including any person involved in committing any case of fraud based on the result of the verification processes conducted by the SSS, shall be held liable under all circumstances for any false information, misrepresentation and fraud in accordance with Section 28 of RA 11199 and other applicable laws, rules and regulations.

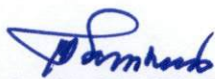

All other existing Circulars, implementing rules and guidelines not contrary to or inconsistent with the provisions hereof shall remain valid and in effect.

This Circular shall take effect immediately following its publication in a newspaper of general circulation and the registration and filing of three (3) copies of the published circular with the Office of the National Administrative Register.

For the information of all concerned.

23 JUN 2023

Date


ELVIRA G. ALCANTARA-RESARE
Officer-In-Charge


(Policy – Maternity)
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