



Republic of the Philippines
SOCIAL SECURITY SYSTEM

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CIRCULAR NO. 2023-011

TO : ALL SSS FEMALE MEMBERS AND EMPLOYERS

SUBJECT : ONLINE CERTIFICATION OF EMPLOYERS THROUGH THE MY.SSS PORTAL FOR THE MATERNITY BENEFIT APPLICATION OF THEIR EMPLOYEES WHO ARE ALREADY SEPARATED FROM THEIR EMPLOYMENT

Pursuant to Social Security Commission (SSC) Resolution No. 366-s.2023 dated 30 August 2023, approving the Online Certification of Employers through the My.SSS Portal for the Maternity Benefit Application (MBA) of their Employees who are already Separated from their Employment, to effectively implement the online filing of MBA for said cases, the following guidelines are hereby issued **effective 1 February 2024**:

I. Scope

1. Qualified female members who are already separated from employment but did not receive advance payment of the full amount of SSS maternity benefit from their employers for a contingency that occurred during the said employment may file their MBA directly with the SSS.
2. Employers who failed to comply with their SSS obligations to advance the full payment of SSS maternity benefits to qualified female members shall be held liable in accordance with Section 28 of Republic Act No. 11199, or the Social Security Act of 2018.

II. Online Certification of the Employer

1. The MBAs submitted by the concerned member online through the My.SSS portal, with certification that she did not receive advance payment of the full amount of SSS maternity benefit, shall be confirmed by the certifying employer prior to the processing and payment by the SSS.
2. The certifying employer must be:
 - a. With active status and registered in the My.SSS portal; and
 - b. The latest employer of the concerned member prior to her delivery/miscarriage/Emergency Termination of Pregnancy (ETP) per SSS record.

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3. The certifying employer shall confirm the concerned member's MBA online through the My.SSS portal within seven (7) calendar days from the date of sending of e-mail/inbox notification by the SSS.
 - a. If there is no confirmation after seven (7) calendar days, the certifying employer shall be given a final notice to confirm the concerned member's MBA within five (5) calendar days from the date of sending of the final e-mail/inbox notification by the SSS.
 - b. The processing time of the concerned member's MBA shall start upon online confirmation of the certifying employer on the request/final notice.

4. The processing and payment of the concerned member's MBA shall be based on the confirmation of the certifying employer on the advance payment made, with corresponding reason/s if with no such payment, subject further to the validation of the SSS, as follows:
 - a. No advance payment: The MBA shall be processed, and the full amount of the SSS-computed maternity benefit shall be paid to the concerned member;
 - This occurs if there is no maternity leave application filed by the concerned member prior to separation from employment. Otherwise, the employer is non-compliant with his/her SSS obligation to advance the full payment of the benefit.

 - b. Partial advance payment: The MBA shall still be processed but only the difference between the SSS-computed maternity benefit and the partial advance payment of the certifying employer shall be paid to the concerned member. The certifying employer may reimburse the partial amount by filing a Maternity Benefit Reimbursement Application (MBRA) online through the My.SSS portal; and
 - This occurs if there is an erroneous benefit computation by the employer, additional contribution payment posted after the filing of MBA, no required supporting document/s from the concerned member who is filing as a solo parent, and/or similar cases. Otherwise, the employer is non-compliant with his/her SSS obligation to advance the full payment of the benefit.

 - c. Full advance payment: The MBA shall be rejected, and the certifying employer may file an MBRA online through the My.SSS portal to reimburse the full amount advanced to the concerned member.

5. An e-mail/inbox notification shall be sent to the concerned member and the certifying employer for the following cases, whichever is applicable:
 - a. Request for online certification of employer;
 - b. Acknowledgement of the certifying employer's action on the request;
 - c. Final notice to the certifying employer;
 - d. No action from the certifying employer on the request; and
 - e. Approval/Rejection of the MBA.

6. The confirmation of the certifying employer shall be considered valid, correct, and final for the purposes of benefit computation. The certifying employer shall ensure that the confirmation result is true and correct.
7. In case of failure of the employer to act accordingly on the final notice sent by the SSS, the processing of the concerned member's MBA shall proceed based on her online certification that she did not receive advance payment of the full amount of SSS maternity benefit and the documents received by the SSS. Should the MBA be approved and paid, any future MBRA that the employer may file for the same contingency covered by the paid MBA shall be denied. The employer may instead pursue action against the employee for any advance payment made.

III. Exception Cases

1. The MBAs of concerned members shall be processed without the need for online certification from the employer for the following cases:
 - a. Status of the certifying employer is inactive/terminated/retired as of date of filing of the MBA; and
 - b. The date of delivery/miscarriage/ETP is beyond six (6) months from the date of separation from employment, with no contribution payment from the certifying employer posted for the said period.
2. Further verification processes shall be conducted by the SSS prior to the payment of MBAs of concerned members in case the certifying employer has not yet registered in the My.SSS portal.
3. The processing time for the above-mentioned exception cases shall be based on the date of successful submission of the MBA, provided that the period during which the verification process is being conducted shall be excluded in the determination of processing time.

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

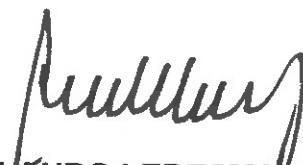
This Circular shall take effect immediately following its publication in a newspaper of general circulation and the registration and filing of three (3) copies of the published Circular with the Office of the National Administrative Register.

Please be guided accordingly.

12 1 DEC 2023

Date

(Policy – Maternity)
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