
MARIA RITA S. AGUJA

VICE PRESIDENT

NCR South Division

Social Security System (SSS)

(02) 8920-6401 local no. 3001

(02) 8896-7134



BRIEF DESCRIPTION OF FUNCTION

Directs the activities of the NCR South Division and branches under its jurisdiction related to the delivery of effective, efficient and quality services to members, achievement of coverage and collection targets, and provision of support services to branches within the Division.

MAJOR ACHIEVEMENTS

1. Initiated and coordinated with departments concerned for recommendation and approval by the PCEO re major renovation of SSS Makati Gil Puyat Branch office (from March 2017 to October 2017). The branch last renovation was in 1994. The branch last renovation was in 1994.
 2. On March 27, 2014, office renovation was proposed by the undersigned and budgetary cost estimate of Php 9.6M was recommended for approval.
 - On March 2016, scope of work has been reviewed and budget has been recommended to Php11.9M and Php 5.3M for modular office and furniture.
 - On April 8, 2016, budget was approved by PCEO.
 - On December 14, 2016, SSC under Resolution No. 884-5-2016 approved and award the contract to winning bidder.
 - On May 10, 2017, initial stage of renovation took place until October 2017 (180 calendar days) and the delivery of modular office and furniture until December 20, 2017.
 3. Initiated an appeal/recommendation to PMERD re: revision on the Service Quality (SQ) Rating for IPCR Form of employees for July to December 2015 from COLLECTIVE to INDIVIDUAL rating. The result of taking the risk to implement change was overwhelming since the implementation was done nationwide. Said advisory of PMERD is still being up to present (memo advisory dated July 14, 2016).
 4. The Year 2018 Contribution collection which **₱2.087B** exceeded the target of **₱1.982B** or a positive **5.3%**.
 5. Savings for the System
 - Initiated a proposal to the ECC Commission thru the ECC Executive Director Stella Banawis on January 30, 2018 on the following which was approved in their reply letter dated February 15, 2018.
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- Renewal of lease of contract for another 5 years when it expires in 2019. Another contract shall be executed from ECC and SSS from January 1, 2020 to December 31, 2024 at 5% annual Escalation Rate starting from the second year.
- Escalation rate of 5% per annum from the existing contract of 10% has been approved and effective July 1, 2018 (monthly rental of ₱ 597,826.26). Savings for the system amounted to Php 179,358.30 computed as follows:

	Existing	Adjusted	Difference
Rate per sq. m.	₱ 7,383.06	₱ 704.51	
X 891 sq.m.	₱ 657,611.46	₱ 627,718.41	
X 6 mons. (July to Dec. 2019)	₱ 3,945,668.76	₱ 3,766,310.46	₱ 179,358.30

- Additional space of 52 sqm has been approved with a rental rate of ₱ 250/sqm (from ₱609.85/sqm). The branch has been occupying the said office space since March 2017 up to present as free of charge, with savings estimated as **₱ 416,000.00** (52 sqm x ₱250.00 x 32 months).
- Initiated a proposal to the ECC Executive Director Stella Banawis on the replacement of the perimeter walls/storefronts and entrance/exit doors (2 main doors and 2 doors at the hallway) of the SSS Makati Gil Puyat Branch which was approved as per the ECC letter reply dated May 19, 2017. These repairs were not included in the branch renovation that had a total estimated cost of **₱ 672,600.00**.
- Initiated and spearheaded the relocation of Makati Gil Puyat personnel including its furniture and equipment to the 3rd floor of the ECC building for free. Incurred savings for the system in the amount of **₱ 2, 078,926.66** (₱ 609.96 x 340.83 sqm x 10 months).
- Savings from utilities after the branch renovation.
 - Water consumption – the actual consumption for the Year 2018 is **₱ 132,717.29** versus the approved budget of **₱ 404,250.00** has a savings of **₱ 271,532.71** which is 67.1%. The branch own water pressure pump was also installed after the renovation.
 - Electric consumption – the actual consumption for the Year 2018 is **₱ 2,090,941.18** versus the approved budget of **₱ 3,247,629.00** has a savings of **₱ 1,156,687.82** or 35.6%.
- Others
 - For 2017 approved budget (₱ 83,471,682.45) only **₱ 73,858,755.09** or 88% was consumed. And as compared to total contribution collection of **₱1.84B**, the total consumption of Operational Expenses (OpEx) is only 2%.

- Moreover, in 2018 only ₱ 58,151,750.89 or 83% of the total approved budget (₱70,269,890.57) was consumed. And as compared to the total contribution collection of ₱1.98B, the total consumption of OpEx is only 1%.
- These OpEx are far below the 12% allowable operating expenses as provided in Sec. 25 (Deposit & Disbursements) of The Social Security Act of 1997 (RA 8282).

Summary

Source	Period Covered	Amount Saved
Reduction of escalation rate from 10% to 5%	Year July 2019 to December 2019	₱ 179,358.30
Free rental for 52 sqm	March 2017 to October 2019	₱ 416,000.00
Repairs of perimeter walls/storefronts and entrance/ exit doors (2 main doors and 2 doors at the hallway)	May to July 2017	₱ 672,600.00
Free rental for the office space relocation of Makati Gil Puyat (including its furniture)	February to November 2017	₱ 2,078,926.66
Water consumption	January to December 2018	₱ 271,532.71
Electric consumption	January to December 2018	₱ 1,156,687.82
TOTAL		₱ 4,775,105.49

PROFESSIONAL WORK EXPERIENCE / HIGHLIGHTS

- VICE PRESIDENT - NCR South Division
January 9, 2019 to present
- BRANCH HEAD III - Makati Gil Puyat Branch
February 24, 2016 to January 8, 2019
- BRANCH HEAD II - Makati Gil Puyat Branch
November 29, 2013 to February 23, 2016
- BRANCH HEAD I - Makati Ayala Branch
September 2, 2004 to November 28, 2013
- SECTION HEAD - Field Inspectorate Section
Makati Gil Puyat Branch
September 27, 1999 to September 1, 2004
- DIVISION CHIEF III - Members Assistance Section
Baclaran Branch
September 19, 1997 to September 26, 1999

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- SOCIAL SECURITY OFFICER III - Members Assistance Section
Makati Gil Puyat Branch
January 19, 1995 to September 18, 1997
 - SOCIAL SECURITY OFFICER II - Members Assistance Section
Makati Gil Puyat Branch
June 22, 1993 to January 18, 1995
 - SOCIAL SECURITY OFFICER I - Members Assistance Section
Makati Gil Puyat Branch
February 3, 1992 to June 21, 1993
 - ACCOUNTS EXAMINER III - Naga Branch
June 5, 1991 to February 2, 1992
 - CLERK II - Naga Branch
July 7, 1989 to June 4, 1991
 - CLERK - DBP Service Corporation
January 20, 1989 to July 6, 1989
 - LOANS PROCESSOR - Planters Development Bank
June 1, 1983 to January 1, 1984

EDUCATIONAL ATTAINMENT

- Master in Business Management
ST. FRANCIS OF ASSISI COLLEGE
1997-1999
 - Master in Business Administration
UNIVERSITY OF NUEVA CACERES
1989-1992
 - BS Business Administration Major in Accounting
ATENEO DE NAGA UNIVERSITY
1977-1981
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