

LIST OF RANK & FILE PLANTILLA VACANCIES FOR FILLING-UP

OFFICE	SECTION	TEAM	POSITION	JOB GRADE	MONTHLY SALARY RANGE *	JOB SUMMARY	VACANCY CODE	PLACE OF ASSIGNMENT
COMMISSION SECRETARY, COMPLIANCE OFFICER AND EXECUTIVE COMMISSION CLERK								
COMMISSION SECRETARIAT DEPARTMENT	COMMISSION AGENDA AND MINUTES SECTION	MINUTES TEAM	HEARING STENOGRAPHER II	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Hearing Stenographer II, Minutes Team, Commission Agenda and Minutes Section, prepares and consolidates final transcriptions of recorded proceedings of Social Security Commission (SSC) Board meetings.	24CRF0001	MAKATI CITY
COMMISSION SECRETARIAT DEPARTMENT	COMMITTEE AGENDA AND MINUTES SECTION	MINUTES TEAM	JUNIOR DATA ENCODER	7	(Step 1) 25,027.00 to (Step 8) 27,780.00	The Junior Data Encoder, Minutes Team, Committee Agenda and Minutes Section, encodes and organizes Minutes Books of Social Security Commission (SSC) Committee, Special/Ad Hoc Committee and staff meetings.	24CRF0002	MAKATI CITY
INTERNAL AUDIT SERVICE GROUP								
INTERNAL AUDIT SERVICE DIVISION II								
INFORMATION SYSTEMS AUDIT DEPARTMENT	SECTION I		MANAGEMENT AND AUDIT OFFICER	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Management and Audit Officer, Section I/Section II, assists in the conduct of compliance, management and operations audit of units involved in information technology services based on the approved audit plan.	24CRF0003	QUEZON CITY
INFORMATION SYSTEMS AUDIT DEPARTMENT	SECTION II		MANAGEMENT AND AUDIT OFFICER	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Management and Audit Officer, Section I/Section II, assists in the conduct of compliance, management and operations audit of units involved in information technology services based on the approved audit plan.	24CRF0004	QUEZON CITY
BENEFITS ADMINISTRATION DIVISION								
SICKNESS, MATERNITY AND DISABILITY BENEFITS ADMINISTRATION DEPARTMENT	RESEARCH AND DEVELOPMENT SECTION		JUNIOR PROGRAM SPECIALIST	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Junior Program Specialist, Research and Development Section, conceptualizes/formulates program policies, strategies and innovations, ensures completion and implementation of internal/external developed systems for SMD benefit programs, monitors legislative and regulatory pronouncements, and resolves cases and issues not clearly defined in existing guidelines, policies and procedures relative to SMD benefit programs.	24CRF0005	QUEZON CITY
PENSIONS ADMINISTRATION DEPARTMENT	PENSIONS MAINTENANCE AND MONITORING SECTION		JUNIOR PROGRAM SPECIALIST	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Junior Program Specialist, Pensions Maintenance and Monitoring Section, handles activities relevant to Annual Confirmation of Pensioners (ACOP) Program/data matching of pensioners' records with the civil registry records of the Philippine Statistics Authority (PSA).	24CRF0006	QUEZON CITY
MEMBER SERVICES AND SUPPORT GROUP								
MEMBER RELATIONS AND SUPPORT DIVISION								
MEMBER RELATIONS AND SUPPORT DIVISION	OFFICE OF THE HEAD		SENIOR ADMINISTRATIVE ASSISTANT	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Senior Administrative Assistant, Member Relations and Support Division, provides administrative support to the head of division.	24CRF0007	QUEZON CITY
MEMBER COMMUNICATIONS AND ASSISTANCE DEPARTMENT	24/7 CALL CENTER SECTION	QUALITY ASSURANCE AND SUPPORT TEAM	SOCIAL SECURITY OFFICER IV	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Social Security Officer IV, Quality Assurance and Support Team, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the development of new/updated scripts, guidelines and metrics in handling communications (i.e., complaints, inquiries, requests for assistance) of Social Security System (SSS) members (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 conduct of monitoring to ensure that calls are handled well and to check adherence to scripts, metrics and guidelines.	24CRF0008	QUEZON CITY

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ACCOUNT MANAGEMENT GROUP								
LARGE ACCOUNTS DIVISION								
VISAYAS AND MINDANAO LARGE ACCOUNTS DEPARTMENT	VISAYAS SECTION		SENIOR ANALYST	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Senior Analyst, Visayas Section, handles the implementation of marketing plans and programs pertaining to coverage and collection in the Visayas Section area.	24CRF0009	ILOILO
VISAYAS AND MINDANAO LARGE ACCOUNTS DEPARTMENT	MINDANAO EAST SECTION		SENIOR ANALYST	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Senior Analyst, Mindanao East Section, handles the implementation of marketing plans and programs pertaining to coverage and collection in the Mindanao East area.	24CRF0010	BUTUAN/CDO
INTERNATIONAL OPERATIONS GROUP								
BILATERAL AGREEMENTS DEPARTMENT	BA IMPLEMENTATION AND MONITORING SECTION		CORPORATE EXECUTIVE OFFICER III	13	(Step 1) 108,013.00 to (Step 8) 135,016.00	The Corporate Executive Officer III, BA Implementation and Monitoring Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to bilateral social security agreement on pre-screening and monitoring of claims, handling of requests, coordination and collaboration with counterpart Social Security institutions, Social Security System offices and branches.	24CRF0011	QUEZON CITY
FOREIGN OPERATIONS SUPPORT SERVICES DEPARTMENT	ADMINISTRATIVE SERVICES SECTION		CORPORATE EXECUTIVE OFFICER II	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Corporate Executive Officer II, Administrative Services Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to administrative and Human Resource concerns relevant to the operations of Foreign Representative Offices (FROs).	24CRF0012	QUEZON CITY
ASIA, AMERICAS AND PACIFIC OPERATIONS DIVISION								
ASIA, AMERICAS AND PACIFIC OPERATIONS DIVISION	FOREIGN OFFICES		FOREIGN REPRESENTATIVE I	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Foreign Representative I, Foreign Representative Offices, handles the operations and activities of a small Foreign Representative Offices (FROs) and ensures fast and quality services delivered to Overseas Filipino Worker (OFW) members in its area of jurisdiction.	24CRF0013	MAY BE DEPLOYED OVERSEAS
INVESTMENTS SECTOR								
INVESTMENTS SUPPORT DIVISION								
STRATEGIC DECISION AND TECHNICAL SUPPORT DEPARTMENT	MIDDLE-OFFICE AND BACK-OFFICE SUPPORT SECTION		CORPORATE EXECUTIVE OFFICER IV	14	(Step 1) 136,738.00 to (Step 8) 170,923.00	The Corporate Executive Officer IV, Middle-Office and Back-Office 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 middle and back-office support services for trading and investment activities of the SSS in the capital markets including daily compliance and settlement, near real-time portfolio monitoring, and continuous third party service evaluation.	24CRF0014	QUEZON CITY
LENDING AND ASSET MANAGEMENT GROUP								
ASSET MANAGEMENT DIVISION								
INVESTMENT PROPERTY DEPARTMENT	BILLING AND COLLECTION, CONTRACT MANAGEMENT AND MONITORING SECTION		SENIOR CLERK	7	(Step 1) 25,027.00 to (Step 8) 27,780.00	The Senior Clerk, Billing and Collection, Contract Management and Monitoring Section, performs general clerical functions such as receiving, filing, routing, and preparation of simple correspondence, memoranda and reports.	24CRF0015	QUEZON CITY
HOUSING AND ACQUIRED ASSETS MANAGEMENT DEPARTMENT	MINDANAO HAAMS	DAVAO TEAM II - FORECLOSURE AND DISPOSAL	JUNIOR APPRAISER	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Junior Appraiser, Davao Team II – Foreclosure and Disposal, Mindanao HAAMS, conducts appraisal on various real estate properties within area of jurisdiction, and prepares appraisal reports and construction progress appraisal report (CPAR).	24CRF0016	DAVAO CITY

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CORPORATE SERVICES SECTOR								
CONTROLLERSHIP GROUP								
FINANCIAL AND BUDGET DIVISION								
GENERAL ACCOUNTING DEPARTMENT	OPERATIONAL FUND SECTION II	PAYROLL TEAM	SOCIAL SECURITY OFFICER III **	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Social Security Officer III, Payroll Team, Operational Fund Section II, 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 centralized Personnel Services (PS) expenses.	24CRF0017	QUEZON CITY
GENERAL ACCOUNTING DEPARTMENT	TAXES AND REMITTANCES SECTION		CORPORATE EXECUTIVE OFFICER II	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Corporate Executive Officer II, Taxes and Remittances Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and in the attainment of commitment targets relative to the accounting and control of taxes withheld from employees, suppliers and creditors, and remittances (e.g., contributions, loan amortizations and mutual fund) due to other government and private agencies.	24CRF0018	QUEZON CITY
OPERATIONS ACCOUNTING DIVISION								
CONTRIBUTIONS ACCOUNTING DEPARTMENT	RECONCILIATION AND MONITORING SECTION	R3/R5 RECONCILIATION AND MONITORING TEAM I (NCR)	SOCIAL SECURITY OFFICER II	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Social Security Officer II, R3/R5 Reconciliation and Monitoring Team I (NCR), Reconciliation and Monitoring 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 reconciliation of employer (ER), household employer (HR), self-employed (SE) and voluntary member (VM) contribution payment records posted in subsidiary ledger against contribution collections in the general ledger, and monitoring and validation of monthly automated ER contribution collection lists (R3)/ER contribution payments (R5) reconciliation reports from National Capital Region (NCR) branches and Large Accounts Department.	24CRF0019	QUEZON CITY
ADMINISTRATION GROUP								
SECURITY DEPARTMENT	OFFICE OF THE HEAD		SENIOR SECURITY ANALYST	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Senior Security Analyst, Security Department, conducts research for the development/enhancement of security plans and programs, monitors implementation of security measures in the SSS Main Office and Branch Offices including other properties and facilities, screens application forms and other related documents for the hiring of security guards/officers, and facilitates training programs for the updating of security measures.	24CRF0020	QUEZON CITY
GENERAL SERVICES DIVISION								
OFFICE SERVICES DEPARTMENT	INVENTORY MANAGEMENT SECTION	MAIN OFFICE TEAM	SOCIAL SECURITY OFFICER II	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Social Security Officer II, Main Office Team, Inventory Management Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the receiving 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) in the Main Office (which covers the SSS Building, Bagbag Records Center, East Triangle Livelihood Trade Center, Motor Pool and Makati Ayala Building) except real estate properties used in operations, conduct of inventory, maintenance and updating of inventory records, and handling of insurance coverage and disposal of properties.	24CRF0021	QUEZON CITY
PROCUREMENT MANAGEMENT DIVISION								
PROCUREMENT MANAGEMENT DIVISION	OFFICE OF THE HEAD		SENIOR ADMINISTRATIVE ASSISTANT	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Senior Administrative Assistant, Procurement Management Division, provides administrative support to the head of division.	24CRF0022	QUEZON CITY
CONTRACT MANAGEMENT DEPARTMENT	SHORT-TERM CONTRACTS SECTION		JUNIOR ANALYST	9	(Step 1) 37,317.00 to (Step 8) 41,795.00	The Junior Analyst, Short-Term Contracts Section, gathers and checks short-term contract documents to monitor compliance of suppliers, contractors and consultants in the procurement of goods, consulting services and infrastructure projects.	24CRF0023	QUEZON CITY

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HUMAN RESOURCE MANAGEMENT GROUP								
HUMAN RESOURCE SERVICES DIVISION								
EMPLOYEE SERVICES DEPARTMENT	PROVIDENT FUND SECTION	OPERATIONAL FUND TEAM	SOCIAL SECURITY OFFICER IV	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Social Security Officer IV, Operational Fund Team, Provident Fund Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the processing of Provident Fund (PF) loans, availments, refund, tax remittances and other PF transactions.	24CRF0024	QUEZON CITY
EMPLOYEE SERVICES DEPARTMENT	COMPENSATION AND BENEFITS SECTION	PAYROLL TEAM I (MAIN OFFICE/NCR)	HUMAN RESOURCE ASSISTANT To be detailed in Human Resource Information System Management and Services (HRISMS) Section, HRISMS Team II	7	(Step 1) 25,027.00 to (Step 8) 27,780.00	The Human Resource Assistant, Payroll Team I (Main Office/NCR), Compensation and Benefits Section, provides support in the implementation of various personnel functions such as recording and monitoring of data and maintenance of file relative to compensation and benefits.	24CRF0025	QUEZON CITY
LEARNING AND DEVELOPMENT DEPARTMENT	PROGRAM IMPLEMENTATION SECTION II (SUPPORT)	PROGRAM IMPLEMENTATION TEAM IV	SOCIAL SECURITY OFFICER IV	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Social Security Officer IV, Program Implementation Team IV, 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 corporate training and development programs for rank and file employees in the support units.	24CRF0026	QUEZON CITY
INFORMATION TECHNOLOGY MANAGEMENT GROUP								
PROGRAM SERVICES DIVISION								
IT GOVERNANCE AND STANDARDS DEPARTMENT	IT PLANNING SECTION		CORPORATE EXECUTIVE OFFICER III	13	(Step 1) 108,013.00 to (Step 8) 135,016.00	The Corporate Executive Officer III, IT Planning 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 updating of IT plans and programs, monitoring and reporting of performance of IT services and status of existing Information Technology Management Group (ITMG) deliverables, and facilitating the conduct of IT planning sessions.	24CRF0027	QUEZON CITY
INFORMATION SYSTEMS SECURITY DEPARTMENT	INFORMATION SECURITY MANAGEMENT SECTION	THREAT/RISK MANAGEMENT TEAM	JUNIOR SPECIALIST	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Junior Specialist, Threat/Risk Management Team, Information Security Management Section, evaluates and determines updates on information systems (IS) security policies, collects and analyzes data on IS performance metrics, monitors compliance to IS security policies, coordinates in the dissemination of IS security policies, conducts Information Systems Security Awareness (ISSA) training, and documents findings of studies regarding IS security solutions.	24CRF0028	QUEZON CITY
IT OPERATIONS DIVISION								
IT RESOURCE MANAGEMENT DEPARTMENT	ICT ASSET PROCUREMENT, ACCEPTANCE AND DEPLOYMENT SECTION		CORPORATE EXECUTIVE OFFICER III	13	(Step 1) 108,013.00 to (Step 8) 135,016.00	The Corporate Executive Officer III, IT Asset Procurement, Acceptance and Deployment Section1, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to evaluation of technical bid proposals, endorsement to appropriate organizational unit/s for the procurement of IT resources, recommending technical specifications on the procurement of IT resources, conduct of inspection and acceptance of IT resources for deployment to end-user on a timely manner, provision of IT support for newly created, relocated and refurbished SSS offices, departments and branches, and preparation and consolidation of estimated budget for IT resources requirements system wide.	24CRF0029	QUEZON CITY
ICT SUPPORT SERVICES DIVISION								
NETWORK AND COMMUNICATIONS DEPARTMENT	NETWORK OPERATIONS AND SUPPORT SECTION	MAIN OFFICE AND NCR SUPPORT TEAM	SOCIAL SECURITY OFFICER IV	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Social Security Officer IV, Main Office and NCR Support Team, Network Operations and Support Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the design, installation and maintenance of structured cabling system for Main Office, NCR branches, service offices and foreign offices, provision of endpoint connectivity support for voice, video, fax and data resources, acquisition of network and communications resources, and provision of 24 x 7 network operations first level support to Main Office, NCR branches, service offices and foreign offices.	24CRF0030	QUEZON CITY

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IT SOLUTIONS DIVISION								
INFORMATION SYSTEMS DEPARTMENT I	REGISTRATION AND COVERAGE SECTION		CORPORATE EXECUTIVE OFFICER III	13	(Step 1) 108,013.00 to (Step 8) 135,016.00	The Corporate Executive Officer III, Registration and Coverage Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the development, documentation and maintenance of application systems for the registration and coverage of employee, employer, self-employed, voluntary members and for Unified Multipurpose Identification (UMID) Card.	24CRF0031	QUEZON CITY
INFORMATION SYSTEMS DEPARTMENT III	INVESTMENT AND ASSET MANAGEMENT SECTION		CORPORATE EXECUTIVE OFFICER III	13	(Step 1) 108,013.00 to (Step 8) 135,016.00	The Corporate Executive Officer III, Investment and Asset Management 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 investment and asset management.	24CRF0032	QUEZON CITY
INFORMATION SYSTEMS DEPARTMENT IV	LEGAL AND SUPPORT SERVICES SYSTEMS SECTION		CORPORATE EXECUTIVE OFFICER III	13	(Step 1) 108,013.00 to (Step 8) 135,016.00	The Corporate Executive Officer III, Legal and Support Services Systems 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 legal services, Social Security Commission (SSC), Office of the Commission Secretary, internal audit services and public affairs.	24CRF0033	QUEZON CITY
LEGAL AND ENFORCEMENT GROUP								
CORPORATE LEGAL SERVICES DIVISION								
LEGISLATIVE AFFAIRS DEPARTMENT	OFFICE OF THE HEAD		ATTORNEY II	13	(Step 1) 108,013.00 to (Step 8) 135,016.00	The Attorney II, Legislative Affairs Department, drafts amendatory and/or non-amendatory bill to the Social Security (SS) Law, reviews simple bills including resolutions and executive agreements/issuances/orders referred by other government agencies and/or Houses of Congress of the Philippines which may affect the organization, and establishes and maintains Social Security System's (SSS') relations and linkages with the official legislative liaison system of the Philippines and other key stakeholders for the advancement of SSS' legislative agenda.	24CRF0034	QUEZON CITY
GOVERNANCE AND ADMINISTRATIVE ADJUDICATION DEPARTMENT	OFFICE OF THE HEAD		ATTORNEY II	13	(Step 1) 108,013.00 to (Step 8) 135,016.00	The Attorney II, Governance and Administrative Adjudication Department, acts as prosecutor on hearings, handles administrative cases filed against Social Security System (SSS) employees concerning violations of good governance laws and rules (e.g., GOCC Governance Act of 2011, Civil Service Law and Rules), recommends appropriate resolutions including preparation of necessary legal documents (e.g., formal charge/notice of charge, pleadings), and represents the SSS before the courts, quasi-judicial agencies and other tribunals relative to administrative cases.	24CRF0035	QUEZON CITY
OPERATIONS LEGAL SERVICES DIVISION I								
LUZON SOUTH 1 LEGAL DEPARTMENT	OFFICE OF THE HEAD		ATTORNEY III	14	(Step 1) 136,738.00 to (Step 8) 170,923.00	The Attorney III, Luzon South 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 Luzon South 1 area as referred by other organizational units for appropriate legal action.	24CRF0036	SAN PABLO CITY, LAGUNA
ACTUARIAL AND RISK MANAGEMENT GROUP								
RISK MANAGEMENT DIVISION								
FINANCIAL AND INVESTMENT RISK MANAGEMENT DEPARTMENT	FINANCIAL AND OTHER RISKS SECTION		JUNIOR SPECIALIST	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Junior Specialist, Financial and Other Risks Section, prepares program codes of credit and other financial risk models and risk reports, and ensures quality of financial risk database.	24CRF0037	QUEZON CITY

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MEDICAL SERVICES DIVISION								
HEALTH CARE DEPARTMENT	CLINICAL, DIAGNOSTIC AND LABORATORY SERVICES SECTION		SUPERVISING MEDICAL SPECIALIST IV	14	(Step 1) 136,738.00 to (Step 8) 170,923.00	The Supervising Medical Specialist IV, Clinical, Diagnostic and Laboratory Services Section, supervises the section's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the issuance and monitoring of medical benefits, management of medical records, and evaluation of benefit claims of SSS employees.	24CRF0038	QUEZON CITY
HEALTH CARE DEPARTMENT	CLINICAL, DIAGNOSTIC AND LABORATORY SERVICES SECTION		SENIOR CLERK	7	(Step 1) 25,027.00 to (Step 8) 27,780.00	The Senior Clerk, Clinical, Diagnostic and Laboratory Services Section, performs general clerical functions such as receiving, filing, typing of correspondence, memoranda and other reports.	24CRF0039	QUEZON CITY
MANAGEMENT SERVICES AND PLANNING DIVISION								
CORPORATE POLICY AND PLANNING DEPARTMENT	POLICY DEVELOPMENT, PLANNING AND MONITORING SECTION	MONITORING AND EVALUATION TEAM	JUNIOR SPECIALIST	11	(Step 1) 51,987.00 to (Step 8) 80,580.00	The Junior Specialist, Monitoring and Evaluation Team, Policy Development, Planning and Monitoring Section, evaluates accomplishment of plans and programs and computes ratings, prepares the Office Performance Commitment Review (OPCR) of all units including Major Final Outputs (MFO) and Success Indicators (SI) and recommends action on requests for amendment of commitment targets, and coordinates logistical requirements for the conduct of regional visits of SSS officials.	24CRF0040	QUEZON CITY
QUALITY MANAGEMENT DEPARTMENT	QUALITY PROGRAM DEVELOPMENT AND EVALUATION SECTION	PERFORMANCE EVALUATION AND DOCUMENT CONTROL TEAM	SOCIAL SECURITY OFFICER V	13	(Step 1) 108,013.00 to (Step 8) 135,016.00	The Social Security Officer V, Performance Evaluation and Document Control Team, Quality Program Development and Evaluation 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 the SSS Quality Management System (QMS), other management systems and quality programs/projects, and preparation/updating of documents on the SSS QMS, other management systems and quality programs/projects for operational problems/concerns.	24CRF0041	QUEZON CITY
PUBLIC AFFAIRS AND SPECIAL EVENTS DIVISION								
CORPORATE COMMUNICATIONS DEPARTMENT	EDITORIAL AND COMMUNICATIONS SECTION	LAYOUT AND DESIGN TEAM	SOCIAL SECURITY OFFICER IV	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Social Security Officer IV, Layout and Design Team, Editorial and Communications Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the conceptualization, coordination, production and distribution of SSS publications and other information materials, and maintenance of relevant database.	24CRF0042	QUEZON CITY
MEDIA AFFAIRS DEPARTMENT	PUBLIC RELATIONS AND MONITORING SECTION	MEDIA MONITORING TEAM	SOCIAL SECURITY OFFICER IV	12	(Step 1) 83,966.00 to (Step 8) 104,957.00	The Social Security Officer IV, Media Monitoring Team, Public Relations and Monitoring Section, supervises the team's activities, and ensures proper implementation of procedures and guidelines and the attainment of commitment targets relative to the monitoring of media platforms and preparation and dissemination of response to negative news releases related to SSS, preparation and posting of daily news summaries to SSS Intranet, preparation of PR monitoring report on frequency and treatment of corporate news on national and regional media, and the maintenance/updating of relevant databases.	24CRF0043	QUEZON CITY
BRANCH OPERATIONS SECTOR								
MINDANAO OPERATIONS GROUP								
MINDANAO WEST DIVISION								
ZAMBOANGA BRANCH		ZAMBOANGA ECOZONE SERVICE OFFICE	SENIOR MEMBER SERVICE REPRESENTATIVE	10	(Step 1) 43,711.00 to (Step 8) 48,956.00	The Senior Member Service Representative, Service Office, receives, screens and processes different member transactions, and provides general information and assistance to clients.	24CRF0044	ZAMBOANGA CITY

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