

CORPORATE COMMUNICATIONS DEPARTMENT

THE PHILIPPINE STAR

news

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Newspaper : _____

Date : _____

FRIDAY | JUNE 5, 2020

Page : _____

4



SOCIAL SECURITY SYSTEM

CIRCULAR NO. 2020 - 004-b

TO : ALL SSS MEMBERS AND EMPLOYERS

SUBJECT : EXTENSION OF PERIODS IN FILING SICKNESS NOTIFICATIONS AND SICKNESS BENEFIT CLAIMS OF MEMBERS AND EMPLOYERS

In view of Proclamation No. 929 s. 2020 dated 16 March 2020 declaring a State of Calamity nationwide for a period of six (6) months, unless earlier lifted, Executive Order No. 112 dated 30 April 2020 imposing an Enhanced Community Quarantine (ECQ) in high-risk geographic areas of the Philippines and a General Community Quarantine (GCQ) in the rest of the country from 01 to 15 May 2020, and the Inter-Agency Task Force of Emerging Infectious Disease (IATF) Resolution No. 35 dated 11 May 2020 placing certain high-risk local government units (LGUs) under Modified Enhanced Community Quarantine (MECQ) from 16 to 31 May 2020, the Social Security Commission (SSC) under its Resolution No. 243-s.2020 dated 19 May 2020, approved the following guidelines to avoid the penalty of late filing for members and employers availing of sickness benefit:

1. For contingencies starting 01 March 2020 until the lifting of the Enhanced Community Quarantine (ECQ)/General Community Quarantine (GCQ), the sickness notification rule for home confinement shall be as follows:

a. For Employed Member and Employer

Filing of Sickness Notification Form	Rule on Notification	
	From	To
Employee to Employer	Sickness Notification Form must be submitted within five (5) calendar days after the start of confinement.	Sickness Notification Form must be submitted within sixty (60) calendar days after the lifting of the ECQ/GCQ.
Employer to SSS	Sickness Notification Form must be submitted within five (5) calendar days after its receipt from the employee.	Sickness Notification Form must be submitted within sixty (60) calendar days after its receipt from the employee. Should the last day of submission to SSS fall at the time the nation is still on ECQ/GCQ, the filing of Sickness Notification to SSS by employer shall be within 60 days after the lifting of the ECQ/GCQ.

b. For Self-Employed (SE)/Voluntary Member (VM)/Overseas Filipino Worker (OFW)

Filing of Sickness Benefit Application Form	Rule on Notification/Filing of Notification	
	From	To
SE/VM to SSS	Sickness Benefit Application Form must be submitted to SSS within five (5) calendar days after the start of confinement.	Sickness Benefit Application Form must be submitted to SSS within sixty (60) calendar days after lifting of the ECQ/GCQ.
OFW to SSS	A 30-day grace period beyond the existing five (5) day period in the filing of sickness benefit application shall be allowed to members who are OFWs.	Sickness Benefit Application Form must be submitted to SSS within sixty (60) calendar days after the lifting of the ECQ/GCQ.

2. Sickness claims shall not be reduced or denied if the deadline of the filing period falls on 01 March 2020 until the lifting of the ECQ/GCQ for the following cases:

- a. Home and hospital confinement of SE/VM/OFW; and
- b. Home and hospital confinement of employed members for employer reimbursement claims.

The SE/VM/OFW and employers may still file their sickness claims within sixty (60) days after the lifting of the ECQ/GCQ.

This supersedes Circular No. 2020-004 dated 26 March 2020.

Please be guided accordingly.

(Sgd.) AURORA C. IGNACIO
President and CEO

30 May 2020



SOCIAL SECURITY SYSTEM

CIRCULAR NO. 2020 - 005

TO : ALL SSS PENSIONERS

SUBJECT : TEMPORARY SUSPENSION OF RULES ON THE COMPLIANCE TO THE ANNUAL CONFIRMATION OF PENSIONERS (ACOP) PROGRAM REQUIREMENT FOR THOSE WHO ARE REQUIRED TO VISIT THE BRANCHES AND FOR PENSIONERS RESIDING ABROAD

Pursuant to Social Security Commission (SSC) Resolution No. 200-s.2020 dated 18 March 2020, the following guidelines on the temporary suspension of rules on the compliance to the Annual Confirmation of Pensioners (ACOP) Program in line with the Memorandum of the Executive Secretary dated 13 March 2020 re "Stringent Social Distancing Measures and Further Guidelines for the Management of the Coronavirus Disease 2019 (COVID-19) Situation", are hereby issued:

A. For survivor and total disability pensioners residing in the Philippines and total disability pensioners residing abroad

1. Compliance with the ACOP program shall be temporarily suspended for the duration of the emergency from March 2020 to April 2020 or until further notice.
2. Payment of pension benefit to affected pensioners who have not complied with birth month starting January 2020 shall be continued for the said period.
3. Other verification process (data matching of pensioner's records) shall still be implemented.

B. For retirement and survivor pensioners residing abroad

1. Personal compliance or thru representative shall be temporarily suspended for the duration of the emergency from March 2020 up to April 2020 or until further notice.
2. Pensioners may comply thru any of the following:
 - a. Thru E-Mail
 - Addressed to ofw.relations@sss.gov.ph
 - b. Thru Video Conference (Microsoft Teams)
 - Request an appointment through email at ofw.relations@sss.gov.ph or member_relations@sss.gov.ph

Please be guided accordingly.

(Sgd.) AURORA C. IGNACIO
President and CEO

28 March 2020



SOCIAL SECURITY SYSTEM

CIRCULAR NO. 2020 - 005-b**TO : ALL SSS PENSIONERS****SUBJECT : AMENDMENTS TO THE GUIDELINES ON THE TEMPORARY SUSPENSION OF RULES ON THE COMPLIANCE TO THE ANNUAL CONFIRMATION OF PENSIONERS (ACOP) PROGRAM REQUIREMENT FOR THOSE WHO ARE REQUIRED TO VISIT THE BRANCHES AND FOR PENSIONERS RESIDING ABROAD**

Pursuant to Social Security Commission (SSC) Resolution No. 241-s.2020 dated 19 May 2020, the following amendments to the guidelines on the temporary suspension of rules on the compliance to the Annual Confirmation of Pensioners (ACOP) Program and in line with the announcement of the classification of the Community Quarantine (CQ) to different provinces, highly-urbanized cities (HUCs) and independent component cities (ICCs) in the country under Inter-Agency Task Force Resolution No. 35 dated 11 May 2020, are hereby issued:

A. If the status of the pension benefit of the pensioner is "Active" per computer record (*Pensioner is continuously receiving his/her pension benefit*):

1. Compliance with the ACOP Program shall be temporarily suspended for the duration of the CQ from 01 March 2020 until the last day of the CQ.
2. The payment of the pension benefit to pensioners who have not complied with the ACOP Program due to the CQ for the calendar year 2020 (covering birth months from January up to the end of the CQ) shall still be continued until the following month of the last day of the CQ.
3. The verification process/activities (data matching of pensioner's records) for pensioners residing in the Philippines shall still be implemented.
4. Upon the lifting of the CQ, pensioners who are unable to comply with the ACOP Program shall be required to comply within sixty (60) days from the last day of the CQ. Failure to comply on the said period will result to the suspension of their pension benefit. The effectivity of the suspension shall be after the sixty-day (60 day) period of compliance. The usual guidelines and procedures on the handling of ACOP compliance shall be followed.

B. If the status of the pension benefit of the pensioner is "Suspended due to non-compliance with the ACOP Program" (*Pensioner is not receiving his/her pension benefit due to suspension for not complying with ACOP Program*)

Pensioners shall be required to comply for the resumption of their pension benefit by submitting the duly accomplished ACOP form and identification cards/documents, as follows:

Description	Manner of Compliance
a. If the pensioner is residing abroad	<ul style="list-style-type: none"> • Through email - ofw.relations@sss.gov.ph; or - corporate email of the SSS Foreign Office
b. If the pensioner is residing in the Philippines	<ul style="list-style-type: none"> • Through email - member_relations@sss.gov.ph; or - corporate email of the SSS Branch • Dropbox of the SSS Branch

C. Handling of ACOP compliance of SSS pensioners

ACOP compliance received by the SSS shall be handled as follows:

Description	Handling
a. If the pension benefit of the pensioner was suspended from 01 October 2019 to 29 February 2020	<ul style="list-style-type: none"> • The ACOP compliance shall be encoded through the Pensioners Monitoring Module (PMM) upon the electronic approval of the immediate supervisor or its equivalent.
b. If the pension benefit of the pensioner was suspended as of 30 September 2019	<ul style="list-style-type: none"> • Handling of ACOP compliance shall be based on the discretion of the responsible unit as approved by the immediate supervisor or its equivalent, as follows: <ul style="list-style-type: none"> ➢ Encode the ACOP compliance through the PMM; or ➢ If necessary, conduct further verification process/activities (e.g. require personal compliance, compliance thru video conference or home visit for pensioners residing in the Philippines) after the lifting of the CQ. Hence, encoding of the ACOP compliance of the pensioners for the resumption of their pension benefit shall be after the CQ to ensure that the pensioners are still eligible to receive their pension benefit. The usual procedures on the handling of ACOP compliance shall be followed.

This supersedes Circular No. 2020-005 dated 28 March 2020

Please be guided accordingly.

(Sgd.) AURORA C. IGNACIO
President and CEO

CORPORATE COMMUNICATIONS DEPARTMENT

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Page :

2

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SOCIAL SECURITY SYSTEM

CIRCULAR NO. 2020 - 008-b

TO : ALL COVERED EMPLOYEES, KASAMBAHAYS AND OFWs

SUBJECT : AMENDMENT TO CIRCULAR NO. 2020-008 DATED 31 MARCH 2020 ON THE EXTENSION OF THE PERIOD OF FILING UNEMPLOYMENT BENEFIT CLAIM

Pursuant to Social Security Commission Resolution No. 242-s.2020 dated 19 May 2020 and in view of Proclamation No. 929 S. 2020 dated 16 March 2020 issued by the Office of the President of the Philippines declaring a state of calamity nationwide for a period of six (6) months, unless earlier lifted, the guidelines on the extension of the period in filing unemployment benefit application is hereby issued.

Sec. 5, Rule 27 of the Implementing Rules and Regulations of Republic Act No. 11199 or the Social Security Act of 2018 provides:

"PRESCRIPTIVE PERIOD FOR FILING OF UNEMPLOYMENT INSURANCE OR INVOLUNTARY SEPARATION BENEFIT CLAIMS. – A claim for unemployment insurance or involuntary separation benefits shall be filed within one (1) year from the date of separation or unemployment."

However, Unemployment Benefit claims shall not be denied if the one-year deadline for filing thereof falls on **05 March 2020 until the last day of the Enhanced Community Quarantine (ECQ)/ General Community Quarantine (GCQ).**

The employed members, including *Kasambahays* and Overseas Filipino Workers (OFWs), whose claim falls on the said period, may still file their Unemployment Benefit claims **within sixty (60) days from the end of the ECQ/GCG.**

This supersedes Circular No. 2020-008 dated 31 March 2020.

Please be guided accordingly.

(Sgd.) **AURORA C. IGNACIO**
President and CEO

25 May 2020



SOCIAL SECURITY SYSTEM

CIRCULAR NO. 2020-013**TO : ALL SSS MEMBERS****SUBJECT : GUIDELINES ON CALAMITY LOAN ASSISTANCE PROGRAM (CLAP)
FOR SSS MEMBERS AFFECTED BY THE CORONA VIRUS DISEASE
2019 (COVID-19) SITUATION**

Pursuant to Social Security Commission (SSC) Resolution No. 205-s.2020 dated 25 March 2020 as amended by SSC Resolution Nos. 235-s.2020, 236-s.2020 and 237-s.2020 dated 19 May 2020, approving the recommendation to provide loan assistance for SSS members affected by the Corona Virus Disease 2019 (CoVID-19) situation, the following guidelines are hereby issued:

A. COVERAGE OF THE PROGRAM

Members who are residents of the entire Philippines affected by the strict community quarantine to manage the CoVID-19 situation, in pursuance to Proclamation No. 929 by the President of the Philippines dated 16 March 2020 declaring a State of Calamity throughout the Philippines due to CoVID-19.

B. AVAILMENT PERIOD

The availment period for CLAP shall start on 15 June 2020 until 14 September 2020.

C. ELIGIBILITY

To avail of the program, the members:

1. Must be registered in the SSS website (My.SSS facility) to facilitate filing of online application.
2. Must have at least thirty-six (36) monthly contributions, six (6) of which should be posted within the last twelve (12) months prior to the month of filing of application.
3. Must be residents of the Philippines. A resident, for the purpose of CLAP, is one who has a home or work address within the Philippines.
4. Have not been granted any final benefit, i.e. total permanent disability or retirement.
5. Must not have an outstanding Loan Restructuring Program (LRP) or Calamity Loan Assistance Program (CLAP).

D. LOAN AMOUNT

The loan amount shall be equivalent to one (1) monthly salary credit (MSC) computed based on the average of the last twelve (12) MSC (rounded up to the nearest thousand) or the amount applied for, whichever is lower.

E. PAYMENT TERM AND DEADLINE OF PAYMENT

1. The loan shall be payable in twenty-seven (27) months inclusive of three (3) months moratorium period.
2. The loan amortization shall start on the 4th month following the date of the approval of the loan.
3. Payment deadline shall be on or before the last day of the month following the applicable month.
4. In case the payment deadline falls on a Saturday, Sunday, or holiday, payment may be made on the next working day.

F. SERVICE FEE, INTEREST RATE AND PENALTY

1. A service fee of 1% of the loan amount shall be charged and deducted from the proceeds of the loan.
2. The loan shall be charged an interest rate of 6% per annum commencing on the 4th month, computed on a diminishing principal balance and shall be amortized over the remaining twenty-four (24) months.
3. No advanced interest shall be charged for this loan.
4. Any excess in the amortization payment shall be applied to the outstanding principal balance.
5. Loan amortization not remitted on the due date shall bear a penalty of 1% per month. A delay of a fraction of a month shall be charged a full month penalty.

G. FILING OF APPLICATION

The members must apply for CLAP through the SSS website by accessing his/her My.SSS account.

H. OTHER CONDITIONS

1. The member's home or work address as reflected in the SSS database must be within the Philippines.
2. This calamity loan must be fully paid before the member can avail of future calamity loans of the SSS.
3. Any overpayment on a previous loan shall be subject to validation of SSS, and if valid, shall be applied to the active loan, if any. If there is no active loan, it shall be refunded to the member-borrower upon his/her request.
4. Aggregate unpaid obligation equivalent to more than six (6) monthly amortizations shall result to loan default. The full balance of a defaulted loan shall become due and demandable. A defaulted account is subject to 10% interest per annum charged on the outstanding principal balance and 1% penalty per month on unpaid principal and interest until fully paid.
5. Other terms and conditions in the existing salary loan guidelines, not inconsistent with the above provisions shall be applicable in this program.

I. RELEASE OF LOAN PROCEEDS**Through Check:**

The generated calamity loan check shall be sent to the member's preferred mailing address.

Through Unified Multi-Purpose Identification (UMID) – Automated Teller Machine (ATM) Card

If with activated UMID-ATM, the loan proceeds shall automatically be credited to member's account.

Through Union Bank of the Philippines (UBP) Quick Card:

For UBP Quick Card, the member-borrowers may opt to avail the card at selected SSS Branches with UBP Kiosk. The corresponding account number of UBP Quick Card must be enrolled in the Bank Enrollment Module by accessing the member's My.SSS account. The loan proceeds shall be credited to member-borrower's account within three (3) to five (5) working days from the approval date of the loan.

Through Development Bank of the Philippines (DBP) Philippine Electronic Fund Transfer System and Operations Network (PESONet) Accredited/Participating Banks once available and implemented in the system:

Active single account in any PESONet accredited banks in the name of the member-borrower shall be enrolled in the Bank Enrollment Module and shall be used as mode of disbursement for CLAP application by accessing the member's My.SSS account. Joint account is not acceptable. The loan proceeds shall be credited to member-borrower's account within one (1) to two (2) working days from the approval date of the loan.

The program implementation is subject to the limits of budget allocated for the purpose by the SSC in relation to Section 26 (e) of Republic Act No. 11199.

For inquiries, members are advised to log on to www.sss.gov.ph or call at 8920-6446 to 55 for assistance. Please be guided accordingly.

(Sgd.) AURORA C. IGNACIO
President and CEO

June 13, 2020

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PAGE 2

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SOCIAL SECURITY SYSTEM

CIRCULAR NO. 2020-006-b

TO : ALL EMPLOYERS, SELF-EMPLOYED, VOLUNTARY MEMBERS AND NON-WORKING SPOUSE MEMBERS

SUBJECT : FURTHER EXTENSION OF DEADLINE OF REMITTANCE OF CONTRIBUTIONS

In view of (a) Executive Order No. 112 dated 29 April 2020, entitled "Imposing an Enhanced Community Quarantine in High-risk Geographic Areas of the Philippines and a General Community Quarantine in the Rest of the Country from 01 to 15 May 2020, Adopting the Omnibus Guidelines on the Implementation Thereof, and for Other Purposes", (b) Administrative Order No. 30 dated 21 April 2020, entitled "Directing All Government Offices to Formulate and Issue Guidelines on the Interruption of Periods for the Filing of Documents, Payment of Taxes, Charges and Other Fees, and Cancellation of Proceedings Before Their Respective Offices, and on the Movement of Timelines for the Release of Benefits", (c) Presidential Proclamation No. 929 s. 2020 dated 16 March 2020 declaring a State of Calamity throughout the Philippines due to Corona Virus Disease 2019 for a period of six (6) months, unless earlier lifted, (d) Presidential Proclamation No. 922 s.2020 dated 08 March 2020 declaring a State of Public Health Emergency due to Covid-19 and the declaration of Code Red sub-level two of the code alert system for Covid-19, and (e) Resolution No. 37 dated 15 May 2020 of the InterAgency Task Force for the Management of Emerging Infectious Diseases, the Social Security Commission (SSC) under its Resolution No. 261-s.2020 dated 27 May 2020, and pursuant to Sections (4)(a)(8) and 22(a) of the Social Security Act of 2018 (R.A. No. 11199), approved the further extension of deadline of remittance of contributions by Regular and Household Employers, and Self-employed, Voluntary and Non-Working Spouse members as follows:

Type of Payor	Deadline of Remittance
Regular Employers	Contributions for the applicable months of February, March and April 2020 may be paid on or before 15 June 2020.
Household Employers	Contributions for the applicable months of January, February and March or for the quarter ending March 31, 2020 may be paid on or before 15 June 2020.
Self-Employed, Voluntary Members and Non-Working Spouses	Contributions for the applicable months of January, February and March or the first quarter of Year 2020 may be paid on or before 15 June 2020.

Provided that no contributions paid retroactively by a self-employed, voluntary or non-working spouse member shall be used in determining his/her eligibility to any benefit arising from a contingency wherein the date of payment is within or after the semester of contingency;

Provided that the payment deadlines of employers for applicable months after April 2020 as prescribed under SSS Circular No. 2019-012 dated 06 August 2019 shall apply;

Provided that the payment deadlines of a self-employed, voluntary or non-working spouse members for applicable months after April 2020 or quarters after the quarter ending 31 March 2020 as prescribed under SSS Circular No. 2019-012 dated 06 August 2019 shall also apply;

Provided that the two percent (2%) penalty on all unpaid contributions as prescribed in Section 22(a) of R.A. No. 11199 shall not accrue within the period in cases where the place of business of a regular employer or place of residence of a household employer was placed under community quarantine;

Provided finally that for employers who availed of the Contribution Penalty Condonation Program under SSS Circular No. 2019-004 dated 15 March 2020 and with approved installment proposal, their post-dated checks which fall due in February, March, April and May 2020 shall be deposited on 15 June 2020.

All provisions of other Circulars and issuances which are not consistent with the above are hereby repealed or amended accordingly.

For strict compliance.

(Sgd.) AURORA C. IGNACIO
President and CEO

31 May 2020



SOCIAL SECURITY SYSTEM

CIRCULAR NO. 2020-006-c

TO : ALL EMPLOYERS, SELF-EMPLOYED, VOLUNTARY MEMBERS AND NON-WORKING SPOUSE MEMBERS

SUBJECT : FURTHER EXTENSION OF DEADLINE OF REMITTANCE OF CONTRIBUTIONS

In view of Executive Order No. 112 dated 30 April 2020, entitled "Imposing an Enhanced Community Quarantine in High-risk Geographic Areas of the Philippines and a General Community Quarantine in the Rest of the Country from 01 to 15 May 2020, Adopting the Omnibus Guidelines on the Implementation Thereof, and for Other Purposes," and Administrative Order No. 30 dated 21 April 2020, entitled "Directing All Government Offices to Formulate and Issue Guidelines on the Interruption of Periods for the Filing of Documents, Payment of Taxes, Charges and Other Fees, and Cancellation of Proceedings Before Their Respective Offices, and on the Movement of Timelines for the Release of Benefits," from the Office of the Executive Secretary, in relation to Presidential Proclamation No. 929 s. 2020 dated 16 March 2020 declaring a State of Calamity throughout the Philippines due to Corona Virus Disease 2019 for a period of six (6) months, unless earlier lifted, in relation to Presidential Proclamation No. 922 s.2020 dated 08 March 2020 declaring a State of Public Health Emergency due to Covid-19 and the declaration of Code Red sub-level two of the code alert system for Covid-19, and in consideration of Resolution No. 41 dated 29 May 2020 of the Inter-Agency Task Force for the Management of Emerging Infectious Diseases, the Social Security Commission (SSC) under its Resolution No. 294-s.2020 dated 13 June 2020, and pursuant to Section (4)(a)(1) in relation to Section 22(a) of the Social Security Act of 2018 (R.A. No. 11199), approved the further extension of deadline of remittance of contributions by Regular and Household Employers, Self-employed, Voluntary and Non-Working Spouse members as follows:

Type of Payor	Deadline of Remittance
Regular Employers	Contributions for the applicable months of February, March and April 2020 may be paid on or before 30 June 2020 .
Household Employers	Contributions for the applicable months of January, February and March or for the quarter ending 31 March 2020 may be paid on or before 30 June 2020 .
Self-Employed, Voluntary Members and Non-Working Spouses	Contributions for the applicable months of January, February and/or March or the first quarter ending 31 March 2020 may be paid on or before 30 June 2020 .

Provided that no contributions paid retroactively by a self-employed, voluntary or non-working spouse member shall be used in determining his/her eligibility to any benefit arising from a contingency wherein the date of payment is within or after the semester of contingency;

Provided that the payment deadlines of regular employers for applicable months after April 2020 as prescribed under SSS Circular No. 2019-012 dated 06 August 2019 shall apply;

Provided that the payment deadlines of household employers for applicable months after March 2020 or quarters after the quarter ending 31 March 2020 as prescribed under SSS Circular No. 2019-012 dated 06 August 2019 shall apply;

Provided that the payment deadlines of a self-employed, voluntary or non-working spouse members for applicable months after March 2020 or quarters after the quarter ending 31 March 2020 as prescribed under SSS Circular No. 2019-012 dated 06 August 2019 shall also apply;

Provided further that the two percent (2%) penalty on all unpaid contributions as prescribed in Section 22(a) of R.A. No. 11199 shall not accrue within the period in cases where the place of business of a regular employer or place of residence of a household employer was placed under community quarantine;

Provided finally that for employers with approved installment proposal under SSS Circular No. 2018-008 (Amendment to Circular No. 2017-009 dated 02 October 2017 and Circular No. 2011-002 dated 16 February 2011 [Revised Guidelines in the Installment Payment Scheme For Employers Under SSC Resolution No. 976-s.2010 dated 08 December 2010] and Creation of the Employer Delinquency Review Committee) dated 22 March 2018, and under SSS Circular No. 2019-004 (Condonation and Non-Imposition of Penalties on Delinquent Social Security Contributions) dated 5 March 2019, their post-dated checks which fall due in February, March, April and May 2020 shall be deposited on 30 June 2020.

All provisions of other circulars and issuances which are not consistent with the above are hereby repealed or amended accordingly.

For strict compliance.

(Sgd.) AURORA C. IGNACIO
President and CEO

14 June 2020



SOCIAL SECURITY SYSTEM

CIRCULAR NO. 2020-012

TO : ALL SSS MEMBERS

SUBJECT : GUIDELINES ON MORATORIUM ON HOUSING LOAN PAYMENTS OF SSS MEMBERS AFFECTED BY THE CORONA VIRUS DISEASE 2019 (COVID-19) SITUATION

Pursuant to Social Security Commission (SSC) Resolution No. 258-s.2020 dated 19 May 2020 approving the recommendation to provide assistance for SSS members affected by the CoVID-19 situation, the following guidelines are hereby issued:

A. COVERAGE OF THE PROGRAM

Housing loan (HL) borrowers/duly designated successor-in-interest duly designated legal heir/s with Direct Individual HL, Direct HL for Overseas Filipino Workers (OFWs)/Trade Union Members (TUMs)/Workers Organization Members (WOMs), SSS Employee HL and HL through Participating Financial Institutions (PFIs) in the entire Philippines pursuant to Republic Act No. 11469 otherwise known as the "Bayanihan to Heal as One Act" and in the light of the existence of a National Emergency arising from the Corona Virus Disease 2019 (CoVID-19) and the Enhanced Community Quarantine (ECQ) being implemented by the National Government.

B. ELIGIBILITY

1. The Direct Individual HL, Direct HL for OFWs/TUMs/WOMs, SSS Employee HL and HL through PFIs must be currently amortizing. Currently amortizing means that the Direct Individual HL or Direct HL for OFWs/TUMs/WOMs or SSS Employee HL or HL thru PFI's last amortization month is not earlier than February 2020.
2. Housing loan borrowers or duly designated successor-in-interest/legal heirs, whether with original or previously restructured term that has already expired, are not qualified to the program.
3. The housing loan borrower must be a resident of the areas covered by any Enhanced Community Quarantine (ECQ). *Attached as Annex A are the Areas Covered by the ECQ.*

C. TERMS AND CONDITIONS

1. Housing loan payment moratorium shall commence from the applicable month of March 2020 with due date on 10 April 2020 until the lifting of the imposition of ECQ in the covered areas.
2. Housing loan payments shall resume on the month immediately after the borrower's moratorium period.
3. For payments falling due during the ECQ period, the following are the payments extensions:

ECQ Period	No. of Month/s of Moratorium	Applicable Month/s of Moratorium
17 March to 30 April 2020	1	10 May 2020
17 March to 31 May 2020	2	10 June 2020

4. The moratorium period shall automatically be extended if the ECQ period is extended by the President of the Philippines pursuant to the provisions of the Implementing Rules and Regulations (IRR) of the Bayanihan to Heal as One Act.
5. The loan payment term is extended based on the borrower's number of months of moratorium.
6. Accrued interest during the moratorium period shall be paid on the last month of the loan payment period.
7. No interest shall be charged on interest payments falling due within the ECQ period.
8. Any remittance made during the moratorium period shall be applied to the outstanding balance of the loan following the order of priority in application of payments (i.e. penalties first if loan is past due, insurances, interest and principal).
9. No refund shall be made to the borrower for payments made during the moratorium period.
10. Qualified members need not file a request or application to the SSS.

For inquiries, members are advised to log on to www.sss.gov.ph or call at 8920-6446 to 55 for assistance.

Please be guided accordingly.

(Sgd.) **AURORA C. IGNACIO**
President and CEO

10 June 2020

ATTACHMENT : Annex A - Areas Covered by the Enhanced Community Quarantine (ECQ)

ANNEX A

AREAS COVERED BY THE ECQ

Areas under extended ECQ until May 31, 2020 (Under IATF Resolution No. 35)	Areas under ECQ until May 15, 2020 (Under IATF Resolution No. 29) (2 months)	Areas under ECQ on April 30, 2020 and GCQ starting May 1, 2020 (1 month)
<ul style="list-style-type: none"> • Metro Manila • Laguna • Cebu City 	<ul style="list-style-type: none"> • Central Luzon, except Aurora • Calabarzon (Region 4-A) • Pangasinan • Benguet • Baguio City • Iloilo • Cebu • Davao City • Albay Province • Zamboanga City • Metro Manila • Laguna 	<ul style="list-style-type: none"> • Oriental Mindoro • Occidental Mindoro • Albay • Catanduanes in Luzon • Antique • Aklan • Capiz in Visayas • Davao del Norte • Davao de Oro • Entire Luzon • Negros Occidental • Negros Oriental • Iligan City • Bacolod

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PAGE — **2** —



SOCIAL SECURITY SYSTEM

CIRCULAR NO. 2020-009

TO : ALL SSS MEMBERS

SUBJECT : TEMPORARY SUSPENSION OF MANDATORY
UNIFIED MULTIPURPOSE IDENTIFICATION
(UMID) CARD APPLICATION

Pursuant to Social Security Commission (SSC) Resolution No. 200-s.2020 dated 18 March 2020 and in line with the Memorandum of the Executive Secretary dated 13 March 2020 on the "*Stringent Social Distancing Measures and Further Guidelines for the Management of the Coronavirus Disease 2019 (CoViD-19) Situation*", SSS has suspended until further notice the receipt of UMID Card applications, which require biometric data capture of applicants.

The biometric data capture involves close contact of the data capture operator to the applicant for the scanning of fingerprints and signature, and facial image capture, which are contradictory to the policies of stringent social distancing.

This Circular shall take effect immediately.

(Sgd.) AURORA C. IGNACIO
President and CEO

03 April 2020



SOCIAL SECURITY SYSTEM

CIRCULAR NO. 2020-014

TO : ALL COVERED EMPLOYEES, KASAMBAHAYS AND OFWs

SUBJECT : ONLINE FILING OF UNEMPLOYMENT BENEFIT CLAIM THROUGH THE SSS WEBSITE

Pursuant to Social Security Commission Resolution No. 240-s.2020 dated 19 May 2020, and to provide our members with safer, faster, more convenient and economical means of filing their unemployment benefit claim and to hasten the digitalization of benefit processes to comply with the requirements of the Ease of Doing Business and Efficient Government Services Delivery Act of 2018 or Republic Act No. 11032, through streamlining, simplification, and automation of benefit processes, the following guidelines for the online filing of unemployment benefit are hereby issued:

A. Coverage

All covered employees, including *Kasambahays* and Overseas Filipino Workers (OFWs), who are involuntarily separated from employment and satisfied the qualifying conditions per Circular No. 2019-011 dated 08 July 2019 on the Guidelines on the Payment of Unemployment Benefit.

B. Pre-requisites for Online Application

1. Member must be registered in the SSS Website to be able to apply for unemployment benefit through the My.SSS Service Portal.
2. Member must have a disbursement account enrolled with the SSS through the Bank Enrollment Module (BEM) of the SSS Website since the benefit will be credited to his/her disbursement account following in the payment channels:
 - SSS Unified Multi-Purpose Identification (UMID) card enrolled as ATM;
 - Bank Account in PESONet participating banks;
 - Union Bank of the Philippines (UBP) Quick Card;
 - Electronic wallet such as Paymaya; and
 - Pick-up arrangement with remittance transfer companies (RTCs).

C. Features of the Online Filing of Unemployment Benefit

In this facility, the member can:

1. Conveniently apply online for unemployment benefit claim through the E-Services menu of the My.SSS Service Portal of the SSS Website.
2. Enroll bank account or e-wallet details with SSS through the BEM under the E-Services menu of the My.SSS Service Portal.
 - 2.1 For members with no SSS-registered bank accounts, the member must first enroll his/her bank account or e-wallet details with SSS via BEM; and
 - 2.2 For members with no existing bank or e-wallet account, benefit shall be disbursed through cash pick-up arrangement in RTCs through an SSS-authorized government depository bank. In order to avail of this option, the member must first enroll his/her mobile number with the SSS via the member's My.SSS account.
3. Submit documentary requirements electronically by replying to the email notification from the SSS, which will be sent to the member's registered email address upon confirmation of member's eligibility to the benefit and certification.
4. View the submitted benefit claim through the SSS Web Inquiry System (WINS).
5. Receive an electronic notification on the status (approved/denied) of benefit claim submitted online.

D. How to Apply for Unemployment Benefit Online (please refer to Annex A)

Please be guided accordingly.

(Sgd.) AURORA C. IGNACIO
President and CEO

26 May 2020

ATTACHMENT : Annex A - How to Apply for Unemployment Benefit Online

ANNEX A

HOW TO APPLY FOR UNEMPLOYMENT BENEFIT ONLINE

1. Log-in to your My.SSS Account
 - If with registered UMID card enrolled as ATM, the system will automatically credit the benefit to the UMID card enrolled as ATM.
2. Click **APPLY FOR UNEMPLOYMENT BENEFIT CLAIM** under the **E-SERVICES** Tab
3. Provide the following information:
 - a. Savings account/mobile number if with multiple bank/e-wallet/remittance transfer companies (RTCs)/cash pick-up outlet (CPO) account enrolled thru the Bank Enrollment Module (BEM) and without UMID card enrolled as ATM;
 - b. Employment Category;
 - c. Date of Involuntary Separation;
 - d. Reason for Involuntary Separation; and
 - e. Employer where member was separated.
4. Read the Certification carefully and click the "Submit" box to agree and proceed.
5. Reply to the notification from the SSS received through email by attaching the scanned or image file of the Certification issued by the Department of Labor and Employment (DOLE) or by the Philippine Overseas Labor Office (POLO) together with any of the following attachments, whichever is applicable:
 - Notice of Termination from Employer; or
 - Affidavit of Termination from Employment.
6. Check your email for the unemployment benefit claim application notice from the SSS.

Note:

- Member should have an enrolled disbursement account through the BEM for the disbursement of the unemployment benefit.

NEWSPAPER

THE PHILIPPINE STAR

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ANNA MICHELLE G. TEJEDOR
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DATE TUESDAY 1 JUNE 23, 2020

PAGE **7**



SOCIAL SECURITY SYSTEM

ERRATUM

Please be informed that approval date of the **SSS CIRCULAR NO. 2020-014 "ONLINE FILING OF UNEMPLOYMENT BENEFIT CLAIM THROUGH THE SSS WEBSITE"** which was published on 22 June 2020, should be **19 June 2020** instead of 26 May 2020 as indicated.

ANNA MICHELLE G. TEJEDOR
355-111
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SOCIAL SECURITY SYSTEM

CIRCULAR NO. 2020-010

TO : ALL SSS MEMBERS/CLAIMANTS/BENEFICIARIES

SUBJECT : REVISED LIST OF DOCUMENTARY REQUIREMENTS FOR RETIREMENT AND DEATH BENEFITS

Pursuant to Social Security Commission Resolution No. 244-s.2020 dated 19 May 2020 and in line with the implementation of the Ease of Doing Business and Efficient Government Service Delivery Act of 2018 or Republic Act No. 11032, which aims to streamline the current systems and procedures in government offices, the List of Documentary Requirements for Retirement and Death Benefits are hereby issued to facilitate the effective and immediate processing of retirement and death benefits.

Please be guided accordingly.

(Sgd.) AURORA C. IGNACIO
President and CEO

26 May 2020

- ATTACHMENTS : Annex A - List of Documentary Requirements for Retirement Benefit
Annex B - List of Documentary Requirements for Death Benefit
Annex C - Affidavit of Separation from Employment/Cessation of Self-Employment with Undertaking

ANNEX A

LIST OF DOCUMENTARY REQUIREMENTS FOR RETIREMENT BENEFIT

(For Over-the-Counter Filing of Retirement Claim Application)
(Present original and submit photocopy of valid identification (ID) cards/documents for authentication purposes and present original/confirmed true copy and submit photocopy of supporting documents)

A. BASIC DOCUMENTARY REQUIREMENTS

- 1. Retirement Claim Application/Retirement Claim Application under Portability Law
2. Member's/Claimant's Photo and Signature Card, if member has not been issued a UMID card
3. Single savings account, any of the following:
- Passbook
- ATM card with name of member and account number
- validated initial deposit slip
- UMID card enrolled as ATM
- accomplished Visa cash card enrolment form
- duly signed Bank Certificate/Statement issued within three (3) months prior to filing of claim with the following information:
- complete name of member/claimant
- savings account number
- bank branch
- complete bank address
- Union Bank of the Philippines Quick card
- Marriage Certificate
If ATM card of female member is still under maiden name
- Marriage Certificate
If claimant cannot open a savings account or apply for a debit/cash card
- A written request for exemption from the Pensioner's Remittance Program stating reason for the exemption
Note: Upon implementation of the payment of benefit via Philippine Electronic Fund Transfer System and Operations Network (PESONET), savings account of claimant shall be from PESONET participating banks which are SSS accredited.

- 4. Claimant's identification (ID) cards/documents (refer to Standard List of ID Cards/Documents)
B. ADDITIONAL DOCUMENTARY REQUIREMENTS
If with more than five (5) legitimate, legitimated, legally adopted and illegitimate children
- Birth certificate of dependent child/ren duly registered with the LCR or issued by the PSA, if dependent children are not reported in member's Personal Record (E/EAR/RS/OW/IN/WI) or with discrepancy in information
If dependent child is born abroad
- Birth Certificate issued by foreign government or Report of Birth issued by Philippine Embassy or Consulate General shall be submitted, if applicable.
- Marriage certificate of member duly registered with the LCR or issued by the PSA, if legal spouse is not reported in member's Personal Record (E/EAR/RS/OW/IN/WI) or with discrepancy in information
If married abroad
- Marriage Certificate issued by foreign government or Report of Marriage issued by the Philippine Embassy or Consulate General
Note:
- Documents issued in a foreign country should have English translation. Authentication by the Philippine Embassy or Consulate General is not required if said documents are duly received and signed by the SSS Foreign Representative, Foreign Office
- For retirement claims filed abroad, photocopy of supporting documents with English translation may be presented and submitted in the absence of the original/confirmed true copy, to be duly received and signed by the SSS Foreign Representative
If filed by authorized representative of the claimant/s
1. Two (2) valid ID cards/documents of the member and representative (refer to standard list of ID cards/Documents); and
2. Letter of Authority (LOA) signed by the member or Special Power of Attorney (SPA) specifically stating the authority to file and/or sign for and in behalf of the member.
Note: LOA/SPA should have been made or executed within six (6) months if in the Philippines and one (1) year if abroad
Refer to Supplemental List of Documentary Requirements for Retirement Benefit (For Over-the-Counter Filing of Retirement Claim Application) for the additional supporting documents for special cases

SUPPLEMENTAL LIST OF DOCUMENTARY REQUIREMENTS FOR RETIREMENT BENEFIT

- (Present original and submit photocopy/confirmed true copy of supporting documents)
SUPPORTING DOCUMENTS, WHICH EVER IS APPLICABLE
1. If member is at least sixty (60) years but below 65 years old
a) For employed members/household helper
- Certificate of separation issued by the last employer or all employers (if with multiple employers); or
- SSS Form - Affidavit of Separation from Employment/Cessation of Self-employment with Undertaking, regardless of status of employer.
Note: If member has no contributions for the last twelve (12) months from date of retirement, member shall no longer be required to submit Certificate of separation.
b) For Self-Employed (SE) members
- Certificate of non-renewal for all of member's business permit/license issued by the proper government offices/transfer of ownership e.g. Business Permit and Licensing Office; or
- Certificate of cessation of business issued by the duly elected Barangay Official where the business or place of residence was located; or
- SSS Form - Affidavit of Separation from Employment/Cessation of Self-employment with Undertaking
c) For member of Cooperative or registered Association (e.g. TODA, Gard Inc., market vendors association),
- SSS Form - Affidavit of Separation from Employment/Cessation of Self-employment with Undertaking; or
- Certificate of termination of membership signed by the authorized company representative/s or signatories in the Specimen Signature Card of the Cooperative/Association.
d) For Voluntary Member (VM), including Overseas Filipino Worker (OFW)
- Proof of separation from employment/cessation of business/termination of contract/no earnings is not a requirement
2. If member is an underground/surface mineworker
- Certification from the employer/s that member was an underground/surface mineworker indicating the period of employment and worker's job description; or
- Affidavit of two (2) co-employees attesting that member was an underground/surface mineworker indicating the period of employment and worker's job description

Additional requirements if underground/surface mineworker is at least 50 years old but below 60 years old (for actual retirement date not earlier than 27 April 2016) or at least 55 years old but below 60 years old (for actual retirement date prior to 27 April 2016)

- Supporting documents stated under Part 1a or b depending on the last coverage status of the member
3. If member is a racehorse jockey
- Certification that member was employed as racehorse jockey by his employer, who must be duly licensed by the Philippine Racing Commission (PHLRACOM) indicating the period of employment
4. If member is filing pursuant to an existing Bilateral Social Security Agreement (SSA)
- Liaison forms as provided under the Administrative Agreement of the Bilateral SSA with the following information:
a. Claim application details; and
b. Insurance periods under SS Law of other country
- Photocopies of two (2) valid IDs of member certified by counterpart liaison agencies as provided for under the Bilateral SSA, in lieu of the member's photo and signature card
5. Additional document if member is applying under the Portability Law
- Certificate of total contributions issued by the GSIS including the period of contributions
6. Additional document if member is an SSS employee
- Certification issued by Employee Services Department on the SSS employment history of the concerned employee subject to the applicable rules and regulations on outside/part-time employment of SSS employees and Republic Act No. 11199
7. Additional documents if member is incapacitated and under guardianship
- Photo and Signature Card of guardian, if guardian has not been issued UMID card
- Medical certificate issued by his/her attending physician (with license number and address of clinic), within three (3) months from date of filing of claim for guardianship confirmed/verified by the Medical Specialist of SSS Physical Examination Centers (PECs)
- In-trust for savings account
- Affidavit for Guardianship of Incompetent Pensioner, if guardian is the legal spouse
- Application for Representative Payee and Guarantor's Bond Form, if guardian is other than the legal spouse
8. In the absence of Marriage Certificate
- Certification of non-availability from LCR/PSA or issued by foreign government indicating that marriage records of the office/agency concerned is intact but there is no record of marriage for the requesting party; and
- Marriage certificate issued by Parish/Church/Ministry/Congregation/Sec/other religious organizations/LGU/other person authorized to administer the marriage
If marriage certificate from Parish/Church/Ministry/Congregation/Sec/other religious organizations is not available
- Certification of non-availability from the Parish/Church/Ministry/Congregation/Sec/other religious organizations; or
- Affidavit/Certificate of solemnizing officer stating the following together with Authority to Administer marriage, if applicable:
- Date of marriage
- Place of marriage
- Reason for non-registration; and
- Authority to administer marriage, if applicable
- Joint affidavit of two (2) persons who witnessed the marriage together with:
- Birth certificates of at least two children wherein under both documents the names of parents and the date & place of marriage are indicated (if applicable)
9. Additional document if member is married abroad and has previous marriage in the Philippines, whichever is applicable
- Certificate of Finality of Annulment/Nullity or annotated Marriage Contract Certificate; or
- Certificate of Naturalization prior to marriage abroad and Decree of Divorce after acquiring foreign citizenship, or its equivalent
10. In the absence of Birth Certificate
- Certification of non-availability from LCR/PSA or issued by foreign government, and
- Baptismal/Dedication certificate or its equivalent issued by the Parish/Church/Ministry/Congregation/Sec/other religious organizations (with date of birth of the child and name of parents)
If baptismal/dedication certificate or its equivalent is not available
- Certification of non-availability from the parish/church/ministry/congregation/sec/other religious organizations; and
- Any of the following documents where the name of dependent, date of birth and the name of the parents are indicated:
- School cards/certificate of dependant
- Educational/insurance plans/health card record
- Employment records of member
- PhilHealth/GSIS/PSig-BIG records
- Income Tax Return of member
- Member's Personal record duly received by SSS prior to May 1997
Note:
- Baptismal/Dedication certificate or its equivalent certificate must bear the original signature of the Parish Priest/Head of the Church/Ministry/Congregation/Sec/other religious organizations or his authorized signatory.
- Dedication certificate or its equivalent certificate issued by the Ministry/Congregation/Sec/other religious organizations in lieu of baptismal certificate must bear the date of birth of the child and the name of parents
11. Additional document for legally adopted child/ren and birth certificate without annotation
- Decree of Adoption or Certificate of Finality
Note: Date of adoption should be prior to date of retirement
12. Additional document for illegitimate child/children
- Any proof of filiation, such as, but not limited to:
- Birth certificate duly signed by the father as informant
- Birth certificate with Affidavit of acknowledgement duly signed by the father
- Will
- Statement made before any judicial or quasi-judicial proceedings
- Any authentic writing signed by the father (e.g. letter, diary, or other documents such as school records and other public records)
13. Additional document if dependent child is incapacitated
- Medical certificate issued by the attending physician (with license number and address of clinic), within 3 months from date of filing of claim for dependent's pension confirmed/verified by the Medical Specialist of PECs
14. Additional documents if dependent child is under guardianship
- In-trust-for account
- Member's/Claimant's Photo and Signature card (for the guardian), in case the guardian has not been issued a UMID card
- Claim for Dependent's Pension Benefit form, if guardian is the parent and legal spouse separated from the member
- Application for Representative Payee and Guarantor's Bond Form, if guardian is other than the parents

- 4. Single savings account, any of the following:
- Passbook
- ATM card with name of claimant and account number
- validated initial deposit slip
- UMID card enrolled as ATM
- accomplished Visa cash card enrolment form
- duly signed Bank Certificate/Statement issued within three (3) months prior to filing of claim with the following information:
- complete name of claimant
- savings account number
- bank branch
- complete bank address
- Union Bank of the Philippines Quick card
If ATM card of female claimant is still under maiden name
- Marriage Certificate
If claimant cannot open a savings account or apply for a debit/cash card
- A written request for exemption from the Pensioner's Remittance Program stating reason for the exemption
Note: Upon implementation of the payment of benefit via Philippine Electronic Fund Transfer System and Operations Network (PESONET), savings account of claimant shall be from PESONET participating banks which are SSS accredited.
5. Claimant's identification (ID) cards/documents (refer to Standard List of ID Cards/Documents)
B. ADDITIONAL DOCUMENTARY REQUIREMENTS
If filed by Primary Beneficiary/s (dependent legal spouse and dependent child/ren) and is/are not reported in the deceased member's Personal Record (E/EAR/RS/OW/IN/WI) and/or there is discrepancy in information
1. Marriage certificate of deceased member duly registered with the LCR or issued by the PSA
If married abroad
- Marriage Certificate with English translation issued by foreign government or Report of Marriage issued by the Philippine Embassy or Consulate General
2. Birth Certificate of dependent child/ren duly registered with LCR or issued by the PSA
If dependent child is born abroad
- Birth Certificate issued by foreign government or Report of Birth issued by Philippine Embassy or Consulate General
If filed by Secondary Beneficiary/s (dependent parents)
1. Birth Certificate of deceased member duly registered with LCR or issued by the PSA, if parents is/are not reported in the deceased member's Personal Record (E/EAR/RS/OW/IN/WI) and/or there is discrepancy in information
2. Death Certificate duly registered with LCR or issued by the PSA of the following, whichever is applicable:
a. Spouse, if deceased member is a widow/widower at the time of death
b. Dependent child/ren
c. Parent, if one of the parents is already deceased
3. Marriage Certificate of parents duly registered with LCR or issued by the PSA, if date of death of member is prior to 24 May 1997
4. Affidavit attesting to the parent's dependency for support from the deceased member (Prescribed Form)
Note: If the deceased member died at the age of sixty-five (65) years or above, death certificate of parents are no longer necessary.
If filed by designated beneficiary/s (any other person designated by the deceased member in his/her Member's Personal Record)
1. Death Certificate duly registered with LCR or issued by the PSA of the following, whichever is applicable:
a. Spouse, if deceased member is a widow/widower at the time of death
b. Dependent child/ren
c. Parents
Note: If the deceased member died at the age of sixty-five (65) years or above, death certificate of parents are no longer necessary.
d. Other designated beneficiary/s, if filed by designated beneficiary
e. Legal heirs (in accordance with the law of succession under the Civil Code of the Philippines), if filed by legal heirs
Note: If deceased member is not yet 65 years old, death certificate of grandparents are no longer necessary
2. Birth Certificate of the deceased member
3. Joint Affidavit (CLA-3) preferably by the relatives of the deceased member
4. For legal heirs, birth certificate of at least two (2) legal heirs
Note:
- Documents issued in a foreign country should have English translation. Authentication by the Philippine Embassy or Consulate General is not required if said documents are duly received and signed by the SSS Foreign Representative, Foreign Office.
- For claims filed abroad, photocopy of supporting document/s may be presented and submitted in the absence of the original/confirmed true copy, to be duly received and signed by the SSS Foreign Representative, Foreign Office.
Additional documents if filed by authorized representative of the claimant/s
1. Two (2) valid ID cards/documents of the claimant and representative (refer to standard list of ID cards/Documents); and
2. Letter of Authority (LOA) signed by the claimant or Special Power of Attorney (SPA) specifically stating the authority to file and/or sign for and in behalf of the claimant.
Note: LOA/SPA should have been made or executed within six (6) months if in the Philippines and one (1) year if abroad
Refer to Supplemental List of Documentary Requirements for Death Benefit for the additional supporting documents for special cases

SUPPLEMENTAL LIST OF DOCUMENTARY REQUIREMENTS FOR DEATH BENEFIT

- (Present original and submit photocopy/confirmed true copy of supporting documents)
SUPPORTING DOCUMENTS
1. In the absence of the Death Certificate
a. Certification of non-availability issued by the PSA/LCR or issued by foreign government indicating that death records of the office/agency concerned is intact but there is no record of death for the deceased member; and
b. Any one (1) of the following:
- Certification of death issued by the parish/church
- Certification of burial issued by the cemetery administrator
- Certification of cremation
2. In the absence of Marriage Certificate
a. Certification of non-availability from PSA/LCR or issued by foreign government indicating that marriage records of the office/agency concerned is intact but there is no record of marriage for the requesting party; and
b. Certificate of marriage issued by the parish/church/ministry/congregation/sec/other religious organizations/LGU/other person authorized to administer marriage or Alien Certificate of Registration showing name of spouse
In the absence of the certificate of marriage:
b.1 Affidavit/Certificate of solemnizing officer stating the following together with authority to administer marriage, if applicable
- date of marriage
- place of marriage
- reason for non-registration
b.2.2 Joint Affidavit of two (2) disinterested person who witnessed the marriage; and
b.2.1 If with children, birth certificate of at least two (2) children wherein under both documents the names of parents and the date and place of marriage are indicated
3. In the absence of Birth Certificate
a. Certification of non-availability from PSA/LCR or issued by foreign government indicating that birth records of the office/agency concerned is intact but there is no record of birth for the requesting party; and
b. Baptismal/Dedication certificate or its equivalent issued by the parish/church/ministry/congregation/sec/other religious organizations (with date

ANNEX B

LIST OF DOCUMENTARY REQUIREMENTS FOR DEATH BENEFIT

- (Present original and submit photocopy of valid identification (ID) cards/documents for authentication purposes and present original/confirmed true copy and submit photocopy of supporting documents)
A. BASIC DOCUMENTARY REQUIREMENTS
1. Death Claim Application Form/Death Claim Application under Portability Law
2. Member's/Claimant's Photo and Signature Card, if claimant has not been issued a UMID card
3. Death Certificate of deceased member duly registered with the Local Civil Registry (LCR) or issued by the Philippine Statistics Authority (PSA), if without settled funeral benefit
If member died abroad
- If member died abroad, Death Certificate of deceased member issued by the Vital Statistics Office/City of Host Country or its equivalent or Report of Death issued by the Philippine Embassy or Consulate General shall be submitted.

ANNEX C

AFFIDAVIT OF SEPARATION FROM EMPLOYMENT/CESSATION OF SELF-EMPLOYMENT WITH UNDERTAKING (re SSS Retirement Benefit)

I, _____, a Filipino, of legal age, single/married, with residence/postal address at _____ after having been sworn in accordance with law, hereby depose and state, that:

- 1. I am a bona fide member of the Social Security System (SSS) with assigned SS Number/Common Reference Number _____;
2. I was separated from my last employer/s _____ with office address/es at _____ on _____, or has ceased to be engaged in the business of _____/practice of profession as _____ with office address at _____ on _____; and was never again re-employed/re-engaged in self-employment;
3. I cannot secure a certification and/or proofs from my last employment/self-employment because _____;
4. I am aware of the nature, consequences and incurring liabilities (criminal/civil/administrative) for any falsity, deceit, fraud, misrepresentation or non-disclosure made in connection with my claim/application for retirement benefits under the SS Law and other applicable laws, rules and regulations;
5. I hereby undertake to inform/notify the SSS on the fact of my re-employment/reengagement in self-employment after availing of retirement benefits; and
6. I am executing this affidavit to attest to the truth and veracity of the foregoing statements and to support my claim/application for retirement benefits.

Affiant further sayeth naught. In witness/truth whereof, I hereby set my hand and affix my signature this _____ at _____.

AFFIANT (Signature over Printed Name of Affiant)

SUBSCRIBED AND SWORN to before me this _____ at _____, affiant exhibiting to me his/her Community Tax Certificate No. _____ issued on _____ at _____ and/or Identification Card No. _____ issued on/by _____ at _____ and valid until _____.

Doc. No. _____; Page No. _____; Book No. _____; Series of 20 _____ Notary Public

of birth of child and name of parents)

In the absence of the baptismal/dedication certificate or its equivalent:

- b.1 Certification of non-availability from the parish/church/ministry congregation/sect/ other religious organizations; and
b.2 Any of the following documents where the name of dependent, date of birth and the name of the parents are indicated:
- School cards/record of dependent
- Educational/insurance plans/health card record
- Employment records of member
- Philhealth/GSIS/Pag-IBIG records
- Income Tax Return of member
- Member's record duly received by SSS prior to May 1997

Note:

- a) Baptismal/dedication certificate or its equivalent certificate must bear the original signature of the parish priest/head of church/ministry/congregation/sect/other religious organizations or his authorized signatory.
b) Dedication Certificate or its equivalent certificate issued by the ministry/congregation/sect/other religious organizations in lieu of baptismal certificate must bear the date of birth and the name of the parents.
4. Additional document if deceased member is married abroad and has previous marriage in the Philippines, whichever is applicable
a. Certificate of finality of the judgment of annulment/nullity of marriage or annotated marriage certificate
b. Certificate of naturalization prior to marriage abroad and decree of divorce after acquiring foreign citizenship, or its equivalent
5. Additional document if spouse has been separated in fact/legally separated from the deceased member (not living as husband and wife)
a. Joint affidavit of two (2) persons preferably nearest relatives of the deceased member who have personal knowledge of the separation stating the reason thereof and the fact of spouse's dependency for support upon the deceased member and that the surviving spouse must not be the one who gave ground for the separation; or
b. Affidavit of surviving spouse with undertaking stating that he/she has no known relative of the member or that surviving spouse is not in good terms with the deceased member's relative; or
c. Court declaration that the member-spouse should continue to support the surviving spouse and that the surviving spouse must not be the one who gave ground for the separation.
6. Additional document for legally adopted children and birth certificate is without annotation
Decree of Adoption and Certificate of Finality of Judgment
Note: Date of adoption should be prior to date of death.
7. Additional document if dependent child is incapacitated
Medical certificate issued by the attending physician (with license number, contact number and address of clinic/attending physician) within three (3) months from the date of filing of claim confirmed/certified by the Medical Specialist of SSS Physical Examination Centers (PECs).
8. Additional document if dependent child is under guardianship
a. In-Trust for savings account
b. Member's/Claimant's Photo and Signature Card of guardian, if guardian has not been issued a UMID card

c. Application for Representative Payee and Guarantor's Bond Form, if guardian is other than the surviving legal spouse of the deceased member

9. If dependent child is illegitimate and is not acknowledged by the deceased member in the birth certificate (in case dependent child is not reported in member's Personal Record)

- Any proof of filiation, such as, but not limited to:
a. Will
b. Statement made before any judicial or quasi-judicial proceedings
c. Any authentic writing signed by the father (e.g. letter, diary, or other document such as school records, employment records and other public records)
d. Joint affidavit of two (2) persons preferably nearest relatives of the deceased member as proof of acknowledgment/admission of paternity
e. Duly-received membership data record by other government agencies like Philhealth, Pag-IBIG, GSIS, etc

10. Additional document for claimant other than primary beneficiary, and the surviving spouse has abandoned the deceased member or cohabited/remarried or entered into a "live-in" relationship before or after the death of the deceased member

Joint affidavit of two (2) persons preferably nearest relatives who have knowledge of the case stating the reason thereof and the fact of the spouse' dependency for support upon the deceased member

11. If claimant is filing pursuant to an existing Bilateral Social Security Agreement (SSA)

- a. Liaison forms as provided for under the Administrative Agreement of the Bilateral SSA with the following information:
- claim application details; and
- insurance periods under the SS Law of other country
b. Photocopies of two (2) valid IDs of claimant certified by counterpart liaison agencies as provided for under the Bilateral SSA, in lieu of the claimant's photo and signature

12. Additional document if claimant is applying under the Portability Law

Certificate of total contributions issued by the GSIS including the period of contributions

13. Additional document if cause of death is work connected

- a. Report of Death (BPN-105)
b. Any of the following documents as proof that cause of death is work connected:
- Pre-employment medical records, if cause of death is due to illness
- Statement of duties and responsibilities duly signed by the employer
- Mission/Job or Travel order duly signed by the employer, if applicable
- Photocopy of page in company logbook/record of accident signed by the employer/printout of electronic file
- Police investigation report or employer's report of injury, death or casualty spot report, if applicable
c. If company was already closed, joint affidavit of two (2) co-workers of deceased member who have personal knowledge of the accident or injury and attesting that said accident or injury which caused the death of the member was work-related
d. If with dependent illegitimate children, joint affidavit of two (2) persons preferably relatives of the deceased member that the deceased member and the common-law spouse have no legal impediment to marry