

Republic of the Philippines  
**SOCIAL SECURITY SYSTEM**

ANNA MICHELLE G. TEJEDOR

East Ave., Diliman, Quezon City  
Tel. Nos. (632) 920-6401 • (632) 920-6446  
E-mail: member\_relations@sss.gov.ph • Web site: http://www.sss.gov.ph

**CIRCULAR NO. 2020 - 030**

**TO : ALL SSS MEMBERS**

**SUBJECT : GUIDELINES ON THE ASSISTANCE FOR SSS MEMBERS/  
PENSIONERS AFFECTED BY SUPER TYPHOON ROLLY, TYPHOON  
QUINTA AND TYPHOON ULYSSES**

Pursuant to Social Security Commission (SSC) Resolution No. 551-s.2019 dated 31 July 2019 approving the recommendation to provide assistance for SSS members/pensioners affected by Super Typhoon Rolly, Typhoon Quinta and Typhoon Ulysses, the following guidelines are hereby issued:

**A. TYPE OF ASSISTANCE**

1. Calamity Loan Assistance Program (CLAP), are for member-borrowers whose residence is in the areas affected by calamity and other areas to be declared under state of calamity by National Disaster Risk Reduction and Management Council (NDRRMC) and who suffered losses or damages to their properties located in the said calamity stricken areas (Annex A).
2. Three-month advance pension for SS and EC pensioners (per ECC Board Resolution No. 14-07-21 dated 28 July 2014) who are residing in the affected areas (Annex B).
3. Moratorium on the monthly amortization and interest payment in the first six (6) months for Direct House Repair and Improvement Loan (Annex C).

**B. COVERED AREAS**

1. Declared areas under State of Calamity:

Areas	Resolution No.	Date
Province of Cavite	1618-2020	01 November 2020
Mulanay, Quezon	188-2020	05 November 2020
Province of Catanduanes	583-2020	02 November 2020
Province of Camarines Sur	235-2020	02 November 2020
Province of Batangas	855-2020	28 October 2020
Province of Oriental Mindoro	5316-2020	27 October 2020

ANNA MICHELLE G. TEJEDOR

Areas	Resolution No.	Date
Province of Occidental Mindoro	374-2020	29 October 2020
Culion, Palawan	2020-1708	27 October 2020
Province of Marinduque	678-2020	30 October 2020
Banton, Romblon	92-2020	29 October 2020
Concepcion, Romblon	2020-50	30 October 2020
Corcuera, Romblon	133-2020	27 October 2020
Province of Albay	00662-2020	27 October 2020
Asipulo, Ifugao	04-2020	30 October 2020

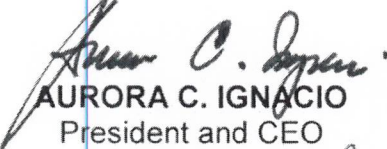
2. All other areas which may be declared under state of calamity by the NDRRMC.

### C. AVAILMENT PERIOD

The availment period for the assistance package will start on 27 November 2020 until 26 February 2021 except for the Direct House Repair and Improvement Loan which is up to one (1) year from issuance of the corresponding SSS Circular.

For inquiries, members are advised to go to any SSS Office or log on to [www.sss.gov.ph](http://www.sss.gov.ph), or call at 8920-6446 to 55 for assistance.

Please be guided accordingly.

  
**AURORA C. IGNACIO**  
President and CEO

17 NOV 2020

Date

- ATTACHMENTS:
- Annex A - Guidelines on the Calamity Loan Assistance Program (CLAP) for SSS Members affected by Super Typhoon Rolly, Typhoon Quinta and Typhoon Ulysses
  - Annex B - Guidelines on the Three-month Advance Pension for SS and EC Pensioners affected by Super Typhoon Rolly, Typhoon Quinta and Typhoon Ulysses

  
ANNA MICHELLE G. TEJEDOR

Annex C - Guidelines on Housing Loan Assistance for the  
Direct Repair and/or Improvement Loan of SSS  
Members affected by Super Typhoon Rolly,  
Typhoon Quinta and Typhoon Ulysses

*(Policies - Death, Disability, Retirement and Funeral Benefits, Loans Granting)*  
(Prepared by: Member Loans Department)



THIS DOCUMENT IS UNCONTROLLED  
WHEN PRINTED AND / OR DOWNLOADED

**Annex A**  
**ANNA MICHELLE G. TEJEDOR**

**GUIDELINES ON THE CALAMITY LOAN ASSISTANCE PROGRAM (CLAP) FOR  
SSS MEMBERS AFFECTED BY SUPER TYPHOON ROLLY,  
TYPHOON QUINTA AND TYPHOON ULYSSES**

**A. COVERAGE OF THE PROGRAM**

Members who are residents of the calamity stricken areas as declared and may be declared by the National Disaster Risk Reduction and Management Council (NDRRMC) and who suffered losses or damages to their properties located in the said calamity stricken areas.

**B. 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 calamity declared areas and suffered damages/loss to their properties. A resident, for the purpose of CLAP, is one who has a home address or property at the calamity stricken area.
4. Have not been granted any final benefit, i.e. permanent total disability or retirement.
5. Must not have an outstanding Loan Restructuring Program (LRP) or Calamity Loan Assistance Program (CLAP).
6. If employed, the employer must certify the CLAP application thru online (My.SSS facility).

**C. 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.

**D. PAYMENT TERM AND DEADLINE OF PAYMENT**

1. The loan shall be payable within two (2) years in twenty-four (24) equal monthly installments.



THIS DOCUMENT IS UNCONTROLLED  
WHEN PRINTED AND / OR DOWNLOADED

ANNA MICHELLE G. TEJEDOR

2. The loan amortization shall start on the 2<sup>nd</sup> 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.

#### E. SERVICE FEE, INTEREST RATE AND PENALTY

1. The service fee of 1% of loan amount is waived.
2. The loan shall be charged an interest rate of 10% per annum until fully paid, computed on a diminishing principal balance and shall be amortized over a period of twenty-four (24) months.
3. Pro-rated interest from the date of loan granting up to the end of the month prior to first amortization month shall be deducted in advance from the loan proceeds.

**Sample Illustration:**

Loan date: 16 September 2020

First amortization month: November 2020

Loan amount: Php 16,000.00

Interest from 17 September to 31 October 2020:

$\text{Php } 16,000.00 \times 10\% \times 45 \text{ days} / 365 = \text{Php } 197.26$

Php 197.26 shall be deducted from loan proceeds.

4. Any excess in the amortization payment shall be applied to the outstanding principal balance.
5. Loan amortization not remitted on 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.

#### F. FILING OF APPLICATION

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

#### G. OTHER CONDITIONS

1. This calamity loan must be fully paid before the member can avail of future calamity loans of SSS.

  
ANNA MICHELLE G. TEJEDOR

2. 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.
3. 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.
4. Other terms and conditions in the existing salary loan guidelines, not inconsistent with the above provisions shall be applicable in this program.

#### H. RELEASE OF LOAN PROCEEDS

**Through Development Bank of the Philippines (DBP) Philippine Electronic Fund Transfer System and Operations Network (PESONet) Accredited/Participating Banks:**

Active single account in any PESONet accredited banks in the name of the Member-borrower shall be enrolled in the DAEM and shall be used as mode of disbursement for CLAP application by accessing the member's My.SSS account.

**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-borrower'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 Disbursement Account Enrollment Module (DAEM) by accessing the member's My.SSS account.

THIS DOCUMENT IS UNCONTROLLED  
WHEN PRINTED AND / OR DOWNLOADED

ANNA MICHELLE G. TEJEDOR

ANNEX B

**GUIDELINES ON THE THREE-MONTH ADVANCE PENSION FOR SS AND EC PENSIONERS  
AFFECTED BY TYPHOONS ROLLY, QUINTA AND ULYSSES****A. COVERAGE**

Existing **SS retiree, disability and survivor pensioners and EC disability and survivor pensioners** whose residence are located in the calamity areas declared by the National Disaster Risk and Reduction Management Council (NDRRMC).

**B. ELIGIBILITY**

1. SS and EC pensioners, who are living in calamity areas declared by the NDRRMC, may apply for three-month advance pension starting 27 November 2020 until 26 February 2021.
2. For SS and EC partial disability, pensioner may apply for the advance pension for the remaining months of the partial disability pension but not to exceed the three-month period.
3. SS and EC pensioners who have availed advance pension for the previous calamities and whose pensions are still suspended may avail of the three-month advance pension for "Typhoons Rolly, Quinta and Ulysses", provided that the advance pension will not exceed three months at any time.
4. SS Retiree pensioners who have no existing loan under the Pension Loan Program (PLP) are qualified to apply for the three-month advance pension.

**C. DOCUMENTARY REQUIREMENTS**

The pensioner shall submit the properly accomplished Application for Assistance Due to Calamity/Disaster duly certified by the Barangay Chairman. In case Part II of the form is not accomplished, the pensioner shall submit certification that pensioner is affected by the calamity from any of the following:

- a. Department of Social Welfare and Development (DSWD)
- b. National Disaster Risk Reduction and Management Council (NDRRMC)

**D. FILING OF APPLICATION**

"File Anywhere" policy shall be implemented. All branches shall receive applications for the three-month advance pension.

**E. RELEASE OF BENEFIT THRU CHECK**

The generated benefit checks shall be sent to the SSS branch where the pensioner filed his/her application. The SSS branch shall allow personal release of the checks, subject to usual presentation of required documents, within ten (10) working days from receipt; otherwise, the check shall be mailed to his/her mailing address.

Jaw Amy



THIS DOCUMENT IS UNCONTROLLED  
WHEN PRINTED AND / OR DOWNLOADED

  
ANNA MICHELLE G. TEJEDOR

**F. FORMS**

The Application for Assistance Due to Calamity/Disaster shall be used for the Three-month Advance Pension for SS and EC Pensioners.

THIS DOCUMENT IS UNCONTROLLED  
WHEN PRINTED AND/OR DOWNLOADED

ANNA MICHELLE G. TEJEDOR



BEN-01194 (10-2014)

Republic of the Philippines  
**SOCIAL SECURITY SYSTEM**  
**APPLICATION FOR ASSISTANCE DUE TO CALAMITY/DISASTER**

Annex B1

**THIS FORM MAY BE REPRODUCED AND IS NOT FOR SALE**

PLEASE READ THE INSTRUCTIONS, REMINDERS AND WARNING AT THE BACK BEFORE ACCOMPLISHING THIS FORM. PRINT ALL INFORMATION IN CAPITAL LETTERS AND USE BLACK OR BLUE INK ONLY

**PART I - TO BE FILLED OUT BY PENSIONER**

**A. MEMBER'S/PENSIONER'S INFORMATION**

SS NO./CRN (IF ANY) OF MEMBER: \_\_\_\_\_ NAME OF PENSIONER (LAST NAME) (FIRST NAME) (MIDDLE NAME) (SUFFIX): \_\_\_\_\_

ADDRESS (RM./FLR./UNIT NO. & BLDG. NAME) (HOUSE/LOT & BLK. NO.) (STREET NAME): \_\_\_\_\_

(SUBDIVISION) (BARANGAY/DISTRICT/LOCALITY) (CITY/MUNICIPALITY) (PROVINCE) ZIP CODE: \_\_\_\_\_

FOREIGN ADDRESS (IF APPLICABLE) COUNTRY ZIP CODE: \_\_\_\_\_

TAX IDENTIFICATION NUMBER (IF ANY) TELEPHONE NUMBER (AREA CODE + TEL. NO.) MOBILE/CELLPHONE NUMBER E-MAIL ADDRESS: \_\_\_\_\_

TYPE/S OF PENSION BEING RECEIVED. CHECK THE APPROPRIATE BOXES.  
 RETIREMENT  SS TOTAL DISABILITY  EC TOTAL DISABILITY  SS DEATH  EC DEATH

NAME OF CALAMITY / DISASTER: \_\_\_\_\_

IF RECEIVING PENSION UNDER DEATH, INDICATE NAME & SS NO./CRN (IF ANY) OF DECEASED MEMBER  
 (LAST NAME) (FIRST NAME) (MIDDLE NAME) (SUFFIX) SS NO./CRN (IF ANY) OF DECEASED MEMBER: \_\_\_\_\_

IF RECEIVING PENSION AS GUARDIAN, INDICATE NAME & SS NO./CRN (IF ANY) OF MEMBER  
 (LAST NAME) (FIRST NAME) (MIDDLE NAME) (SUFFIX) SS NO./CRN (IF ANY) OF MEMBER: \_\_\_\_\_

**B. CERTIFICATION**

I certify that the information provided in this form are true and correct. Also, I agree with the conditions that should an overpayment be incurred, the overpayment shall be paid or deducted from the future SSS benefits of the undersigned.

PRINTED NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

If pensioner cannot sign, affix fingerprints (please read Instruction no. 5 at the back).

**Below are the witnesses to fingerprinting:**

1) PRINTED NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
 ADDRESS & CONTACT NUMBER \_\_\_\_\_

2) PRINTED NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
 ADDRESS & CONTACT NUMBER \_\_\_\_\_

RIGHT THUMB \_\_\_\_\_ RIGHT INDEX \_\_\_\_\_

**PART II - TO BE FILLED OUT BY BARANGAY CHAIRMAN**

This is to certify that Mr./Ms. \_\_\_\_\_, a bonafide resident of \_\_\_\_\_ is affected by the calamity/disaster \_\_\_\_\_.

PRINTED NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ POSITION TITLE \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS OF BARANGAY OFFICE \_\_\_\_\_

**PART III - TO BE FILLED OUT BY SSS**

CLAIM REFERENCE NUMBER: \_\_\_\_\_

RETIREMENT \_\_\_\_\_ TOTAL DISABILITY: SS \_\_\_\_\_ DEATH SS \_\_\_\_\_  
 EC \_\_\_\_\_ EC \_\_\_\_\_

RECEIVED BY \_\_\_\_\_ PROCESSED BY \_\_\_\_\_

SIGNATURE OVER PRINTED NAME \_\_\_\_\_ DATE & TIME \_\_\_\_\_ BRANCH \_\_\_\_\_  
 SIGNATURE OVER PRINTED NAME \_\_\_\_\_ DATE & TIME \_\_\_\_\_

Perforate Here

Republic of the Philippines  
**SOCIAL SECURITY SYSTEM**  
**APPLICATION FOR ASSISTANCE DUE TO CALAMITY/DISASTER**  
**ACKNOWLEDGEMENT STUB**

SS NO./CRN OF MEMBER: \_\_\_\_\_ NAME OF PENSIONER (LASTNAME) (GIVEN NAME) (MIDDLE NAME) (SUFFIX): \_\_\_\_\_

RECEIVED BY \_\_\_\_\_

SIGNATURE OVER PRINTED NAME \_\_\_\_\_ POSITION TITLE \_\_\_\_\_ DATE & TIME \_\_\_\_\_ BRANCH \_\_\_\_\_

*Jan* *Amey*

  
ANNA MICHELLE G. TEJEDOR

### INSTRUCTIONS

1. Fill out this form in one (1) copy.
2. Place a checkmark on the applicable box.
3. Always indicate "N/A" or "Not Applicable", if the required data is not applicable.
4. Present original and submit photocopy of identification document/s together with this form to the nearest SSS branch office.  
Filed by pensioner
  - Social Security (SS) Card or Unified Multi-Purpose ID (UMID) Card or Passport or Professional Regulation Commission (PRC) Card or Seaman's Book or two (2) valid IDs (both with signature and at least one (1) with photo)Filed by authorized representative
  - Representative's SS Card or UMID Card or Passport or PRC Card or Seaman's Book or any two (2) valid IDs (both with signature and at least one (1) with photo)
  - Pensioner's SS Card or UMID Card or Passport or PRC Card or Seaman's Book or any two (2) valid IDs (both with signature and at least one (1) with photo)
  - Letter of Authority (LOA) signed by both pensioner and representative
5. If pensioner cannot sign, witnesses to fingerprinting shall be as follows:  
Filed by pensioner
  - SSS receiving personnel who shall affix his/her signature on the portion provided in Part I-B.Filed by authorized representative
  - Two (2) witnesses. One (1) witness is the authorized representative himself and the other one (1) could be any person. Both should affix their signatures and indicate their addresses and contact numbers on the portions provided in Part I-B.
6. For pensioner receiving two or more pension benefits, he/she shall accomplish only one (1) application form.
7. This form can be downloaded thru the SSS Website at [www.sss.gov.ph](http://www.sss.gov.ph).

### REMINDERS

1. The check for the assistance due to calamity/disaster shall be mailed to the address indicated in this form.
2. Verification of status may be made thru the SSS Website at [www.sss.gov.ph](http://www.sss.gov.ph) or contact our Call Center at 9206446 up to 55 or 9177777.



### WARNING

ANY PERSON WHO MAKES ANY FALSE STATEMENT IN THIS APPLICATION OR SUBMITS ANY FALSIFIED DOCUMENT IN CONNECTION WITH THIS APPLICATION SHALL BE LIABLE CRIMINALLY UNDER SECTION 28 OF R.A. 8282 OR UNDER PERTINENT PROVISION OF THE REVISED PENAL CODE OF THE PHILIPPINES.



  
ANNA MICHELLE G. TEJEDOR

## ANNEX C

### GUIDELINES ON HOUSING LOAN ASSISTANCE FOR THE DIRECT REPAIR AND/OR IMPROVEMENT LOAN OF SSS MEMBERS WHO WERE AFFECTED BY SUPER TYPHOON ROLLY, TYPHOON QUINTA AND TYPHOON ULYSSES

#### A. COVERAGE OF THE PROGRAM

1. SSS members who are currently employed, self-employed, voluntary and OFW members, whose residence is located in the disaster area and whose house was destroyed/damaged due to Super Typhoon Rolly, Typhoon Quinta and Typhoon Ulysses.
2. The calamity areas identified based on a declaration to be made by the National Disaster Risk Reduction and Management Council (NDRRMC).

#### B. ELIGIBILITY

1. Applicant must be an SSS member;
2. Applicant must have a total of at least twenty-four (24) monthly contributions of which three (3) contributions are within the last 12-month period prior to the month of filing of the application;
3. Age of applicant is not more than sixty (60) years old at the time of filing of application;
4. Applicant has not been previously granted a House Repair and/or Improvement Loan by the SSS;
5. Applicant has not been granted final SSS benefit nor was refunded SSS contributions; and
6. Applicant and his/her spouse (if applicable) must be up-to-date in the payment of all other existing loan/s with the SSS.

#### C. LOAN AMOUNT

The maximum loanable amount is One Million (P1,000,000.00) Pesos subject to repricing every five (5) years.

  
ANNA MICHELLE G. TEJEDOR

**D. SERVICE FEE, INTEREST RATES AND PENALTY**

1. The processing fee shall be waived.
2. Loan shall be charged a penalty amounting to 1.5% of the amount due for every month of delay or a fraction thereof until updated or fully paid.

**Loan of Amount**

**Interest Rates**

Up to P450,000.00

8% p.a.

Over P450,000.00 up to 1M

9% p.a.

**E. PAYMENT TERM**

The amortization period shall be in multiple of five (5) years with a maximum term of 20 years, plus six (6) months moratorium, but shall in no case exceed:

1. The economic life of the house/improvement, after repair and/or improvement are introduced, as determined by the SSS; and
2. The difference between the age of the applicant and sixty-five (65).

**F. MORATORIUM**

There shall be a six months moratorium in monthly amortization and interest payments. The loan shall commence on the 7<sup>th</sup> month and shall be payable in equal monthly amortization during the term of the loan.

**G. REPRICING**

Repricing rate shall be based on six (6) months average PHP BVAL Reference Rate at present or its equivalent referring to the remaining term of the loan plus 1% credit risk premium.

THIS DOCUMENT IS UNCONTROLLED  
WHEN PRINTED AND/OR DOWNLOADED

*mg*  
ANNA MICHELLE G. TEJEDOR

#### H. COLLATERAL

The collateral used to secure the repair and/or improvement loan shall be the house and lot or condominium unit being applied for repair and/or improvement. The collateral must meet the following specifications:

1. The OCT/TCT/CCT of the land is registered with the Registry of Deeds under the Torrens System and is in the name of the principal applicant and spouse, if applicable; and
2. The title must be free from liens and encumbrances except those which are held by the SSS.

#### I. INSURANCE COVERAGE

The loan shall be duly covered by Mortgage Redemption Insurance and Property Insurance which shall be implemented in accordance with existing policies of the SSS, as follows:

1. The first year insurance premium shall be deducted from the first release (for staggered payment) or full release (for one-time payment) of the loan amount.
2. Succeeding annual premium shall be paid monthly spread equally over one (1) year together with the housing loan amortization effective upon first/full release of the loan.

#### J. LOAN RELEASES

1. Releases on loan amount shall be in accordance with existing rules but in no case shall any release be more than 90% of the work completed as appraised by the SSS.
2. The full/final release of the loan amount and the completion of the repair and/or improvement shall be within six (6) months from the month of confirmation by SSC of the loan approval.



THIS DOCUMENT IS UNCONTROLLED  
WHEN PRINTED AND / OR DOWNLOADED

ANNA MICHELLE G. TEJEDOR

**K. OTHER CONDITIONS**

1. The proceeds of the loan shall be solely for the purpose of house repair and/or improvement, the supervision of which shall be the sole responsibility of the applicant.
2. The applicant shall comply with all loan requirements and execute all supporting papers and/or documents to the satisfaction of the SSS.
3. The applicant shall conform to such changes or modifications as may be made by the SSS on the amount of the loan and/or terms thereof before signing of mortgage of contract.
4. The loan may be cancelled by the SSS, if not availed of within the six (6) months following the month of receipt of the notice of loan approval. Any unreleased amount may be forfeited and failure to complete the repair and/or improvement shall be a ground for foreclosure.

**L. FILING OF APPLICATION**

The filing of application shall be as follows:

For NCR – to be filed at Member Loans Department (MLD), SSS Main Office
For Non-NCR – to be filed at Housing and Acquired Asset Management Section (HAAMS):
<ul style="list-style-type: none"> <li>• HAAMS – Baguio;</li> <li>• HAAMS- Tarlac;</li> <li>• HAAMS – San Pablo;</li> <li>• HAAMS - Naga</li> </ul>

THIS DOCUMENT IS UNCONTROLLED  
WHEN PRINTED AND/OR DOWNLOADED

  
ANNA MICHELLE G. TEJEDOR

## M. FORMS

The Application for Direct House Repair and/or Improvement Loan under Office Order No. 2013-038 together with the revised Terms and Conditions and Checklists of Requirements shall be used for the Housing Loan Assistance for the Direct Repair and/or Improvement Loan.

1. Application for Direct House Repair and/or Improvement Loan – Annex C.1
2. Checklist of Requirements – Annex C.2

THIS DOCUMENT IS UNCONTROLLED WHEN PRINTED AND/OR DOWNLOADED

ANNEX C.1



(08-2013)

Republic of the Philippines  
**APPLICATION FOR DIRECT HOUSE REPAIR AND/OR IMPROVEMENT LOAN**

APPLICATION NUMBER  
 (TO BE FILLED OUT BY SSS)

*[Signature]*  
 MICHELLE G. TEJEDOR

**THIS FORM MAY BE REPRODUCED AND IS NOT FOR SALE**

PLEASE READ INSTRUCTIONS & REMINDER AT THE BACK AND THE ATTACHED TERMS AND CONDITIONS & CHECKLIST OF REQUIREMENTS BEFORE FILLING OUT THIS FORM. PRINT ALL INFORMATION IN CAPITAL LETTERS AND USE BLACK OR BLUE INK ONLY.

**PART I - TO BE FILLED OUT BY APPLICANT**

**A. PRINCIPAL APPLICANT'S DATA**

SS NUMBER	COMMON REFERENCE NUMBER (IF ANY)	DATE OF BIRTH (MMDDYYYY)	TAX IDENTIFICATION NUMBER (IF ANY)
NAME (LAST NAME)	(FIRST NAME)	(MIDDLE NAME)	(SUFFIX)
LOCAL ADDRESS (RM./FLR./UNIT NO. & BLDG. NAME)	(HOUSE/LOT & BLK NO.)	(STREET NAME)	
(SUBDIVISION)	(BARANGAY/DISTRICT/LOCALITY)	(CITY/MUNICIPALITY)	(PROVINCE) ZIP CODE
GENDER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	CIVIL STATUS <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> WIDOWED <input type="checkbox"/> OTHERS (PLEASE INDICATE) _____		
TELEPHONE NO. (AREA CODE + TEL. NO.)	MOBILE/CELLPHONE NUMBER	E-MAIL ADDRESS	
FOREIGN ADDRESS (FOR OVERSEAS FILIPINO WORKER)		COUNTRY	ZIP CODE

**B. PRINCIPAL APPLICANT'S EMPLOYER DATA (IF LOCALLY EMPLOYED)**

EMPLOYER NUMBER	TAX IDENTIFICATION NUMBER (IF ANY)	TYPE OF EMPLOYER <input type="checkbox"/> BUSINESS <input type="checkbox"/> HOUSEHOLD	
EMPLOYER NAME			
EMPLOYER ADDRESS (RM./FLR./UNIT NO. & BLDG. NAME)	(HOUSE/LOT & BLK. NO.)	(STREETNAME)	
(SUBDIVISION)	(BARANGAY/DISTRICT/LOCALITY)	(CITY/MUNICIPALITY)	(PROVINCE) ZIP CODE
TELEPHONE NUMBER (AREA CODE + TEL. NO.)	E-MAIL ADDRESS	WEBSITE (IF ANY)	

**C. SPOUSE'S DATA (IF APPLICABLE)**

SS NUMBER	COMMON REFERENCE NUMBER (IF ANY)	DATE OF BIRTH (MMDDYYYY)	TAX IDENTIFICATION NUMBER (IF ANY)
NAME (LAST NAME)	(FIRST NAME)	(MIDDLE NAME)	(SUFFIX)
EMPLOYER NUMBER	TAX IDENTIFICATION NUMBER (IF ANY)	TYPE OF EMPLOYER <input type="checkbox"/> BUSINESS <input type="checkbox"/> HOUSEHOLD	
EMPLOYER NAME			
EMPLOYER ADDRESS (RM./FLR./UNIT NO. & BLDG. NAME)	(HOUSE/LOT & BLK. NO.)	(STREETNAME)	
(SUBDIVISION)	(BARANGAY/DISTRICT/LOCALITY)	(CITY/MUNICIPALITY)	(PROVINCE) ZIP CODE
TELEPHONE NUMBER (AREA CODE + TEL. NO.)	E-MAIL ADDRESS	WEBSITE (IF ANY)	

**D. LOAN PARTICULARS**

AMOUNT APPLIED FOR P	TERM (NUMBER OF YEARS) <input type="checkbox"/> 5 <input type="checkbox"/> 10 <input type="checkbox"/> 15 <input type="checkbox"/> 20	LOAN TYPE <input type="checkbox"/> REGULAR <input type="checkbox"/> DISASTER-RELATED
-------------------------	--	---

**E. COLLATERAL**

<b>A. LAND</b>		
OCT/TCT/CCT NO.	LOCATION	LOT AREA (SQ.M.)
<b>B. BUILDING</b>		
DESCRIPTION		FLOOR AREA (SQ.M.)

Perforate Here





THIS DOCUMENT IS UNCONTROLLED  
WHEN PRINTED AND/OR DOWNLOADED



**F. CERTIFICATION**

**ANNA MICHELLE G. TEJEDOR**

I/We hereby certify that any misrepresentation of a material fact is a ground for disapproval of the application, cancellation of the loan, or foreclosure of the mortgage, as the case may be.

The foregoing statement made for the purpose of obtaining a direct house repair and/or improvement loan are true, correct and complete to the best of my/our knowledge and belief; hence, I/we agree that the same shall be considered as part of the mortgage contract.

I/We further certify that I/we have read and understood all the information and requirements pertaining to this loan, as well as conform to the attached **TERMS AND CONDITIONS** of the House Repair and/or Improvement Loan and consider the same as part of the mortgage contract.

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME OF  
PRINCIPAL APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME OF SPOUSE  
OF PRINCIPAL APPLICANT

\_\_\_\_\_  
DATE

**PART II - TO BE FILLED OUT BY SSS**

RECEIVED BY

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME

\_\_\_\_\_  
POSITION TITLE

\_\_\_\_\_  
DATE & TIME

\_\_\_\_\_  
BRANCH

**INSTRUCTIONS**

1. Fill out this form in two (2) copy.
2. Place a checkmark on the applicable box.
3. Always indicate "NA" or "Not Applicable", if the required data is not applicable.
4. Present identification document/s.

Filed by member

- Social Security (SS) Card or Unified Multi-Purpose ID (UMID) Card or Passport or Professional Regulation Commission (PRC) Card or Seaman's Book (both with signature and at least one (1) with photo)

Filed by authorized representative

- Representative's SS Card or UMID Card or Passport or PRC Card or Seaman's Book or two (2) valid IDs (both with signature and at least one (1) with photo)
- Member's SS Card or Unified Multi-Purpose ID (UMID) Card or Passport or Professional Regulation Commission (PRC) Card or Seaman's Book (both with signature and at least one (1) with photo)

Filed by employer/company

- Employer/company representative's SS Card or UMID Card or Passport or PRC Card or Seaman's Book or two (2) valid ID (both with signature and at least one (1) with photo)
- Member's SS Card or Unified Multi-Purpose ID (UMID) Card or Passport or Professional Regulation Commission (PRC) Card or Seaman's Book (both with signature and at least one (1) with photo)

5. Submit this form together with the documentary requirement (please refer to the attached Checklist of Requirements for Direct House Repair and/or Improvement Loan) to the nearest SSS Branch office.
6. This form can be downloaded thru the SSS Website at [www.sss.gov.ph](http://www.sss.gov.ph)

**WARNING**

ANY PERSON WHO MAKES ANY FALSE STATEMENT IN THIS APPLICATION OR SUBMITS ANY FALSIFIED DOCUMENT IN CONNECTION WITH THIS APPLICATION SHALL BE LIABLE CRIMINALLY UNDER SECTION 28 OF R.A. 8282 OR UNDER PERTINENT PROVISION OF THE REVISED PENAL CODE OF THE PHILIPPINES

THIS DOCUMENT IS UNCONTROLLED  
WHEN PRINTED AND/OR DOWNLOADED

**TERMS AND CONDITIONS FOR DISASTER-RELATED  
HOUSE REPAIR AND/OR IMPROVEMENT LOAN**

ANNA MICHELLE G. TEJEDOR

(Name of Calamity/Disaster: **Super Typhoon Rolly, Typhoon Quinta, and Typhoon Ulysses**)

(SSC Res. No.: 551-s.2019 Date: 31 July 2019)

**I. COVERAGE**

Currently employed, self-employed, voluntary members and OFW members, whose residence is located in the declared calamity areas by the National Disaster Risk Reduction and Management Council (NDRRMC), and house was destroyed/damaged by calamities.

**II. PURPOSE**

To finance the repair/extension/expansion of a house destroyed/damaged by calamities

**III. ELIGIBILITY**

1. A total of at least twenty-four (24) monthly contributions of which three (3) are within the last 12-month period prior to the month of filing of the loan application;
2. Age of applicant is not more than sixty five (65) years old at the time of application and must be insurable;
3. Applicant has not been previously granted a house repair and/or improvement loan by the SSS;
4. Applicant has not been granted final SSS benefit or was refunded SSS membership; and
5. Applicant and his/her spouse (if applicable) must be up-to-date in the payment of all existing loans with the SSS.

**IV. LOAN AMOUNT AND INTEREST RATES**

LOAN AMOUNT	INTEREST RATE	REMARKS
Disaster-Related House Repair and/or Improvement Loan		
• Up to P 450,000	8% p.a.	Repricing shall be a six months average PHP BVAL Reference Rate at present or its equivalent referring to the original term of the loan plus 1% credit risk premium.
• Over P 450,000 up to 1M	9% p.a.	

The loan amount shall be the lowest of the following:

- Appraised value of collateral of at least 70% but not to exceed 90%;
- Borrower's capacity to pay; or
- Actual need of the borrower based on the contract to sell/scope of work and bill of materials as evaluated by the SSS.

**V. LOAN TERM**

The amortization period shall be exclusive of six (6) months moratorium and in multiples of five (5) with a maximum of twenty (20) years but shall in no case exceed:

1. The economic life of the house/improvement, after repair and/or improvement are introduced, as determined by the SSS; and
2. The difference between the age of the applicant and sixty-five (65).

**VI. COLLATERAL**

The collateral used to secure the direct house repair and/or improvement loan shall be the house and lot or condominium unit being applied for repair and/or improvement. The collateral must meet the following specifications:

1. The OCT/TCT/CCT of the land is registered with the Registry of Deeds under the Torrens System and is in the name of the principal applicant and/or spouse, if applicable; and
2. The title must be free from all liens and encumbrances except those which are held by the SSS.

**VII. INSURANCE COVERAGE**

The loan shall be duly covered by Mortgage Redemption Insurance and Fire Insurance which shall be implemented in accordance with existing policies of the SSS, as follows:

1. The first year premium shall be deducted from the first release (for staggered payment) or full release (for one-time payment) of the loan amount.
2. Succeeding annual premium shall be paid monthly equally spread over one (1) year together with the housing loan amortization effective upon first/full release of the loan.

**VIII. PROCESSING FEE**

For Disaster-Related House Repair and/or Improvement Loan

- The processing fee shall be waived.

**IX. PENALTY AND DEFAULT**

1. Loan shall be charged a penalty amounting to 1.5% of the amount due for every month of delay or a fraction thereof until updated or fully paid.
2. Loan default is defined as follows:
  - Failure by the borrower to pay SSS at least six (6) monthly loan amortizations (not necessarily consecutive) within a period of one (1) year; or
  - Failure by the borrower to fully pay the loan arrears prior to resumption of payment or regular monthly amortization regardless of number of months in default in the payment of monthly loan amortization.

**X. LOAN RELEASES**

1. Releases on loan amount shall be in accordance with existing rules but in no case shall any release be more than 90% of the work completed as appraised by SSS.
2. The full/final release of the loan amount and the completion of the repair and/or improvement shall be within six (6) months from the month of loan approval.

**XI. AVAILMENT PERIOD (For Disaster-Related House Repair and/or Improvement Loan)**

Filing of application for direct house repair and/or improvement loan is up to one (1) year from date of issuance of the SSS Circular.

**XII. OTHER CONDITIONS**

1. The proceeds of the loan shall be solely for the purpose of house repair and/or improvement, the supervision of which shall be the sole responsibility of the applicant.
2. The applicant shall comply with all loan requirements and execute all supporting papers and/or documents to the satisfaction of the SSS.



THIS DOCUMENT IS UNCONTROLLED  
WHEN PRINTED AND/OR DOWNLOADED

ANNEX C.2  
ANNA MICHELLE G. TEJEDOR

**CHECKLIST OF REQUIREMENTS  
FOR DIRECT HOUSE REPAIR AND/OR IMPROVEMENT LOAN  
(Disaster-Related)**

DOCUMENTS REQUIRED	
1.	Application for Direct House Repair and/or Improvement Loan (2 copies) and Unified Multi-Purpose (UMID) card (SSS/GSIS) of the principal applicant and his/her spouse, if applicable. In the absence of a UMID Card, any of the primary ID card/document stated under Office Order No. 2018-051. In the absence of primary ID card/document, any two (2) ID cards/documents, both with signature, at least one (1) with photo (original and photocopy for authentication)
2.	Certification issued by the barangay/local government unit/NDRRMC/DSWD attesting that the house subject of the direct housing repair and/or improvement loan was destroyed/damaged by calamity (original copy)
3.	For employed borrower, latest Income Tax Return (original and photocopy for authentication) and Certification of Employment and Compensation duly signed by the employer's SSS authorized signatory (original copy) together with two (2) latest monthly payslips For Self-employed or Professional, Income Tax Returns and Financial Statements for the last three (3) years (original and one photocopy) For overseas workers, the Contract of Employment and Certification of Employment and Compensation duly authenticated by the Philippine Consulate or SSS Foreign Representative
4.	Certified true copy of the Original/Transfer/Condominium Certificate of Title (OCT/TCT/CCT) issued by the Registry of Deeds together with owner's duplicate copy
5.	Latest Tax Declaration of Real Property (land and building) with the Official Receipt of Realty Tax Payment (original and one (1) photocopy)
6.	Lot/Location Plan prepared, signed & sealed by a licensed geodetic engineer. The plan should be prepared in a standard Bureau of Lands form (blueprint or whiteprint copy in 15" x 20" size) with the following: a. Sketch of the lot with description of its boundaries; b. Lengths and bearings of the tie line and sides of the lot; and c. Vicinity map w/ landmarks, street pattern, street names and lot distance as reckoned/based from the lot to the nearest street intersection (2 copies)
7.	Consolidation-subdivision plan approved by the Land Registration Authority or Bureau of Lands/DENR-NCR (15" x 20" ; primary document) (1 copy)
8.	Complete set of building plan (20" x 30" size; blue/whiteprint copy) as approved by the Building Official with signature of the owner/applicant and signed & sealed by the respective licensed engineer (Architectural Plans by the Architect/Civil Engineer, Structural Plans by Civil/Structural Engineer, Sanitary Plans by Civil/Sanitary Engineer and Electrical Plans by Electrical Engineer). For existing/completed houses, as-built building plans duly signed & sealed by respective engineer or architect with conformity of the owner/applicant (2 copies)
9.	Specifications and Bill of Materials & Labor must be signed & sealed by a licensed civil engineer or architect with owner's conformity, for loans over P100,000. While for loans P100,000 and below the signature and seal by a licensed civil engineer or architect are no longer required. (original and one (1) photocopy)
10.	Scope of Works showing list/itemized works to be done according to priority, prepared and signed by owner, civil engineer or architect. (original and one (1) photocopy)
11.	Building or Renovation Permit issued/approved by the Building Official with Locational Clearance, Electrical Permit, Sanitary/Plumbing Permit and corresponding official receipts of payments (original and one (1) photocopy)
12.	Pictures of existing collateral; the existing house and lot (1 <sup>st</sup> - Front and one side, 2 <sup>nd</sup> - Rear and other side, 3 <sup>rd</sup> - Kitchen counter, and 4 <sup>th</sup> - Toilet and Bath Pictures)
13.	For existing housing loan with the SSS under Joint Application (duplex unit), written conformity/consent of the joint applicant/co-owner mortgagor pertaining to this repair and/or improvement housing loan availment (original copy)
14.	For Condominium Units: a. Floor plan of the specific condominium unit, scaled with size dimensions (20" x 30" size, blue/whiteprint copy; signed & sealed by licensed architect or civil engineer) b. Architectural Plans showing the plan of the specific floor where the unit is located; Floor plan should be scaled with size dimensions