



MEMORANDUM ORDER NO. 2016-10

APPROVING THE RESTRUCTURING PLAN FOR THE SSS HEAD OFFICE

WHEREAS, the Governance Commission for GOCCs (GCG), pursuant to Republic Act (R.A.) No. 10149, is mandated to "evaluate the performance and determine the relevance of the GOCC, to ascertain whether such GOCC should be reorganized";

WHEREAS, the Social Security Commission (SSC) approved the Restructuring Plan of SSS, which includes modifications in the organizational structure and staffing pattern of the Head Office, under Resolution No. 78 dated 15 January 2014 and Resolution No. 733 dated 28 August 2014;

WHEREAS, the SSC seeks the approval of its proposed Restructuring Plan to the GCG on 28 August 2014 and a supplemental submission on 11 November 2014;

WHEREAS, the GCG has determined that it is in the best interest of the State to approve the Restructuring Plan for the SSS Head Office;

WHEREAS, the Restructuring Plan for the SSS Head is expected to improve service delivery, particularly in the areas of membership coverage, collections, accessibility of services, and processing time of frontline services;

NOW, BE IT –

RESOLVED, the Restructuring Plan for the **SSS HEAD OFFICE** is hereby **APPROVED WITH MODIFICATION**, as reflected in the documents below, which form an integral part of this Memorandum Order (M.O.), to wit:

1. **Annex A** – Organizational Structure
2. **Annex B** – Staffing Pattern

RESOLVED FURTHER, that the implementation of the Restructuring Plan shall yield the following service delivery improvements, as embodied in a 5-Year Roadmap:

METRICS	BASELINE	YEAR ¹				
	2014	2015	2016	2017	2018	2019
MEMBERSHIP <i>(In Millions)</i>						
Registered Members	32.14	33.43	34.77	36.11	37.45	38.79
Paying Members	11.84	12.91	13.55	14.21	14.91	15.64
EMPLOYERS						
No. of Registered Employers	921,118	930,435	939,847	949,354	958,957	968,657
BRANCHES						
Number of Branches	161	166	176	191	201	211
PROCESSING TIME <i>(In working days)</i>						
Retirement	38.63	38.63	18	13	10	10
Death	61.55	61.55	28	18	10	10
SS Disability	31.01	31.01	23	15	10	10
EC Disability	48.65	48.65	23	15	10	10
Sickness	12.37	12.37	12	7	5	5
Maternity	11.88	11.88	11	10	10	10
SS Funeral	3.62	3.62	3	3	3	3
EC Funeral	6.66	6.66	5	5	5	5
Loans Granting	5	5	3.5	3	3	3

RESOLVED FURTHER, the SSS Governing Board's authority to implement the Organizational Structure and Staffing Pattern of the Head Office shall be subject to the following conditions:

1. The total Operating Expenditures (OPEX) of SSS shall not exceed 75% of the Charter Limit, subject to periodic review by the GCG upon request by SSS, depending on the actual accomplishments of SSS in the Roadmap; and
2. An initial authority to fill 9,050 positions in both Branch and Non-Branch SSS units; *Provided*, that SSS shall seek subsequent authority from GCG to fill the rest of the approved plantilla positions;²
3. SSS shall establish an effective system of monitoring its workforce level, in accordance with SSC-approved workforce parameters and standards for every Office, Sector, Group, Division and Department, as a guide for filling up its approved expanded plantilla;
4. The adoption of the following salary rules on promotion:

¹ 2018 and 2019 Processing time for all claims are ARTA Compliant

² Based on 5-year hiring plan dated 30 April 2015.

- a. If the present salary of the employee at the time of his/her promotion is below the 1st step of the higher position, he/she shall be allowed the 1st step of the salary grade of the higher position;
- b. If the present salary falls between two steps of the higher position, he/she shall be allowed the next lower or higher step of the higher position; and
- c. If the present salary is equal to any of the steps of the higher position, he/she shall be allowed that step of the higher position which has an equivalent salary;

RESOLVED FINALLY, any further modification/s on the GCG-Approved Organizational Structure and Staffing Pattern (OSSP) beyond the authority provided herein is prohibited unless specifically approved by the GCG.


DONE, in Makati City, this 24th day of May, Two Thousand and Sixteen.


CESAR L. VILLANUEVA
Chairman


CESAR V. PURISIMA
DOF Secretary




MA. ANGELA E. IGNACIO
Commissioner


FLORENCIO B. ABAD
DBM Secretary




RAINIER B. BUTALID
Commissioner