

DRN: III-FO-HRMDD-PAS-A-COMM-24-06-41640-S

MEMORANDUM

FOR : ALL COS PERSONNEL CONCERNED

FROM : THE OIC – DIVISION CHIEF
Human Resource Management and Development Division

SUBJECT : MEMO REMINDING TO UPDATE SSS RECORDS

DATE : 20 JUNE 2024

It has come to our attention that some Contract of Service (COS) workers employed by DSWD Field Office III, who are existing members of the Social Security System (SSS), have not yet updated their records with the SSS. This memorandum **serves as a reminder to ensure your SSS records are current.**

If you were employed by private companies prior to being engaged as a COS worker at DSWD Field Office III and have been a member of the SSS, please update your records by completing the following steps:

1. Fill out the SSS E-4 Form (Member Data Change Request).
2. Accomplish the *Sinumpaang Salaysay* (Sworn Statement).
3. Submit 2 valid IDs (one employee ID and one government-issued ID) to the HRMDD - PAS immediately.

All submitted forms with complete attachments will be facilitated for submission to the SSS by the Human Resource Management and Development Division – Personnel Administration Section (HRMDD – PAS). **Updating your SSS records** is crucial to ensure that you can **seamlessly avail of SSS services** when needed.

For those newly engaged COS workers who wish to start making contributions to the SSS, only the SSS E-Form and Authority to Deduct is required to be submitted.

Should you have any issues or concerns regarding this directive, please feel free to contact HRMDD – PAS via local number 129.

For your cooperation.


JENNIFER CAMPANG MORALES

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