




Republic of the Philippines
Tangapan ng Sangguniang Panlungsod
 2/F City Hall Bldg., J. Miranda Ave., Con. Peq., Naga City
 ☎ 472-79-19 • 473-20-51
RESOLUTION NO. 2019-181
 VVVVVVVVVVVVVVVVVVVVVVVVV



RESOLUTION RATIFYING THE MEMORANDUM OF AGREEMENT ENTERED INTO BY AND BETWEEN THE NAGA CITY GOVERNMENT AND SOCIAL SECURITY SYSTEM (SSS) RELATIVE TO THE LATTER'S KaltaSSS-COLLECT PROGRAM:-

Sponsor: Hon. Dana Katherine C. Vasquez 
 City Youth Councilor

WHEREAS, received by the Sangguniang Panlungsod for appropriate action is the 1st Indorsement dated May 9, 2019 from His Honor, the City Mayor, indorsing for ratification the Memorandum of Agreement entered into by and between the Naga Cty Government and Social Security System (SSS);

WHEREAS, the KaltaSSS-Collect Program of the Social Security System aimed at providing social security protection to all self-employed persons and other qualified Filipino workers regardless of trade, business or occupation against the hazards of disability, sickness, maternity, old age, death and other contingencies;

WHEREAS, copy of the Memorandum of Agreement is hereto attached as integral part of this resolution;

WHEREAS, finding the same to be in order;

NOW, THEREFORE, on motion of the Honorable City Youth Councilor Dana Catherine C. Vasquez, seconded by Hon. Julian C. Lavadia Jr. and Hon. Antonio B. Beltran;

BE IT RESOLVED, as it is hereby resolved, to ratify the Memorandum of Agreement entered into by and between the Naga City Government and Social Security System (SSS) relative to the latter's KaltaSSS-Collect Program.


LET COPIES of this resolution be furnished His Honor, the City Mayor, and the Social Security System (SSS), through Ms. Claribel L. Rebueno, Branch Head II, for their information.


APPROVED.

Adopted: May 28, 2019

Xxx xxx xxx

WE HEREBY CERTIFY to the correctness of the foregoing resolution.


GIL A. DE LA TORRE
 Secretary to the
 Sangguniang Panlungsod


NELSON S. LEGACION
 City Vice Mayor
 & Presiding Officer

MEMORANDUM OF AGREEMENT
(SSS Naga Branch – Local Government Unit of Naga Partnership)

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement (AGREEMENT) entered into by and between:

The **SOCIAL SECURITY SYSTEM – NAGA BRANCH** with principal office address at the SSS Building, Concepcion Pequena, Naga City, represented herein by its Branch Head II, **CLARIBEL L. REBUENO**, hereinafter referred to as the **SSS Naga**,

- and -

The **LOCAL GOVERNMENT UNIT OF NAGA**, a political subdivision of the government of the Republic of the Philippines, with office address at J. Miranda Avenue, Concepcion Pequena, Naga City represented herein by its Honorable Mayor, **JOHN G. BONGAT**, hereinafter referred to as the "**LGU NAGA**".

WITNESSETH:

WHEREAS, the **SSS** is intensifying its coverage through various programs including its KaltaSSS-Collect Program (the "Program") to provide social security protection to all self-employed persons and other qualified Filipino workers regardless of trade, business or occupation against the hazards of disability, sickness, maternity, old age, death and other contingencies;

WHEREAS, the regular/permanent employees of **LGU NAGA**, who are existing SSS members by virtue of their previous private employment or self-employment, opt to continue paying contributions as Voluntary members while others who are not yet SSS members but who qualify for the SSS Self-Employed Program wish to apply for SSS coverage under the said program;

NOW, THEREFORE, for and in consideration of the foregoing premises, the parties hereto agree and stipulate as follows:

I. UNDERTAKING OF THE PARTIES

1. The **LGU NAGA** shall:

- 1.1 Assign a permanent **LGU NAGA** employee as Liaison Officer for **SSS** and a permanent employee under Accounting Office to perform the function of remittance for all SSS premium contributions, including those covered in the previous MOA for the city contractual and job-order personnel.
- 1.2 Ensure the SS coverage of its qualified and interested casual and regular/plantilla personnel, who are not yet members of the **SSS**, by requiring them to register as Self-employed members of the **SSS**; and submit a separate list of all covered casual and regular/plantilla

personnel to the **SSS**, showing the names, dates of birth and SS number, if any;

- 1.3 Automatically deduct the monthly SS contributions from the salaries, wages and/or fees of its personnel, whether casual and regular/plantilla personnel, who are registered Self-employed members based on the approved SS monthly contribution indicated in the processed Personal Record (SS Form E-1) or Member Data Change Request (SS Form E-4)/registration form. The **LGU NAGA** has no obligation to pay the employer counterpart of the said contributions;
- 1.4 Remit the said SS contributions to the nearest **SSS** Branch with tellering facility or to any accredited bank or payment center **on or before the 10th day of the following month**;
- 1.5 Prepare a Contributions Collection List (CCL) of SS contributions from casual and regular/plantilla personnel, respectively, and submit to the **SSS** within five (5) working days from date of remittance of SS contributions; and
- 1.6 On a regular basis, allow **SSS** to take part in events, conventions, forums and such other activities of the **LGU NAGA** for purposes of orientation, special registration, UMID card enrollment and for other purposes, subject to existing **SSS** rules and regulations;
- 1.7 Act as conduit of **SSS** in information dissemination through any available media such as Circular, Newsletter, official website and other social media sites.

2. The **SSS** shall:

- 2.1 Conduct on-site registration of all qualified casual, regular/plantilla employees, of the **LGU NAGA** on a continuing basis;
- 2.2 Assign an Account Officer who shall manage the **LGU NAGA** account and assist in the implementation of this AGREEMENT;
- 2.3 Process SS Form E-1 or SS Form E-4/registration form of casual and regular/plantilla employees of the **LGU NAGA** in accordance with existing guidelines, policies and procedures;
- 2.4 Provide **LGU NAGA** with the masterlists of casual and regular/plantilla personnel showing the SS numbers, names and approved Monthly Contributions based on the processed registration forms paying as self-employed and voluntary members showing the SS numbers, names and preferred Monthly Contributions;
- 2.5 Assist the Liaison Officer in the installation of the required Contributions Collection List (CCL) File Generator, provide the **LGU NAGA** with a supply of applicable Contributions Payment Forms and facilitate the remittance of contributions through the **SSS** Branch tellering facility;
- 2.6 Regularly monitor the remittance and posting of monthly contributions of casual and regular/plantilla employees paying SS contributions as self-employed and voluntary members;