

TO: ALL EMPLOYEES
FROM: FINANCE DEPARTMENT – PAYROLL
SUBJECT: SSS CIRCULAR NO. CI-2025-004-EXTERNAL
DATE: OCTOBER 29, 2025
REF #: FIN-000-25-0-316
CC: FILE/DC/BULLETIN BOARD/ALL DEPARTMENTS

To reiterate the existing directive of the **Social Security System (SSS), SSC Resolution No. 316, Series of 2012** with memo reference **FIN-000-25-7-214** mandates the deduction of outstanding SSS Salary Loan obligations from the final pay of employees who are separated from the Company. Kindly be informed that the SSS has issued an updated circular related to this matter under **Circular No. CI-2025-004-External**, affirming and providing updates on the implementation of this mandated deduction.

While there are no changes to the intent, coverage, or the requirement to deduct outstanding SSS salary loans from final pay, this circular serves to inform members and reinforce the earlier policies. The said circular is attached for everyone's awareness and reference.

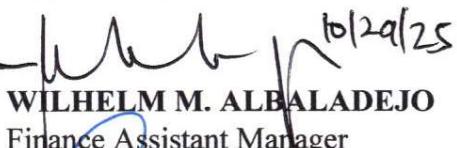
All concerned employees, especially those with existing Salary Loans, are encouraged to review the relevant information, particularly the responsibilities of the member and employer, for transparency and proper guidelines. The Company shall continue to comply with all applicable SSS rules and regulations until further notice.

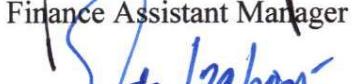
Thank you!

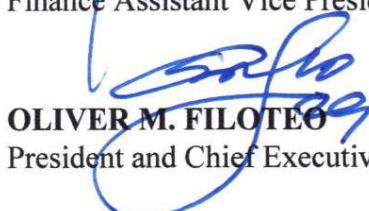
PREPARED BY:

 10/29/2025
MARIBEL P. PEÑA
Accounting Assistant Payroll – III

NOTED BY:

 10/29/25
WILHELM M. ALBALADEJO
Finance Assistant Manager

 10/29/2025
EDITHA M. FLORES
Finance Assistant Vice President

 10/29/2025
OLIVER M. FILOTEO
President and Chief Executive Officer

2. A fully paid loan may be renewed immediately provided that the last three (3) monthly amortizations were paid within the scheduled due dates. If any of the last three (3) monthly amortizations were paid after the due date, renewal shall be allowed after three (3) months from the date of the loan full payment.
3. Proceeds of the new loan must be any amount greater than or equal to PhP 2,000.00 after deducting the appropriate charges and prior loan balance, except for kasambahay/household employees, whose loan proceeds must be greater than or equal to one hundred pesos (PhP 100.00).
4. These loan renewal policies shall likewise apply to the renewal of loans granted prior to the effectivity of this Circular.

K. RESPONSIBILITIES OF THE MEMBER

1. An employed member shall:
 - a. Attest that the certifying employer is their current employer.
 - b. Authorize their employer to deduct from their payroll the Salary Loan monthly amortization without fail or delay until such loan is fully paid.
 - c. Allow their current employer to deduct the full balance of the Salary Loan from whatever compensation and benefit/s due to them in case of separation of employment from such employer.
2. An SE, VM (including NWS), or land-based OFW member shall pay the Salary Loan monthly amortization within due date, without fail or delay, at any SSS Branch Office with Tellering facility or SSS-accredited collecting agent using a PRN.
3. The member whether employed, including kasambahay/household employees, SE, VM (including NWS), or land-based OFW, shall:
 - a. Attest that the payments posted to the loan/s that will be deducted from the new Salary Loan are complete. If incomplete, they shall request first for the reconciliation of payments through any SSS Branch/Foreign Office before proceeding with the Salary Loan application. Proceeding with the Salary Loan application with unreconciled payments shall deem that they agree that the amount of loan deduction is final and any unposted or incoming payments intended for the already renewed loan/s, if any, shall be applied and posted to the new Salary Loan.
 - b. Update any change in their contact information by logging in to their My.SSS account through the SSS website or My.SSS application, or by submitting a properly filled out Member Data Change Request Form (SSS Form E-4) to the nearest SSS Branch/Foreign Office.

- c. Authorize the new employer to deduct from their salary the corresponding amortization due on their existing Salary Loan, including any interest or penalty for late remittance, if any, in case of employment or re-employment.

L. RESPONSIBILITIES OF THE EMPLOYER (FOR EMPLOYED MEMBER)

The employer shall log in to their My.SSS account and electronically **certify** the loan application of their employees attesting that:

1. The member is presently employed by the employer or the company.
2. The net take home pay is sufficient to cover the deduction of the Salary Loan monthly amortization.
3. The employer shall be responsible for the collection through **payroll** deduction and remittance to the SSS of the amortization due on the employed member's Salary Loan.
4. In case the employed member is separated voluntarily (e.g., **retirement** or **resignation**) or involuntarily (e.g., termination of employment or cessation of operations of the business) from the company, **the employer shall deduct the total balance of the loan from any compensation or benefit/s due the employee** and shall remit the same in full to SSS.
5. The employer shall report to the SSS through the Loan Collection List (LCL), not later than the last day of the month immediately following the month of separation, the effective date of separation from the company, and the unpaid loan balance of the employed member, if the compensation and benefit/s of the employed member are insufficient to fully repay their loan.

M. OTHER CONDITIONS

1. Cancellation of the Salary Loan shall not be allowed. If the member intends to terminate the loan earlier than the loan term, the outstanding balance composed of **penalty** (if any), **interest** and **principal**, may be paid in full as of **date of full settlement**.
2. The SSS reserves the right to recover and recall any Salary Loans disbursed due to any of the following in accordance with protocols established by the Bangko Sentral ng Pilipinas (BSP) and relevant payment system operators such as BancNet and the Philippine Clearing House Corporation (PCHC):
 - a. Error
 - b. Duplication
 - c. Unauthorized credit
 - d. Other analogous circumstances