



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
EMPLOYEES' COMPENSATION COMMISSION
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How to file a claim for EMPLOYEES' COMPENSATION BENEFITS at the SSS: An Easy Guide

Private sector workers who suffer from work-connected sickness or injury resulting to disability, or their families in case of work-connected death, may file claims for Employees' Compensation benefits at the Social Security System (SSS). These benefits are in addition to the PhilHealth or the SSS benefits.



Where to File your EC Claim?

It is recommended that the claim should be filed at any SSS branch nearest to the place of work or residence of the covered member.

It should be emphasized at the SSS that the claim is for EC benefits.

Documents Needed to Support the Claim:

1. A **certificate of employment** signed by the employer or his authorized representative including description of actual duties and responsibilities performed by the worker at the time of the contingency.
 - For sickness claim, **pre-employment medical check-up** done by the company or in its absence, a certification by the company that the worker is physically fit when hired;
 - For injury claim, **accident report** signed by the worker's immediate supervisor and by the human resource officer if the accident happened within the company premises.
 - Police report is needed if the accident happened outside the company premises.
 - For death claim, the following documents are necessary:
 - a. death certificate;
 - b. marriage contract;
 - c. birth certificate of the deceased worker if single;
 - d. birth certificate of children below 21 years of old.

[all of which shall be certified true copies issued by the National Statistics Office (NSO)]
2. A certified true copy of the page of the **company logbook** containing the entry for the particular sickness or accident;
3. **Medical findings** of the attending doctor or the **hospital records** (certified true copy of the original).

When shall the EC claim be filed with the SSS?

The claim shall be filed with the SSS branch within three years from the date of the occurrence of the contingency (sickness, injury or death).

Forms to be accomplished:

All EC claims shall be filed using the prescribed forms furnished by the SSS and endorsed by the employer or his duly authorized representative.

1. For Sickness/Accident Claim

- Employees' Notification (SSS Form B300)
- Sickness/Accident Report (SSS Form B309)
- Sickness Benefit Application for separated members (SS Form CLD-9A) [if applicable]

2. For Death Claim

- DDR Form for Death (DDR-1)
- Filer's Affidavit
- DDR Savings Account Form
- Report of Death (EC Form BPN-105)

3. For Disability Claim

- Death, Disability and Retirement Claim Form for Disability (DDR-1)
- Medical Certificate (SSS Form MMD-102)
- DDR Savings Account Form

4. For Medical Reimbursement Claim (after the EC sickness/accident/disability, death claim has been approved by the SSS)

- EC Medical Reimbursement Benefit Application (EC Form B301) [pages 1 & 2]



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For claimants in the provinces, you may coordinate with the following ECC Regional Extension Units (ECC-REUs) which are located inside the following DOLE, Regional Offices:

ECC Region II, Turingan Building, Campos St., Caritan Centro, Tuguegarao City, Cagayan

ECC Region III, Diosdado Macapagal Regional Government Center, Brgy. Maimpis, City of San Fernando, Pampanga

ECC Region V, Doña Aurora St. Old Albay, Legazpi City

ECC Region VII, 3rd and 4th Flr. DOLE RO7 Bldg., General Maxilom Avenue cor. Gorordo Avenue, Cebu City

ECC Region VIII, DOLE Compound, Trece Martirez St. Tacloban City

ECC Region IX, 3rd Flr. QNS Building, Veterans Avenue Extension Tumaga Road, Zamboanga City

ECC Region X, Ground Floor Montecarlo Building, RER Subdivision Phase 1, Nat'l Highway, Kauswagan, Cagayan de Oro City

ECC Region XI, 4th Flr. Davao Ching Printers Building cor. Dacudao Avenue and Lakandula St., Agdao, Davao City

ECC Region XII, 102 Acepal Building, Mabini Extension, Koronadal City

ECC Region XIII – CARAGA, Nimfa Tiu Building, J.P. Rosales Avenue, Butuan City

ECC CAR, Cabinet Hill, Baguio City

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