

PHILIPPINE RETIREMENT AUTHORITY

Office Order No. PRA-ANF-2025- 11- 372

27 November 2025

Series of 2025

SUBJECT: CELEBRATION OF THE NATIONAL GOVERNMENT EMPLOYEES' WEEK

In the interest of the service and in line with the Operational Plan and Budget of the Admin Support Division for CY 2025 and to boost morale of the employees by honoring their dedication and valuable contribution, all employees are hereby directed to participate in the Celebration of National Government Employees' Week from 01-05 December 2025 with the following activities:

DATE	TIME	ACTIVITY
02 December 2025	7:00 a.m. to 3:00 p.m.	Annual Physical Examination of Regular Employees Distribution of Healthy Food Packs/Token
04 December 2025	6:00 am to 4:00 a.m.	Sports Fest at The Village Sports Club – Parañaque City
05 December 2025	9:00 a.m.	Thanksgiving Mass Free Meals – Lunch, morning and afternoon snacks Distribution of Emergency Go Bags

The following guidelines shall be prescribed as to the celebration of the above-mentioned event:

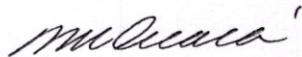
1. The Admin Support Division shall be the Office Primary Responsible;
2. The Admin Support Division shall be entitled to the payment of meals of employees, tokens, emergency go bags and other related expenses, chargeable against the Admin Support Division budget, per approved Operational Plan and Budget for FY 2025, subject to the usual accounting and auditing rules
3. The Satellite Offices shall be entitled to meal expenses (snacks and lunch) amounting not more than Php 800.00 per person, to be charged against their respective Petty Cash Fund;
4. The Cebu Satellite Offices personnel shall be entitled to reimbursement of Healthy Food Packs/Tokens in the amount not exceeding Php 3,400.00, subject to the usual accounting and auditing rules and regulations.
5. Payment of bus parking permit with MACEA, to be withdrawn out from the AFSD Petty Cash Fund.

6. Use of official PRA vehicle/s with drivers to pick up tokens and
7. Applicable overtime claim of driver/ staff for work performed outside working hours, subject to the guidelines stated in the Revised Policies and Guidelines on Overtime Services and Overtime Pay for PRA personnel.

A written report of the accomplishments with pictures taken shall be submitted to the undersigned, copy furnished the DM – AFSD within seven (7) days upon completion of the event.

The Administrative and Financial Services shall be responsible for the implementation and circularization of this Order.

For compliance.



ATTY. MARIA MILAGROS R. LISACA
OIC/Deputy General Manager

