

**PHILIPPINE RETIREMENT AUTHORITY**

Office Order No. PRA-ANF-2025-11-359  
24 November 2025  
Series of 2025

SUBJECT: PRA SPORTS FESTIVAL 2025

As part of our ongoing efforts to promote team building and wellness among our staff, the Administrative Support Division will organize the PRA Sports Fest 2025. The theme for this event is "Ruby Jubilee Sports Fest: Cheers to 40 Years". The Sports Fest will be held on the following dates:

Date	Event	Venue
27 November 2025 1:00pm to 5:00pm	Team Table Tennis	PRA Training Room
28 November 2025 1:00pm to 5:00pm	Team Chess	PRA Training Room
1 December 2025 1:00pm to 5:00pm	Team Table Tennis	PRA Training Room
3 December 2025 1:00pm to 5:00pm	Team Darts	PRA Training Room
4 December 2025 9:00am to 5:00pm	Team Bowling	The Village Sports Club, BF Homes, Parañaque City
4 December 2025 9:00am to 5:00pm	Men's Basketball	
4 December 2025 9:00am to 5:00pm	Volleyball (Mixed)	
4 December 2025 9:00am to 5:00pm	Badminton (Mixed)	

The Sports Fest will be participated in by officers and staff of the Authority. The participants will be divided into four (4) groups, selected equally based on height, weight, gender, and physique.



The following guidelines are also prescribed:

1. The Administrative Support Division shall be authorized to withdraw cash advance for prizes.
2. Procurement of the following:
  - a. Lease of Venue/ Facility;
  - b. Officiating;
  - c. Food and Drinks;
  - d. Banner/ Tarpaulin;
  - e. Jersey/ Shirts;
  - f. Trophies;
  - g. Bus Rental/ Permits.


4. Selected personnel from Satellite Offices shall also participate in the said event & shall be entitled to:
  - a. Applicable airfares, terminal fee & insurance expenses (For OICs and staff of Cebu and Davao Satellite Offices); and
  - b. Applicable Daily Travel Expenses (DTE) and transportation expenses for employees of Satellite Offices who will attend the activity as per E.O. 77, Series of 2019; subject to the usual accounting and auditing rules and regulations.
5. Applicable overtime claim of drivers and/ or personnel for work performed outside working hours, subject to the guidelines stated in the 2025 Revised Policies and Guidelines on Overtime Services and Overtime Pay for PRA personnel.

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

For compliance.

  
ROBERTO Z. ZOZOBRA DO  
General Manager/CEO 

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Kevin Irwin Z. BINUYA  
SOJ  
11-26-25