

PHILIPPINE RETIREMENT AUTHORITY

Office Order No. PRA-ANF-2025-05-125
06 May 2025
Series of 2025

SUBJECT: 2025 PRA TEAM BUILDING ACTIVITY

In the interest of the service and in line with the implementation of the Workplace Wellness Program , as well as in compliance to the PRA-AD-POLC-0005 a.k.a "Guidelines in the Conduct of PRA Team Building (TBA) 2025", the 2025 PRA Team Building Activity shall be conducted on 16 May 2025 at Bangis ng Bailen Game Farm and Nature Resort, Brgy. Brgy Buntog, Bailen, Cavite.

I. Rationale:

1. To provide opportunity for staff development that will enhance teamwork, and improve team performance;
2. To enhance values restoration among men and women of the Authority and to promote cooperation, interaction and harmonious relationship in the workplace; and
3. To appreciate each one's contribution to the pursuit and attainment of this Authority's vision, mission and goals.

II. Scope:

1. The Team building activity shall be participated by all regular and JO employees; and
2. No family member shall be allowed to join, so that official/employee's focus will not be diverted;

III. Duties and responsibilities

A. Officers / staff :

1. Participate in all sessions of the TBA;
2. Ensure safety and welfare of officials and employees;
3. Ensure that the objectives of the Team Building Activity are achieved; and
4. Inform the clients of the office closure relative to this activity.

IV. Penalty /Sanction for Non – Participation

1. Any official/employee who fails to attend any of the scheduled sessions shall be required to pay a portion of the total budget allocated for him/her, on the basis of the percentage allocation for such particular session as shown in the example below (excluding travel time as per PRA-AD-POL-0005, Section V – Penalty for Non-participant attendees).
2. Employees who are at risk like pregnant mothers, or with illness or with any valid reason are exempted, subject to the approval of the CEO/General Manager.
3. Employees who have an approved leave dated on the said activity before the announcement on May 5, 2025 shall be exempted to attend.

V. Other Requirements

In this connection, the Admin Support Division, as the office primarily responsible for this activity, shall be entitled to the following:

1. Use of PRA vehicles with drivers to and from the venue;
2. For officers and staff of Satellite Offices :
 - a) Applicable airfares, insurance, and terminal fees (PRA Cebu and Davao SO)
 - b) Applicable Daily Travel Expenses (DTE) and transportation allowance (for regular staff of PRA Baguio, Clark-Subic , Cebu, and Davao), as per E.O. 77, series of 2019;
3. Applicable overtime of drivers (using the PRA Van) for work rendered outside regular working hours, subject to the Revised Policies and Guidelines on Overtime Service and Overtime Pay for PRA personnel;
4. Payment for the venue with meals, inclusive of facilitator fees, subject to existing accounting and auditing rules and regulations; and
5. Other related expenses, such as but not limited to MACEA permit and tarpaulin printing, to be drawn from the AFSD Petty Cash Fund.

VI. Committees

The following personnel are hereby assigned to the various Committees, to wit:

1. Food and Venue Committee
Randy L. Aviles
Belen D. Asuelo
Ederliza M. Cuarte
Joy Russel T. Abiabor
2. Transportation Committee
Mike Jayson M. Mañalac
All the drivers
4. Attendance Monitoring Committee
Allezandra Kyen C. Mipalar
Agnes T. Dapapac
Anne Louise Q. Joves
Lorenzo Miguel L. Leonardo
Precilyn B. Caspillo
Shaída C. Alangadi
Nur Jannah A. Dammang
Leah Z. Lopena
Anna Liza T. Obmerga
Ruthchel M. Gerong
Lex Baldwin B. Opimo

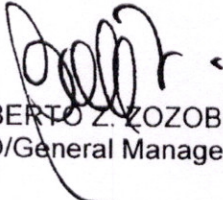
Karen T. Tindoc
Fiemela Kaye G. Cagalanan
Claudia M. Cantanilla
Jonalyn R. Saguros

5. Photography and Documentation
Roland Casals and new Marketing Staff
Pauline May S. Aldea
Mike Jayson M. Mañalac
6. Safety and Security Committee
Julius T. Palanas

The Admin Support Division shall submit a report and evaluation on the conduct of the Team Building Activity to the undersigned, copy furnished the DM III, AFSD, within (7) seven days upon the completion of the activity.

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

For strict compliance.


ROBERTO Z. ZOZOBRA DO
CEO/General Manager

OBS
O&M
Mktng
MSD

JAD
FMD
MR - allezandra
5/14/25 10:17
PMD - karen 5/14/25 10:17

DGM
SD
PD
RMSD