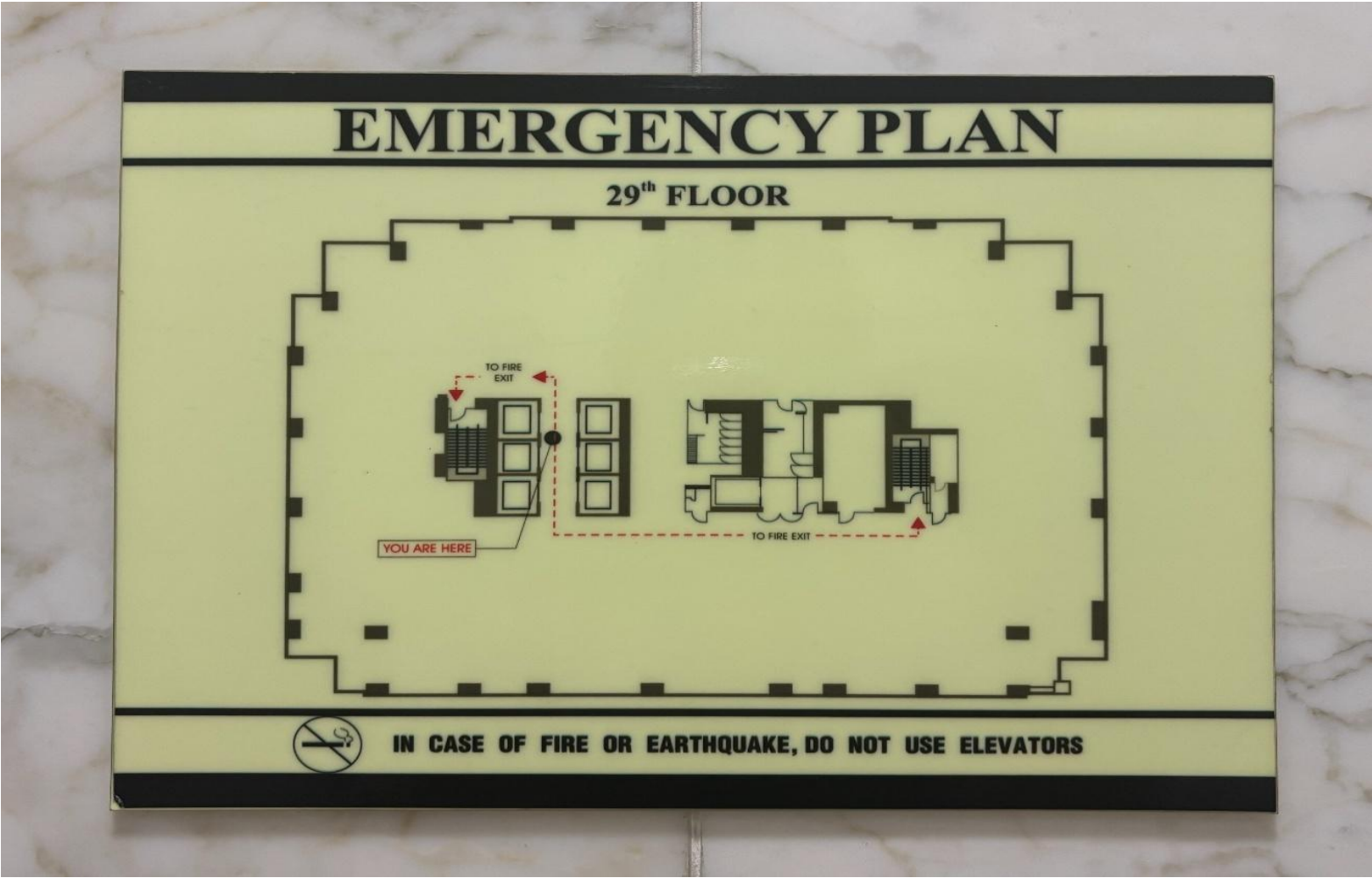
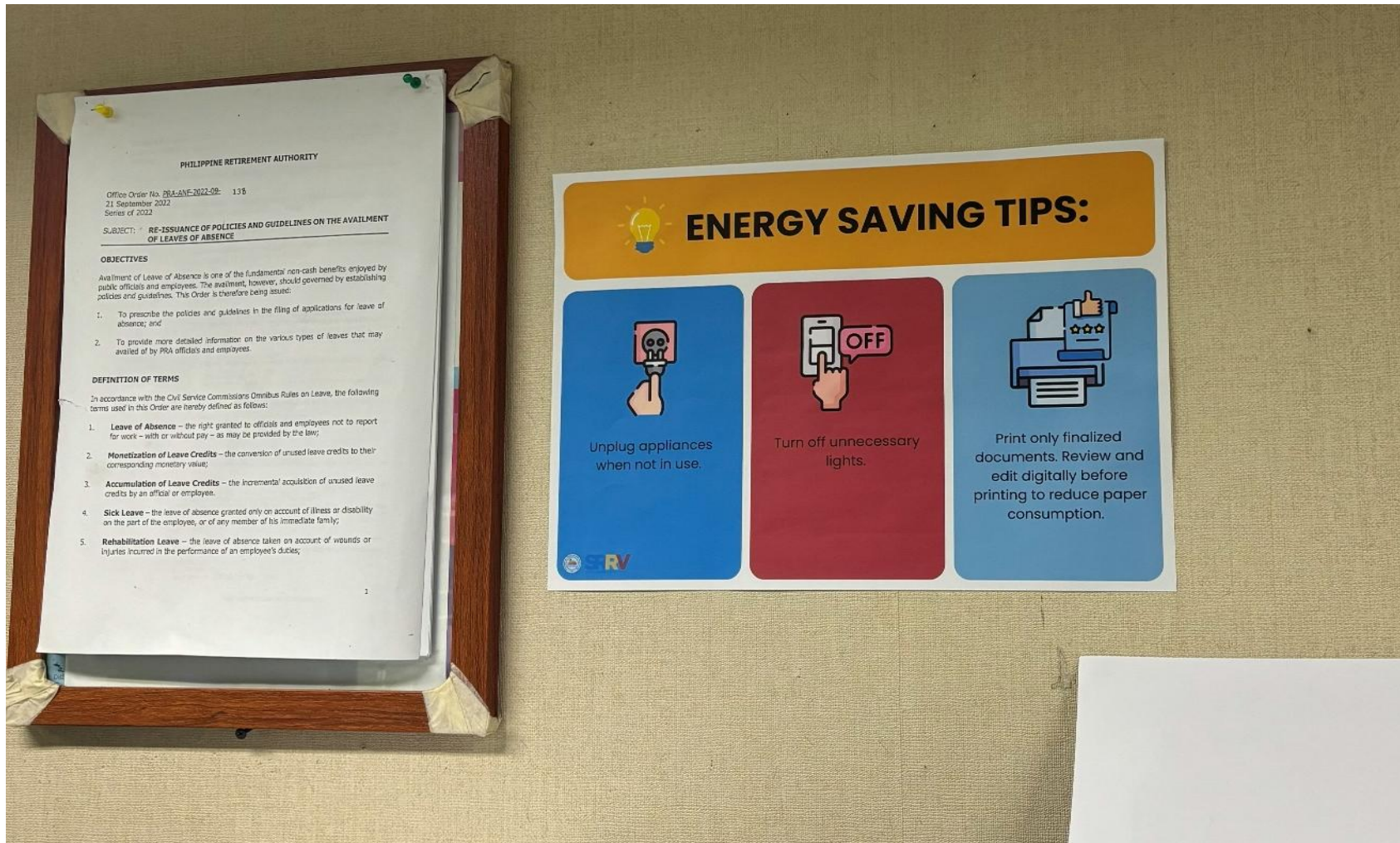


Emergency Plan near the elevator area



Energy Saving Tips poster in Quadrant D (Marketing/ MSD)



Energy Saving Tips poster in Quadrant B (RRSD)

RESIDENT RETIREE SERVICING DEPARTMENT

RTIRRE RECORDS AND SERVICES CENTRE
 1000 LAMAR ROAD, BANGS
 10000

RTIRRE WELFARE CARE & MATCHING CENTRE
 10000

PROCESSING DIVISION (NEW APPLICATIONS)
 10000

SERVICING DIVISION (POST ENROLLMENT)
 10000

DEFINITION OF TERMS

In accordance with the Civil Service Commission's Omnibus Rules on Leave, the following terms used in this Order are hereby defined as follows:

- Leave of Absence** – the right granted to officials and employees not to report for work – with or without pay – as may be provided by the law;
- Monetization of Leave Credits** – the conversion of unused leave credits to their corresponding monetary value;
- Accumulation of Leave Credits** – the incremental acquisition of unused leave credits by an official or employee;
- Sick Leave** – the leave of absence granted only on account of illness or disability on the part of the employee, or of any member of his immediate family;
- Rehabilitation Leave** – the leave of absence taken on account of wounds or injuries incurred in the performance of an employee's duties.

RRSD- Processing Division

Annalyn A. Eria
 Division Chief III

Francis Jeffrey Morselgan RAD IV
Gleason Bana RAD IV
Rosemarie Supercorano RAD III

Jackson Abella RAD II
Melanie Ann Gumbao RAD II
Marich Buzonescano II RAD II
Ryan Pakuban RAD II
Alexandria Kambory RAD II
Cristine Arulse RAD II

Shirley Quilan ADPRN ASSISTANT IV
Charissa Francisco Bernaldo ADPRN ASSISTANT III
Janelle Maranan ADPRN ASSISTANT III
Michelle Rose Christian ADPRN ASSISTANT III
Ray Michael Abadador ADPRN ASSISTANT III
Arnell Sweet Santana ADPRN ASSISTANT III

In case of fire: TAP THE RED ALARM. Warn others of fire via the Siren about the fire alarm.

In case of earthquake: TAP THE RED ALARM. Take an "Drop, Cover, and Hold On" position.

In case of active shooter: TAP THE RED ALARM. Follow instructions of the police.

Emergency Helpline: 1-800-888-8888

ENERGY SAVING TIPS:

- Unplug appliances when not in use.**
- Turn off unnecessary lights.**
- Print only finalized documents. Review and edit digitally before printing to reduce paper consumption.**

STRV

Energy Saving Tips poster in Quadrant A (OGM)

2 Quarterly Report on Major PAPS to COA
 - DEADLINE: MARCH 20, 2026
 2 Quarterly Narrative Report to DOT
 - DEADLINE: APRIL 1, 2026
 2 Quarterly DPCMR
 - DEADLINE: APRIL 15, 2026

PHILIPPINE RETIREMENT AUTHORITY

MEMORANDUM FOR: ALL DEPARTMENTS, DIVISIONS, OFFICES AND UNITS CONCERNED

FROM: CORPORATE PLANNING DIVISION, MANAGEMENT SERVICES DEPARTMENT

DATE: FEBRUARY 02, 2025

SUBJECT: SUBMISSION OF 2024 QUARTERLY DIVISIONAL PERFORMANCE AND COMPLIANCE MONITORING REPORT (DPCMR) AND OTHER REPORTS REQUIRED BY VARIOUS AGENCIES

In accordance with the Memorandum on the Performance and Presentation of the Agency Programs, Activities, and Projects (MPAP) for the fiscal year 2024 and in compliance with the "reporting" requirements of other oversight agencies, the summarized accountability/monitoring report to the Corporate Planning Division (DPCMR) using the prescribed template on or before the following date:

Report Requirement	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Quarterly Report to COA	March 20, 2024	June 19, 2024	September 18, 2024	January 14, 2025
Quarterly Narrative Report to the DOT	April 01, 2025	July 01, 2025	October 01, 2025	January 01, 2026
Quarterly DPCMR	April 15, 2025	July 15, 2025	October 15, 2025	January 15, 2026

Furthermore, the concerned divisions/offices are encouraged to start include the participation of their respective quarterly accountability/monitoring report to give the Office Division sufficient time to coordinate and facilitate the preparation and on-time submission of the Authority's Narrative Report within the set deadlines of the following oversight agencies:

Commission on Audit (COA) - every 6th (6th) calendar day of the succeeding month being COA's prescribed template?

1. First Quarter - 05 April 2025
2. Second Quarter - 05 July 2025
3. Third Quarter - 02 October 2025
4. Fourth Quarter - 02 January 2026

Note: In case of absence of data for a given report, the report will still be submitted. However, sufficient time to prepare the Authority's report using the updated template and ensure its timely submission.

Department of Tourism (DOT) - every 1st (1st) Friday after each quarter (using DOT's prescribed template)?

1. First Quarter - 05 April 2025
2. Second Quarter - 05 July 2025
3. Third Quarter - 02 October 2025
4. Fourth Quarter - 04 January 2026

Page 2 of 2

ENERGY SAVING TIPS:

- Unplug appliances when not in use.
- Turn off unnecessary lights.
- Print only finalized documents. Review and edit digitally before printing to reduce paper consumption.