

## PHILIPPINE RETIREMENT AUTHORITY

Office Order No. PRA-ANF-2025-09- 283

30 September 2025

Series of 2025

**SUBJECT: GUIDELINES IN THE ADOPTION OF COMPRESSED WORK WEEK AND FLEXITIME WORK ARRANGEMENT IN THIS AUTHORITY**

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In the interest of the service and in compliance with the Civil Service Commission Memorandum Circular No. 06, series of 2022, otherwise known as the Policies on Flexible Work Arrangements in the Government, and Commission on Audit-Department of Budget and Management Joint Circular No. 1, series of 2022 or the Policies on the Adoption of Flexible Work Arrangement for Contract Service and Job Order Workers in Government, the following are the guidelines relative to the Adoption of the Compressed Workweek and Flexi-time Work Arrangement in this Authority are hereby imposed , to wit

- I. **Scope**  
The work arrangement stipulated in this Order shall cover Job Order and regular personnel in the PRA Head Office - Makati.
- II. **Definition of Terms**
  1. **Compressed Workweek** - refers to a work arrangement whereby the forty (40) hours work week for five (5) days of the PRA officer or staff is compressed to four (4) days or less, as may be applicable.
  2. **Flexi-time** - refers to a work arrangement wherein the PRA personnel shall report for work from 7:00 a.m to 5:00 p.m. on a daily basis and is required to render forty (40) hours per work week.
- III. **General Guidelines for Flexible Work Arrangements**
  - A. The PRA personnel with due consideration of their function and tasks may be considered for any among the two (2) arrangements/schedules with the approval of their immediate supervisor /Head of the Office/Department/Unit:

CHOICES	DAY – OFF	NO. OF DAYS TO REPORT FOR WORK
1. Compressed Workweek (7:00 a.m. to 6:30 p.m.) With grace period from 7:00 a.m. to 7:30 a.m. only. Reporting beyond 7:30 a.m. shall be considered LATE/TARDY.	One (1) day within Tuesdays to Fridays	4 days
2. Flexi-time Schedule (7:00 a.m. to 5:00 p.m)	Weekends	5 days

A fifteen (15) minute break is allowed each in the morning and in the afternoon, a total of thirty (30) minutes per day and one (1) hour lunch break.



- B. All personnel shall attend the Monday Flag Ceremony at 8:00 a.m.;
- C. The Drivers, Utility Workers, Telephone Operator and Messengers shall maintain their current fixed schedule from Mondays to Fridays;
- D. The Division Head shall ensure that there will be continuous provision of services in their respective areas within the week. Division Heads shall also be responsible for monitoring and ensuring equal distribution of the work arrangements by allotting at least fifty percent (50%) of the workforce are present per workday;
- E. The Division shall submit the list of the agreed work schedules for 06-31 October 2025 to the Admin Support Division – HR Unit not later than 02 October 2025, for monitoring and recording purposes;
- F. Compensation shall be based on the number of work hours attended or as stated in the Contract of Service for Job Order Personnel;
- H. In cases of declaration of work suspension due to inclement weather or natural calamity, CSC policy on a daily minimum worked hours shall apply;
- I. In cases of declaration of a Special or Legal Holiday on a day off, job order employees may request to change his/her working day schedule to complete the 40 hours per week requirement;
- J. Overtime shall only be allowed to those who completed 40 hours a week. Personnel who availed the compressed workweek shall not be allowed to render overtime services during their day-off, but only during Saturdays.
- K. The implementation of this Order shall be effective on 06 October 2025 for one (1) month test and assessment period; and
- L. Concerns, observations and/other issues arising from the implementation of this Order shall be submitted to the Admin Support Division for monitoring and evaluation.

The Satellite Office personnel shall maintain their present office time schedule.

Any issuance inconsistent with this Order is hereby amended and or superseded.

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

For compliance.

  
ROBERTO Z. ZOZOBRADO  
General Manager/CEO 

PHILIPPINE RETIREMENT AUTHORITY

Office Order No. PRA-ANF-2025-10 - 324  
29 October 2025  
Series of 2025

SUBJECT : AMENDMENT TO OFFICE ORDER NO. PRA-ANF- 2025-09-283  
RE: GUIDELINES IN THE ADOPTION OF THE FLEXIBLE WORK  
ARRANGEMENT IN THIS AUTHORITY

In the exigency of the service, an amendment to Office Order No. PRA-ANF-2025-09-283, on the Guidelines in the Adoption of the Flexible Work Arrangement in this Authority is hereby made to wit:

III. General Guidelines for Flexible Work Arrangements (FWA)  
A.

CHOICES	DAY – OFF	NO. OF DAYS TO REPORT FOR WORK
2. Flexitime Schedule (7:00 a.m. to 6:00 pm.)	Weekends	Five (5) days

M. In case a Holiday/s fall/s in a week, regular employees who opted to a four – day work (10 hours/day) shall report on a regular eight (8) hours /day for the week to complete the maximum required hours excluding the holiday.

While, job order employees shall be given the option to report for ten (10) hours (within 7:00 a.m. to 6:30 p.m.) per day during the week when a special holiday is declared to complete their required forty (40) hours a week and enjoy the holiday without deduction from their salaries.

This arrangement helps the Authority to comply with R.A.11285 a.k.a. the “Energy Efficiency and Conservation Act of 1992” and minimize the transportation expenses of employees as well.

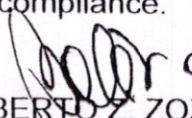
N. The concerned departments/divisions/units/offices shall submit the updated schedules of their staff to the Admin Support Division – HR Unit on or before 03 November 2025.

This Order is effective on 03 November 2025.

All other provisions of the subject Office Order remain binding if not covered by the above amendment.

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

For compliance.

  
ROBERTO Z. ZOZOBRAO  
General Manager/CEO