

PHILIPPINE RETIREMENT AUTHORITY

Office Order No. PRA-ANF-2024-07- 200
 04 July 2024
 Series of 2024

SUBJECT: PRA'S 39TH ANNIVERSARY CELEBRATION IN HEAD OFFICE

In the interest of the service, all permanent and job order employees are hereby directed to participate in the Celebration of PRA's 39th Anniversary, with the theme "Friday Party Fever" on 05 July 2024 from 3:00 p.m. to 6:00 p.m. at the Hizon's/Seven Golden Spoon Food Court, 8th Floor, BDO Towers Valero, Makati City.

The PRA Head Office will be closed starting 2:30 p.m. to give time for the preparation and transfer of the employees to the venue. The employees will wear their preferred color coded party outfits chosen by their department/division/unit. The selected new employees hired since January 2024 will render their song and dance performances during the party.

The Program details are as follows :

TIME	ACTIVITY	Person Assigned
2:30 p.m.	Closing of PRA Head Office Transfer of employees to 8th Floor	ASD, Front Desks , Cashier
3:00 p.m.	Afternoon Snack	c/o Caterer / Inspection Committee
4:00 p.m.	Program Proper	Host: Ann Madeline S. Cruz & Rustom Brian V. Karim Game Master: Lemuel Justin G. Duran Photographer : Mike Jayson M. Mañalac Game Umpires : other ASD staff
	Opening Prayer Opening Remarks Anniversary Speech	Kyla Marie R. Loyola Philip John B. Moreno GM Roberto Z. Zozobrado
	Special Number Game 1 Game 2 Special Number Game 3 Game 4 Game 5	PRA Newbies Group 1 PRA Employees PRA Employees PRA Newbies Group 2 PRA Employees PRA Employees PRA Employees

5:00 p.m.	Early Dinner Raffle of Prizes Karaoke Time Dance Time	c/o Caterer / Inspection Committee
6:00 p.m.	Closing Remarks	Atty. Ma. Milagros R. Lisasca, DGM

In this connection the following guidelines are hereby prescribed:

1. The Admin Support Division shall be the office that is primarily responsible for the event;
2. The ASD shall be entitled to payment of meals, prizes, materials and tokens, chargeable against the ASD budget for 2024, subject to the usual accounting and auditing rules and regulations;
3. All PRA Satellite Offices are allowed to reimburse the expenses for the whole day meals amounting to Six Hundred Pesos (Php600.00), subject to the usual accounting and auditing rules and regulations;
4. The attendance of employees will be monitored before and after the event; and
5. Only non – alcoholics drinks will be allowed within the area.

Food pack tokens will be distributed within next week.

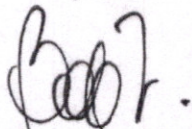
The Information and Communications Technology Division shall assist and provide the technical, audio-visual requirements for the event.

The said activity will hopefully be translated to increase employees' morale to be more productive and output driven.

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

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

For compliance.



ROBERTO Z. ZOZABRADO
General Manager / CEO

*OGM - RENZO
11/14*