

PHILIPPINE RETIREMENT AUTHORITY

Office Order No. PRA-ANF-2025 - 12 - 384  
15 December 2025  
Series of 2025

SUBJECT: CONDUCT OF DIVISIONAL/DEPARTMENTAL PERFORMANCE  
REVIEW 2025 AND YEAR END TARGET SETTING FOR FY 2026/  
JINGLE AND MINGLE: A PRA YEAR END THANKSGIVING

In the interest of the service and as part of the Operational Plan and Budget of the Admin Support Division for FY 2025, all employees are hereby directed to participate in the Conduct of Divisional /Departmental Performance Review 2025 and Year End Target Setting for FY 2026 on 18 December 2025. PRA will also celebrate its Jingle and Mingle activity, to include the family (children of employees) as part of the PRA Wellness Program with approved budget for FY 2025.

Listed below are the included activities, to wit:

TIME	ACTIVITY
7:00 a.m.	Start of Year End Assessment of Divisions/Departments
8:00 am	Free AM Snacks
9:00 am	Children's Games and Surprises (at the 24 <sup>th</sup> Floor) Songs, Storytelling about the Christmas, Arts and Crafts/ Games
11:00 am	Free Lunch
1:00 p.m.	Christmas Karaoke /Christmas Caroling /Kids Got Talent
3:00 p.m.	Free Snacks


In view of this, the Admin Support Division shall be entitled to the items below, subject to the usual accounting rules and regulations:

1. Payment of meals (morning, afternoon snacks and lunch) expenses for employees (in the Head Office) with their spouse and children, in the amount of One Thousand Six Hundred (Php 1,600.00) Pesos (**Note: 1 spouse and 1 child only to bring per employee**);
2. Payment of tokens for children;
3. Payment of fruits in the amount of not more than Two Hundred Fifty Thousand Pesos; and
4. Personnel of the Satellite Office shall be entitled to meal expenses (morning and afternoon snacks and lunch) in the amount not more than Eight Hundred Pesos (Php 800.00) to be withdrawn out of their respective Petty Cash Fund.

Pictures and minutes of the meeting of each division/office/unit are required to be submitted to Admin Support Division for liquidation purposes.

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

For compliance.

  
ATTY. MARIA MILAGROS R. LISACA  
Officer – in – Charge /  
Deputy General Manager 