

PHILIPPINE RETIREMENT AUTHORITY

Office Order No. PRA-ANF-2025 - 12 - 376
09 December 2025
Series of 2025

SUBJECT: 2025 PRA EMPLOYEES' YULETIDE CELEBRATION

In the interest of the service and as part of the Operational Plan and Budget of the Admin Support Division for CY 2025, all employees are hereby directed to participate in the 2025 PRA Employees' Yuletide Celebration on 12 December 2025, Friday, to be held at the 24th Floor , BDO Towers Valero , with the below-mentioned activities, to wit:

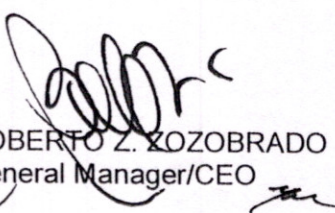
TIME	ACTIVITY
11:00 a.m.	Free Lunch (Salu- Salo for the month of December)
2:00 p.m.	Free Snacks
3:00 p.m.	Program Proper
	Opening Remarks from DGM & GM
	Song and Dance Presentation with Themes (Per group /Division /Department)
	Raffle of Prizes/Games
	Awarding of Winners of PRA Sports Fest 2025
	Special Number if Any
5:30 p.m.	Dinner (Buffet Style)
7:00 p.m.	End of Program

In view of this, the Admin Support Division shall be entitled to

1. Payment of meals (lunch, snacks, dinner), raffle prizes and other related expenses, subject to the usual accounting rules and regulations.
2. Meal expenses (lunch in the amount of P231.88/pax, snacks in the amount of P200.00/pax and dinner in the amount of Php 800.00/pax) of Satellite Office personnel shall be withdrawn from their respective Petty Cash Fund, to be charged against the budget of Admin Support Division.
3. Applicable airfares, insurance, baggage allowance for Satellite Office personnel;
4. Applicable transportation allowance and Daily Travel Expenses (DTE) as per E.O. 77, series of 2019, for Satellite Office personnel;
5. Use of official PRA Satellite Office vehicle (Baguio and Clark-Subic) to and from the PRA Head Office; and
6. Applicable overtime claim of SO driver for work performed outside regular working hours, as per Revised Policies and Guidelines on Overtime Services and Overtime Pay for PRA Personnel, in accordance with COA rules and regulations

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

For compliance.


ROBERTO Z. XOZOBRA DO
General Manager/CEO