

PHILIPPINE RETIREMENT AUTHORITY

Office Order No. PRA-ANF-2024-12 - 301
10 December 2024
Series of 2024

SUBJECT: 2024 YEAR-END ASSESSMENT AND YULETIDE CELEBRATION OF
PRA PERSONNEL.

In the interest of the service, a 2024 Year-End Assessment and Yuletide Celebration will be held on Friday, December 13, 2024. The year-end assessments will provide a comprehensive review tool to help the Authority reflect on this year's performance, plan for the future, and optimize growth and success moving forward.

Below is the program for the upcoming 2024 Year-End Assessment and Yuletide Celebration of PRA personnel on December 13, 2024:

P R O G R A M M E

- 7:00 A.M. - Free AM snack
- 8:30 A.M. - Performance Management Team (PMT) Discussion
- 9:00 A.M. - Divisional/Office Year-End Assessment
by the Division Head and staff
- 11:00 A.M. - Free Lunch and PM Snack
- 2:00 P.M. - PRA Town Hall Meeting
 - Prayer
 - Opening Remarks
 - DMs' Summary Report
 - GM's Message
 - Employees' Forum with CEO/GM c/o OGM
 - Concluding Remarks
 - Fellowship/Socialization
- 5:00 P.M. - Program Closing

Costing/Estimated Expenses:

Repre (Meals) = P1,200.00 x 196 pax = P235,200.00;

Advertising and Promotions = P20,000.00

Office Supplies - General = P5,000.00

Grand Total = Php262,600.00

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Satellite Offices may draw up to Php1,200.00 per person for their meals, charged to the Petty Cash Fund from the Admin Support Division's budget for this activity..

The following guidelines are also prescribed:

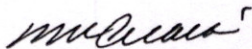
1. Procurement of the meals and drinks;
2. Procurement of tokens/prizes; and
3. Purchase of décor via Petty Cash Fund


Following the Year-End Assessment, each Division/Office must submit the following to the Admin Support Division.:

1. Minutes of the Meeting
2. Pictures taken during the meeting
3. Attendance Sheet

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

For compliance.



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