



BID BULLETIN No. 2025 - 001

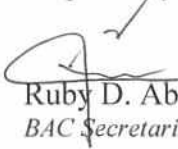
March 18, 2025

Procurement of Consultancy Service for Steps 3 to 7 of GCG Guidebook for PRA Reorganization

This Bid Bulletin is issued for the guidance and information of all concerned and shall form an integral part of the Bidding Documents.

1. Request for the Table of Organization, Staffing Pattern, Plantilla Items and Rationale - **please refer to the attached Annex A.**
 - a. For the clarifications regarding the Special Conditions of the Contract - **clarifications and proposed revisions to the SCC will be submitted to the Office of the Government Corporate Counsel (OGCC) for clearance, contingent upon the procurement project being awarded to the consultant after the bidding process.**

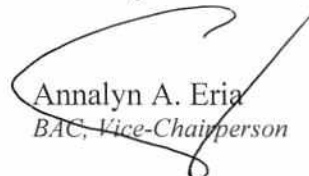
Prepared by:


Ruby D. Abjiol
BAC Secretariat, Member

Reviewed by:


John Oliver Q. Sanota
BAC Secretariat, Head

Noted by:


Annalyn A. Eria
BAC, Vice-Chairperson

29/F BDO Towers Valero Condominium Corporation Paseo de Roxas, Makati City 1209 Metro Manila, Philippines
☎ +632.8848.1412-16 📠 +632.8848.1421 ✉ inquiry@pra.gov.ph 🌐 www.pra.gov.ph 📺 PhilippineRetirementVisa



PHILIPPINE RETIREMENT AUTHORITY

MEMORANDUM

FOR : ATTY. MARIA MILAGROS R. LISACA
Chairperson, Bids and Awards Committee

THRU : JOHN OLIVER Q. SANOTA
Division Chief III, Procurement Management Division

FROM : MARCELINA T. CARBONEL
Chief Administrative Officer

DATE : 18 MARCH 2025

SUBJECT : REQUESTED DATA/INFORMATION BY SGV & CO.

X-----X

In connection with our Pre-Bid Conference held last Friday, March 14, 2025 for the Procurement of Consultancy Firm for the PRA Reorganization Plan, listed below is the response of the Project Proponent to SGV & Co., to wit:

SGV: Request for a copy of the present table of organization (TO) and department staffing patterns, no of branches.

PRA: Kindly refer to the attached copy of the PRA Organizational Chart.

SGV: Request for information on filled and unfilled plantilla items, ratio of COS / CTI vs. Plantilla.

PRA: For your reference

- * Number of filled plantilla positions: 91
- * Number of unfilled plantilla positions: 8
- * Number of COS: 1
- * Number of Job Order: 105

SGV: Request for background information / additional context on reasons behind reorganization (e.g. strategy, streamlining, etc.) and what are the immediate expected outcomes desired as a result of the reorg.

PRA: Kindly refer to the attached Rationale for PRA Reorganization Plan.

Thank you.


MARCELINA T. CARBONEL
Chief Administrative Officer

Philippine Retirement Authority Organizational Chart

Prepared by:



RANDY L. AVILES

Administrative Officer IV

18 March 2025

Certified Correct:



MARCELINA T. CARBONEL

Chief Administrative Officer

Noted by:



PHILIP JOHN B. MORENO

Department Manager III, A&FS

PHILIPPINE RETIREMENT AUTHORITY

**OFFICE OF THE
BOARD SECRETARY**

1-Board Secretary IV (JG 12)

PHILIPPINE RETIREMENT AUTHORITY

INTERNAL AUDIT DIVISION

- 1-Internal Auditor V (JG 12)
- 1-Internal Auditor IV (JG 12)
- 1-Internal Auditor III (JG 11)
- 1-Internal Auditor II (JG 10)

PHILIPPINE RETIREMENT AUTHORITY

OFFICE OF THE GENERAL MANAGER

- 1-General Manager (JG 17)
- 1-Attorney IV (JG 12)
- 1-Executive Assistant III (JG 11)*
- 1-Attorney II (JG 11)
- 1-Private Secretary I (JG 8)*
- 1-Chauffeur I (JG 5)*

*Co-terminous with the official being served

PHILIPPINE RETIREMENT AUTHORITY

OFFICE OF THE DEPUTY GENERAL MANAGER

1-Deputy General Manager (JG 16)

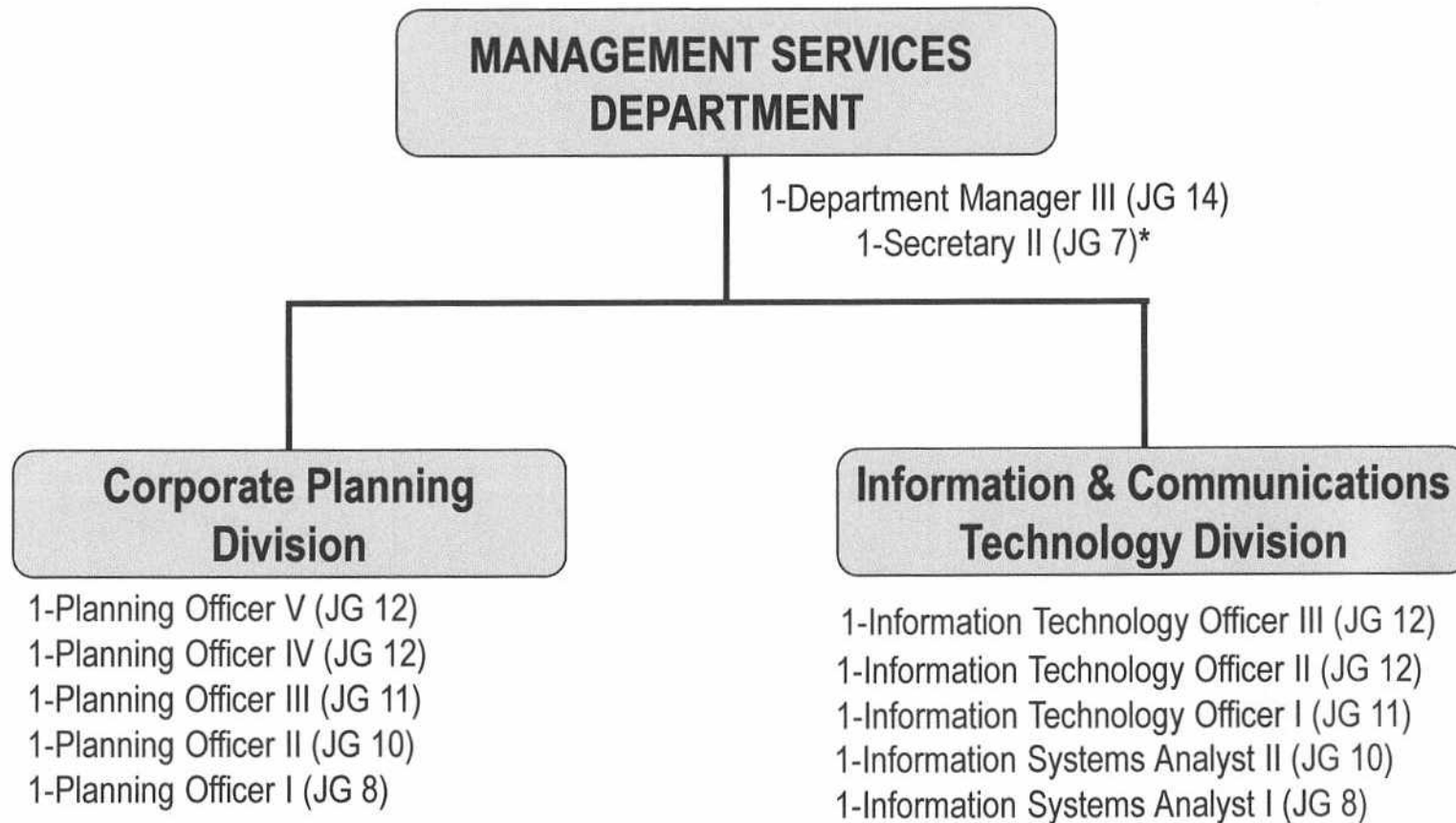
1-Executive Assistant II (JG 10)*

1-Secretary II (JG 7)*

1-Driver II (JG 5)*

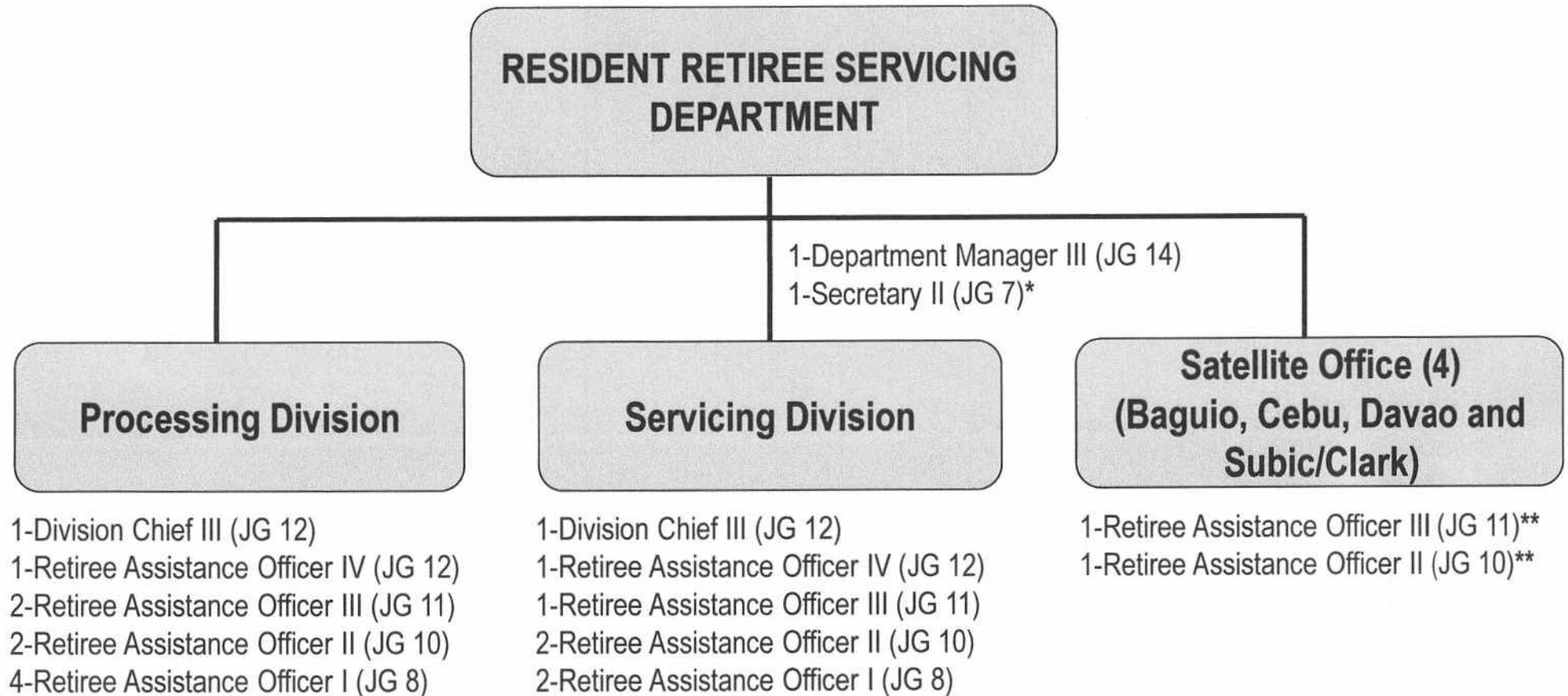
*Co-terminous with the official being served

PHILIPPINE RETIREMENT AUTHORITY



*Co-terminous with the official being served

PHILIPPINE RETIREMENT AUTHORITY



*Co-terminous with the official being served

**One (1) per Satellite Office

PHILIPPINE RETIREMENT AUTHORITY

ADMINISTRATIVE AND FINANCE SERVICES DEPARTMENT

1-Department Manager III (JG 14)
1-Secretary II (JG 7)*

Financial Management Division

1-Division Chief III (JG 12)
1-Accountant IV (JG 12)
1-Accountant III (JG 11)
1-Budget Officer III (JG 11)
1-Financial Analyst III (JG 11)
1-Accountant II (JG 10)
1-Budget Officer II (JG 10)
3-Financial Analyst II (JG 10)
2-Financial Analyst I (JG 8)

Administrative Support Division

1-Chief Administrative Officer (JG 12)
1-Administrative Officer IV (JG 12)
1-Human Resource Management Officer III (JG 11)
1-Human Resource Management Officer II (JG 10)
1-Human Resource Management Officer I (JG 8)
1-Administrative Officer I (JG 8)
1-Supply Officer II (JG 9)
1-Records Officer II (JG 9)
1-Cashier III (JG 11)
1-Cashier II (JG 9)

Procurement Management Division

1-Division Chief III (JG 12)
1-Procurement Officer III (JG 11)
1-Procurement Officer II (JG 10)

*Co-terminous with the official being served

PHILIPPINE RETIREMENT AUTHORITY



*Co-terminous with the official being served

RATIONALE FOR PRA REORGANIZATION

Based on enrollment, **work volume has increased by 135%** while the **plantilla positions remain the same** for the past ten (10) years. This **135%** (44,235/32,690) increase in work volume is being absorbed by the regular employees (85 filled-up plantilla positions) with the help of ninety (90) job order personnel for an **additional 106%** workforce (based on Feb. 28, 2024 numbers of personnel). These numbers somehow suggest that even with the supplement of ninety (90) JO order personnel, additional workload has been absorbed by each individual workforce. Furthermore, PRA retiree members continually increase annually at the average rate of 10% per year (using 2013 figures as baseline).

Through the years, PRA has also been gradually identifying new areas of work that have increasing demand or increasing transactions. An example is on legal concerns that PRA has been encountering with retiree members and day-to-day operations, that prompted the creation of Interim Legal Services Unit (ILSU) in year 2018 and continues to operate until the present. Due to new government policy on Digitalization and/or Digital Transformation, specialized areas of Information and Communication Technology (ICT) are also being identified and are being considered urgent capabilities to have, which were not yet urgent ten (10) years ago. Examples are Network Management, Information Systems Developments for different Departmental and Divisional needs and Systems Securities among others. Other directives and new compliance standards from various government agencies like the Congress, Senate, ARTA, GCG, COA, BIR, PCW, CSC, and others have also triggered demand for new functions that need to be performed for purposes of implementation and monitoring. Additional regular personnel are required just to meet the routine demand of current workload.

There are also calls for a more aggressive organizational stance to face competition, especially in the retirement tourism industry where PRA belongs. With PRA's new vision to be the number one (1) retirement program/destination in Southeast Asia by year 2030, surely higher level of work will be needed.

All the items discussed above briefly present an overview of the current situation of PRA, where a **reorganization** will be of great help. It will not be just the increase in number of personnel that is intended to be achieved, but also additional organizational competencies, higher level of effectiveness and efficiency are importantly considered.

With the appointment of new General Manager/CEO in PRA, in the person of GM Roberto Z. Zozobrado, a new and more competitively aggressive direction is being introduced. The organizational weaknesses that are being identified are to be reversed and converted into competitive stance. Thus, a serious reorganization for PRA is urgently being put forward. Through the guidelines provided by the Governance Commission for GOCC's (GCG), this PRA organizational transformation through a Reorganization is now proposed to be initiated.

Prepared by:



PHILIP JOHN B. MORENO

Department Manager III, Admin. & Finance Services