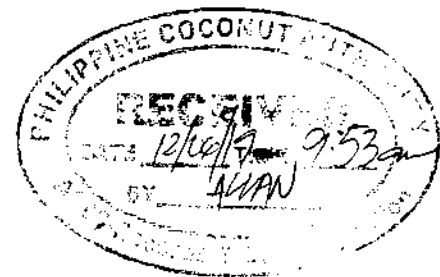




REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF AGRICULTURE  
**PHILIPPINE COCONUT AUTHORITY**  
Edifical Road, Diliman, Quezon City 1101 Philippines  
Tel. Nos. (02) 8928-4501 to 09 Fax No. (02) 8926-7631



29 November 2019

OFFICE ORDER NO. **2**  
Series of 2019

**TO : ALL HEADS OF BRANCHES, REGIONAL OFFICES AND RESEARCH CENTERS**

**SUBJECT : GUIDELINES IN THE HOLDING OF CHRISTMAS PARTIES IN PCA FIELD OFFICES**

PCA Regional Offices and Centers are not precluded from holding their own Christmas Party in keeping with tradition. However, in holding these activities, field offices shall be guided by the following:

1. Only one activity celebrating the Christmas holiday shall be allowed per Region and Research Center. There shall be no other Christmas celebration in the guise of Performance Assessment, GAD Activity, or other such activities;
2. Field offices shall be allowed to defray cost of their Christmas party subject to allowable limits per head and guided by prudence and propriety. Excessive and extravagant expenses are strictly prohibited;
3. As much as possible Christmas parties shall be held at respective Regional Offices or centers to minimize cost;
4. Offices holding their Christmas Parties shall ensure that their operations and delivery of services are not hampered pursuant to the ARTA and EASE OF DOING BUSINESS laws;
5. Solicitation of gifts or sponsorships from suppliers or other external entities shall be prohibited subject to the provisions of the Code of Conduct of Government Officials and Employees;
6. Heads of Field offices shall ensure compliance to all applicable COA regulations and shall be accountable for any violation of said regulations;
7. Field offices shall submit to this Office a report on the expenses incurred in their Christmas Party activity not later than 30 days after the event.

This Order takes effect immediately and shall be in forced unless revoked.

  
**ROEL M. ROSALES**  
OIC Administrator

