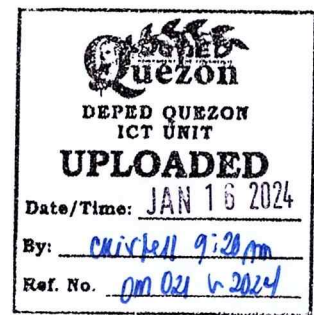




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



15 January 2024

OFFICE MEMORANDUM
OM No. 021, s. 2024

NOTICE OF MEETING OF THE RISK MANAGEMENT TEAM (RMT)

To: Assistant Schools Division Superintendents
Division Chiefs
Risk Management Team Members
All Others Concerned

In relation to the Designation of the Risk Management (RMT) Team Members as per Office Memorandum No. 012, s. 2014, all concerned are requested to attend an urgent meeting via Google Meet on **January 16, 2024**, 9:00 a.m.

The agenda are as follows:

- a. Discuss the responsibilities of the the RMT and the corresponding strategies;
- b. Outline the action plan of the RMT for 2024; and
- c. Prepare for the conduct of the Risk Management Training in February 2024.

Please see the attached OM for reference. The meeting link will be sent through the RMT's official Messenger group chat.

Immediate dissemination of with this Memorandum is desired.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

parord/rmt/1/15/2024

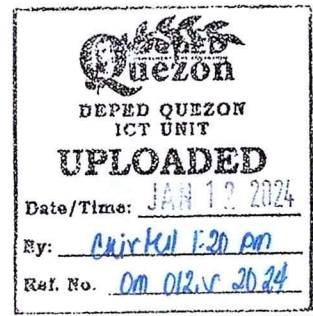
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Republic of the Philippines
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10 JANUARY 2024

OFFICE MEMORANDUM
 OM No. 012, s. 2024

DESIGNATION OF RISK MANAGEMENT TEAM (RMT) MEMBERS

To : Division Officials and Employees

1. Pursuant to DepEd Order No. 009, s. 2021, INSTITUTIONALIZATION OF A QUALITY MANAGEMENT SYSTEM IN THE DEPARTMENT OF EDUCATION dated February 24, 2021, the following personnel are hereby designated as members of the Risk Management Team (RMT) of the Schools Division of Quezon:

Designation	Name	Position
Team Leader	Elizabeth M. De Villa	SGOD Chief
Asst. Team Leader	Oscar R. Duma, Jr.	SEPS
Members	Marbin Jeramil D. Fragata	Planning Officer III
	Lorena S. Walangsumbat	CID Chief
	Maria Dolores D. Atienza	Administrative Officer V
	Catherine A. Pureza	Budget Officer III
	Florice R. Lagos	Administrative Assistant III
	Jacqueline D. Nuyda	Administrative Assistant III
	Sherelyn O. Pardilla	Administrative Officer IV
	Michelle P. de Mesa	Administrative Assistant III
	Danica May J. dela Cruz	Administrative Assistant III
	Ma. Teresita M. Abella	Nurse II

2. The members of the Risk Management Team shall have the following responsibilities:
- Implement and refer to the latest version of the Risk Planning Guidelines and Handling Client Complaints Procedure in the PAWIM;
 - Ensure reporting, analysis, monitoring and evaluation of Client Satisfaction results;
 - Provide technical assistance in the accomplishment of the Risk and Opportunity Registry per office;

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- d. Provide feedback and update to the QMR on the status of risk assessment and action plans;
 - e. Perform monitoring and oversight function in ensuring the established action plans in the Risk and Opportunity Registries are effective and implemented as scheduled; and
 - f. Ensure documentation and clear implementation of quality objectives through the review of targets and indicators in the OPCRf.
3. Dissemination of this Office Memorandum is hereby enjoined.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

qms-qmr/jam/01/10/2024

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