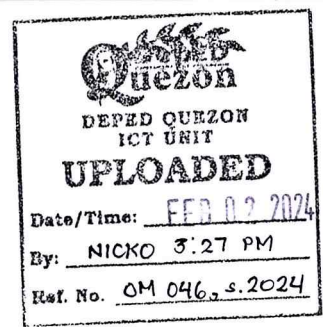




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



02 February 2024

**OFFICE MEMORANDUM**  
**OM No. 046, s. 2024**

**PREPARATION OF DRAFT SWOT MATRIX, RISK REGISTRY,  
AND OPPORTUNITY REGISTRY OF PROCESS HOLDERS**


**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Risk Management Team Members  
Section/Office Heads  
Process Holders  
All Others Concerned

In relation to the upcoming Risk Management Training on February 7-8, 2023, this Office, through the Risk Management Team (RMT), advises all concerned process holders and functional divisions to prepare a draft copy of the following **planning documents** which were discussed during the Capability Building of Internal Quality Auditors:

- a) SWOT Matrix,
- b) Risk Registry, and
- c) Opportunity Registry.

Please be informed that these documents **shall be used in the workshop**, and **submitted to the RMT** at the end of the training. The templates can be accessed through:  
<http://tinyurl.com/RMtemplates24>.

Immediate dissemination of and compliance with this Memorandum is desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

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DEPEDQUEZON-TM-SDS-04-009-004



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