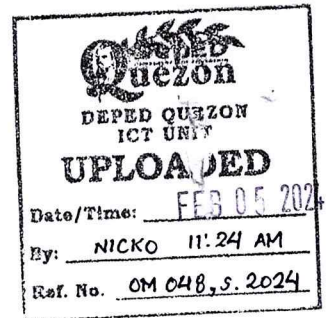




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



01 February 2024

OFFICE MEMORANDUM
OM No. 048, s. 2024

DIVISION RISK MANAGEMENT TRAINING-WORKSHOP

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

In connection with the Institutionalization of a Quality Management System in the Department of Education as per DepEd Order No. 009, s. 2021, the Division will conduct a **Division Risk Management Training-Workshop** on February 7-8, 2024 at Queen Margarette Hotel – Downtown, Lucena City.

The said activity aims to equip the process holders with knowledge and skills on risk management, specifically on **Organizational/SWOT Analysis**, and development of **Risk and Opportunity Registries**. They are expected to **submit the outputs** afterwards.

Participants include the Top Management, Division Chiefs, QMS Team Leaders, RMT Leader and Members, and process holders and/or representatives. Please see the list of participants in Enclosure No. 1 and the indicative program of activities in Enclosure No. 2.

Kindly bring laptop computers and extension wires.

Immediate dissemination of and compliance to this Memorandum is desired.





ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

parord/rmt/02/01/2024

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SCHOOLS DIVISION OF QUEZON PROVINCE

[Enclosure No. 1 to OM No. 048, s. 2024]

LIST OF PARTICIPANTS

| 1 | Name | Position | Functional Division |
|----|---------------------------|-------------------------------------|---------------------|
| 2 | Rommel C. Bautista | SDS | OSDS |
| 3 | Venus T. Balmedina | OIC-ASDS | OSDS |
| 4 | Joepi L. Falqueza | ASDS | OSDS |
| 5 | Roselyn Q. Golfo | OIC-ASDS | OSDS |
| 6 | Lorena S. Walangsumbat | CID Chief | CID |
| 7 | Elizabeth M. De Villa | SGOD Chief | SGOD |
| 8 | Juanito A. Merle | Education Program Supervisor | CID |
| 9 | Jee-Ann O. Borines | Education Program Supervisor | CID |
| 10 | Walter F. Galarosa | Education Program Supervisor | CID |
| 11 | Maria Teresita M. Abella | Nurse II | SGOD |
| 12 | Raul R. Agaran | Education Program Supervisor | SGOD |
| 13 | Regina V. Marino | Senior Education Program Specialist | SGOD |
| 14 | Paul Clifford N. Marquez | Senior Education Program Specialist | SGOD |
| 15 | Oscar R. Duma Jr. | Senior Education Program Specialist | SGOD |
| 16 | Michelle G. Duma | Senior Education Program Specialist | SGOD |
| 17 | Marbin Jeramil D. Fragata | Planning Officer III | SGOD |
| 18 | Marie Antoinette Tesalona | Medical Officer III | SGOD |
| 19 | Ramir O. Arbolente | Engineer III | SGOD |
| 20 | Jose Macario Patiño | Dentist-in-Charge | SGOD |
| 21 | Arvin A. Repaso | Project Development Officer II | SGOD |
| 22 | Maria Rexcia Baldeo | Legal Officer | OSDS |
| 23 | Wilbert A. Porteza | IT Officer | OSDS |
| 24 | Catherine A. Pureza | Budget Officer III | OSDS |
| 25 | Edmundo Marin Jr. | Accountant III | OSDS |
| 26 | Maria Aubrey R. Aurellana | Administrative Assistant III | OSDS |
| 27 | Maria Dolores C. Atienza | Administrative Officer V | OSDS |
| 28 | Wennie O. Gaela | Administrative Officer IV | OSDS |

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| | | | |
|----|-----------------------------|-------------------------------|------|
| 29 | Shiela E. Javen | Administrative Officer IV | OSDS |
| 30 | Hilariona E. Coronado | Administrative Officer IV | OSDS |
| 31 | Connie T. Abulencia | Administrative Assistant III | OSDS |
| 32 | George D. Aguila | Administrative Officer IV | OSDS |
| 33 | Sherelyn O. Pardilla | Administrative Officer IV | OSDS |
| 34 | Danica May Jaranilla | Administrative Assistant II | SGOD |
| 35 | Mary Joyce S. Montaña | Education Program Specialist | SGOD |
| 36 | Kristoffer O. Oineza | Administrative Officer II | OSDS |
| 37 | Michelle P. De Mesa | Administrative Assistant III | OSDS |
| 38 | Rodelio M. Esmerna Jr. | Administrative Officer II | OSDS |
| 39 | Carleen D. Aguila | Legal Assistant I | OSDS |
| 40 | Mark Angelo "Margel" Tiusan | Project Development Officer I | SGOD |
| 41 | Reylan L. Ranillo | Administrative Assistant II | OSDS |
| 42 | Florice R. Lagos | Administrative Assistant III | OSDS |
| 43 | Jacqueline D. Nuyda | Administrative Assistant III | OSDS |
| 44 | Christine Alviso | Administrative Assistant III | OSDS |

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[Enclosure No. 2 to OM No. 048, s. 2024]

INDICATIVE PROGRAM OF ACTIVITIES

| Day 1- February 7, 2024 | | |
|--------------------------------|--|--|
| Time | Activity/Content | Persons Responsible |
| 7:00 – 8:00 a.m. | Registration/Attendance | RMT |
| 8:00 – 9:00 a.m. | Program Preliminaries (AVP) | IT Officer |
| | Welcome Remarks | ASDS In-Charge |
| | Inspirational Message | Rommel C. Bautista, CESO V <i>Schools Division Superintendent</i> |
| | Statement of Purpose | Elizabeth M. De Villa <i>SGOD Chief/ RMT Lead</i> |
| Content/Methodology | | |
| 9:00 – 10:00 a.m. | Topics: <ul style="list-style-type: none">Defining Risk ManagementOrganizational/SWOT Analysis | Resource Person/s |
| 10:00 – 10:15 a.m. | Health Break | |
| 10:15 – 11:15 a.m. | <ul style="list-style-type: none">Workshop on SWOT Analysis | Participants/Process Holders |
| 11:15 – 12:00 p.m. | Presentation of Outputs/ Technical Assistance | |
| 12:00 – 1:00 p.m. | Lunch/ Check-In | |
| 1:00 – 2:00 p.m. | Topic: <ul style="list-style-type: none">Risk Assessment (risk identification, risk analysis, risk evaluation) | Resource Person/s |
| 2:00 – 3:00 p.m. | <ul style="list-style-type: none">Workshop on Risk Assessment | Participants/Process Holders |
| 3:00 – 3:15 p.m. | Health Break | |
| 3:15 – 4:15 p.m. | Presentation of Outputs/ Technical Assistance | |
| 4:15 – 4:30 p.m. | Program Evaluation | Michelle G. Duma – SMME SEPS Participants |

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| Day 2- February 8, 2024 | | |
|--------------------------------|--|------------------------------|
| Time | Activity/Content | Persons Responsible |
| 7:00 – 8:00 a.m. | Registration/Attendance | RMT |
| 8:00 – 9:00 a.m. | Management of Learning | RMT |
| Content/Methodology | | |
| 9:00 – 10:00 a.m. | Topics: <ul style="list-style-type: none">• Risk Treatment;• Risk and Opportunity Review & Monitoring | Resource Person/s |
| 10:00 – 10:15 a.m. | Health Break | |
| 10:15 – 11:15 a.m. | <ul style="list-style-type: none">• Workshop on Risk Treatment, and Risk and Opportunity Review & Monitoring | Participants/Process Holders |
| 11:15 – 12:00 p.m. | Presentation of Outputs/ Technical Assistance | |
| 12:00 – 1:00 p.m. | Lunch/ Check-In | |
| 1:00 – 2:00 p.m. | Topic: <ul style="list-style-type: none">• Risk Reporting & Recording | Resource Person/s |
| 2:00 – 3:00 p.m. | Open Forum/ Question-and-Answer | |
| 3:00 – 3:15 p.m. | Health Break/ End-Program Evaluation | |
| 3:15 – 4:00 p.m. | Closing Program/ Photo Opportunity | |

-Nothing follows.

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