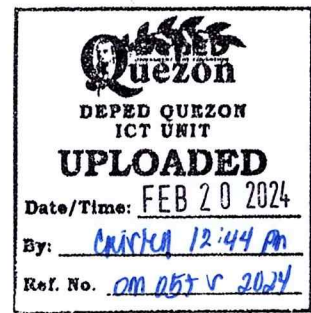




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



16 February 2024

OFFICE MEMORANDUM
 OM No. 057, s. 2024

RECONSTITUTION OF THE RISK MANAGEMENT TEAM

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

In reference to Office Memorandum No. 012, s. 2024 pursuant to DepEd Order No. 009, s. 2021 titled Institutionalization of a Quality Management System in the Department of Education, the Risk Management Team (RMT) of DepEd Quezon is hereby reconstituted as follows:

Designation	Name	Position	Office/Functional Division
Team Leader	Oscar R. Duma Jr.	SEPS	PAR/SGOD
Asst. Team Leaders	Floriciel R. Lagos Mark Angelo 'Margel' Tiusan	Administrative Assistant III PDO I	OSDS YFS/SGOD
Members	Elizabeth M. De Villa	Chief EPS	SGOD
	Lorena S. Walangsumbat	Chief EPS	CID
	Marbin Jeramil D. Fragata	Planning Officer III	PAR/SGOD
	Maria Dolores D. Atienza	Administrative Officer V	ADM/OSDS
	Catherine A. Pureza	Budget Officer III	BUD/OSDS
	Jacqueline D. Nuyda	Administrative Assistant III	LEG/OSDS
	Fernando T. Seño	Education Program Supervisor	IS/CID
	Sherelyn O. Pardilla	Administrative Officer IV	REC/OSDS
	Michelle P. de Mesa	Administrative Assistant III	SUP/OSDS
	Danica May J. Dela Cruz	Administrative Assistant III	EFS/SGOD
	Ma. Teresita M. Abella	Nurse II	SHS/SGOD
	Cristell Mae Dianne M. Suante	Administrative Aide VI	ICT/OSDS
	Maria Aubrey R. Aurellana	Administrative Assistant III	ACC/OSDS
	Arvin A. Repaso	PDO II	DRR/SGOD

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Connie T. Abulencia	Administrative Assistant III	CSH/OSDS
Hilariona E. Coronado	Procurement Officer	OSDS
Reylan I. Ranillo	Administrative Assistant II	PER/OSDS
Mary Joyce S. Montaña	EPS II	SME/SGOD
Ronnjemmele A. Rivera	Librarian II	LRM/CID
Laarnie Rose R. Gutierrez	EPS II	ALS/CID

The members of the Risk Management Team shall have the following responsibilities:

- Refer to and implement the latest version of the Risk Planning Guidelines following the standardized Risk Management process in the PAWIM;
- Provide technical assistance to all Process Holders in creating a SWOT Analysis and accomplishing the Risk and Opportunity Registers;
- Conduct a regular Risk Monitoring & Review to check the effectiveness and completion of implementing the action responses to address risks and opportunities;
- Gather objective evidence which proves the implemented action plans;
- Conduct Recording & Reporting to document the results of the Risk Monitoring & Review through scheduled Management Reviews; and
- Provide feedback to and update the QMR on the status of risk assessment and action plans for reporting to the Top Management.

Immediate dissemination of and compliance with this Memorandum is desired.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

parord/rmt/02/16/2024

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