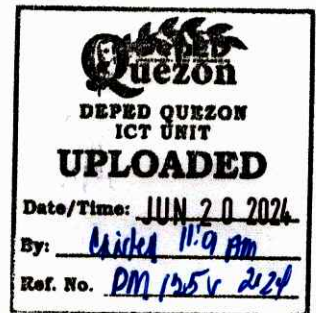




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



18 June 2024

**OFFICE MEMORANDUM**  
**OM No. 125, s. 2024**

**RISK & OPPORTUNITY MONITORING & REVIEW**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
RMT Members  
Operating Unit Heads  
All Others Concerned

In connection with the Risk Management process (PAWIM-P-002), this Office through the Risk Management Team (RMT) reminds all operating units/sections/offices of the regular conduct of risk and opportunity monitoring and review in reference with their respective **Risk/Opportunity Registry**.

The functional division Chiefs/Heads, through their designated consolidators, are advised to furnish the RMT with the soft copies of their **accomplished Risk Monitoring & Opportunity Monitoring & Review Forms** (OSDS, SGOD, CID) for consolidation of the RMT on or before **June 21, 2024**. Please download the template from <https://tinyurl.com/DLriskmonitoringtemplate> and upload submissions through this Google Drive: <https://tinyurl.com/ROMRform24>.

In addition, the RMT shall conduct monitoring & review to check the effectiveness and completion of implementing the action responses to address risks and opportunities. It shall conduct a validation with the functional divisions to gather objective evidence which proves the implemented action plans on **Week 4 of the RMT calendar** (June 24-28, 2024).

To guide all concerned regarding the filling out of the form, kindly follow the steps below as stated in the Risk Management process and discussed in the series of Risk Management trainings:

1. Re-evaluate Risk Rating by checking if the value in the **Target Risk Assessment - After Treatment** column of the Risk register is fulfilled.

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- a. **Declared Process & Risk Description** – indicate the name of the declared process/es and List down the Risks identified per process
  - b. **RPN Before** – the Risk/Opportunity Rating (Consequence x Impact) at the beginning of the quarter
  - c. **RPN After** – the Risk/Opportunity Rating (Consequence x Impact) at the end of the quarter
  - d. **Risk Status** – put a mark on the appropriate column using the following criteria
    - i. **Increased:** If RPN before < RPN after
    - ii. **Reduced:** If RPN before > RPN after
    - iii. **Recurring:** RPN before = RPN after
  - e. **Explanation** – lay down the reason of the Risk Status through interview of the Process Holder or other means of data gathering
  - f. **Recommendation** – provide points on how the Process Holder can address the recurring or increased risk. You may also give points on how they will maintain the reduced risk.
2. The RMT is expected to report the results of the Risk Monitoring & Review in the scheduled Management Review.

Immediate dissemination of this Memorandum is desired.

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

parord/rmt/06/18/2024

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**RISK & OPPORTUNITY MONITORING & REVIEW FORM**

Functional Division/ Section/ Unit/ QMT: \_\_\_\_\_

Date of Monitoring: \_\_\_\_\_

DECLARED PROCESS & RISK DESCRIPTION / OPPORTUNITY STATEMENT <small>(from the Risk Registry and Opportunity Registry)</small>	RISK/OPPORTUNITY RATING		RISK/ OPPORTUNITY STATUS <small>(put a checkmark)</small>			EXPLANATION <i>(Reason for the Risk/ Opportunity Status)</i>	RECOMMENDATION OF THE RMT
	Before <i>(beginning of quarter)</i> <small>(from the Risk/ opportunity Registry)</small>	After <i>(actual Risk Rating at the end of quarter)</i>	Increased	Reduced	Recurring		
RISK							
OPPORTUNITY							

Monitored by: \_\_\_\_\_  
Member, RMT

Reviewed by: \_\_\_\_\_  
Lead, RMT

Acknowledged by: \_\_\_\_\_  
Process Holder

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