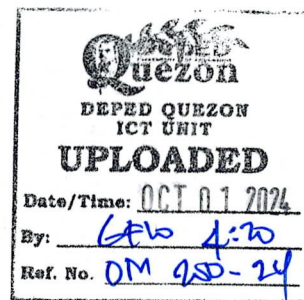




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



27 September 2024

OFFICE MEMORANDUM
 OM No. 200, s. 2024

3rd QUARTER RISK & OPPORTUNITY MONITORING & REVIEW

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

1. In line with the Risk Management process (PAWIM-P-002), this Office, through the Risk Management Team (RMT), reminds all operating units/sections/offices to conduct the regular monitoring and review of risks and opportunities for the 3rd Quarter. This involves updating their respective Risk/Opportunity Registry Monitoring Review Form to assess the effectiveness and completion of action responses addressing identified risks and opportunities. The review will take place on October 11, 2024, from 8:00 AM to 5:00 PM.

2. The following are the list of RMT Evaluators for the Schools Division Offices

	OSDS	CID	SGOD
Evaluators	SCRIBE: Mark Angelo Tiusan Connie T. Abulencia	SCRIBE: Mary Joyce S. Montana Jacqueline D. Nuyda	SCRIBE: Floricel Lagos Ronnjemmele A. Rivera
	Regina V. Marino Ma. Teresita M. Abella Arvin A. Repaso Marbin Jeramil D. Fragata Gian Carlo O. Pardilla Marie. Antoinette Tesalona	Sherelyn O. Pardilla Maria Dolores D. Atienza Hilariona Coronado Catherine A. Pureza Cristelle Mae Dianne M. Suante Ma. Bernadit M. Tupaz	Lorena S. Walangsumbat Fernando T. Seno Laarni Rose R. Gutierrez Maribeth D. Fragata Jessica R. Manalo Rexcia Maria B. Baldeo Christine A. Alviso

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3. To guide all concerned regarding the filling out of the form (Risk and Opportunity Monitoring and Evaluation Form), kindly follow the steps below as stated in the Risk Management process and discussed in the series of Risk Management trainings:

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

- 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.

4. The RMT is expected to report the results of the Risk Monitoring & Review in the scheduled Management Review.

5. Immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

cidimsfts/rmt/09/27/2024

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