



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



11 November 2025

**OFFICE MEMORANDUM**  
**OM No. 20, s. 2025**

**4th QUARTER RISK & OPPORTUNITY MONITORING & REVIEW FOR CY 2025**

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

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 3<sup>rd</sup> Quarter of CY 2025*. 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 November 24, 2025 from 9:00 AM to 5:00 PM.

The Heads or the representative/s of the Schools Division Offices namely: Office of the Schools Division Superintendent (OSDS), Curriculum Implementation Division (CID) and School Governance Operations Division (SGOD) are requested to coordinate with the assigned team leader regarding the following monitoring schedules: *They are also requested to submit the Management Document, duly signed by the Head of Office, through the QMS RMT on or before the scheduled date of monitoring and review.*

Division Offices	Venue	Date/Time
OSDS	CID Conference Room	November 24, 2025 @ 10:00AM-3:00PM
CID	CID Conference Room	November 24, 2025 @ 10:00AM-3:00PM

DEPEDQUEZON-TM-SDS-04-010-005



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
 Trunkline #: (042) 784-0366, (042) 784-0164,  
 (042) 784-0391, (042) 784-0321



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SGOD	SGOD Office	November 24, 2025 @ 10:00AM-3:00PM
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The following Risk Management Team Leaders and committee will facilitate the monitoring:

<b>SGOD</b>	<b>CID</b>	<b>OSDS</b>
<b>TEAM LEADER/S</b>	<b>TEAM LEADER/S</b>	<b>TEAM LEADER/S</b>
SHERELYN O. PARDILLA	FLORICEL R. LAGOS	RONNJEMMELE A. RIVERA
<i>MA. DOLORES D. ATIENZA</i>	MARIE ANTOINETTE A. TESALONA	LAARNI ROSE R. GUTIERREZ
<b>SCRIBE</b>	<b>SCRIBE</b>	<b>SCRIBE</b>
CONNIE T. ABULENCIA	MA. BERNADIT M. TUPAS	CARMEN MACATUGOB
THERESE O. PARDO -OSDS	JACKQUELINE D. NUYDA-OSDS	LAARNI JEAN A. FORBES -SGOD
<b>DOCUMENTER</b>	<b>DOCUMENTER</b>	<b>DOCUMENTER</b>
CHRISTINE A. ALVISO	JESSICA C. MENDOZA	<i>MARIBETH D. FRAGATA-SGOD</i>
RODELIO M. ESMERNA	MARY JOYCE S. MONTANA	<i>JOSE MACARIO ERNIE V. PATINIO SGOD</i>
<b>FELLOWS</b>	<b>FELLOWS</b>	<b>FELLOWS</b>
CATHERINE A. PUREZA	GIAN CARLO O. PARDILLA	ARVIN P. REPASO
<i>REXCIA MARIA B. BALDEO</i>	ETHEL ROSE O BELE-OSDS	<i>RUEL L. DRIZ JR. -OSDS</i>
Report to: FERNANDO T. SENO		

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The RMT members are requested to meet at the CID Conference Room from 9:00AM to 9:30AM for some important reminders and instructions.

Immediate dissemination of this Memorandum is desired.

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

cidimsfts/rmt/11/11/2025

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