



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

November 26, 2024

OFFICE MEMORANDUM
FD-2024- **595**

**UPDATES ON THE CONDUCT OF RISK MANAGEMENT REVIEW FOR THE
FOURTH QUARTER 2024**

To: Director III
Functional Division Chiefs
Members of Risk Management Team
All Others Concerned

1. In reference to Office Memorandum No. FD-2024-469 dated September 12, 2024, regarding the schedule for the Risk Management Review, this Office requires the designated monitors in each functional division to conduct the Fourth Quarter Risk Management Review during the final week of the quarter.
2. All assigned Risk Management Team (RMT) members responsible for monitoring and reviewing the risk management cycle must adhere strictly to the established procedures for the Quarterly Risk Management Cycle, including the following:
 - a. Recommendations provided by each designated monitor in each functional division **must be in handwritten**.
 - b. The following forms must be utilized:
 - Risk and Opportunity Monitoring Review Form.
 - Risk and Opportunity Registry Monitoring Checklist for the Fourth Quarter.
 - c. Ensure that all required information is completed in the checklist (e.g., date monitored, functional division monitored).
3. Upon completing the quarterly monitoring and review, the Risk Management Team is required to submit the Risk Monitoring and Review Form and the Risk and Opportunity Registry Monitoring Checklist to **Ms. Alma E. Suyom**, the RMT Chair.
4. Attached is the Risk and Opportunity Registry Monitoring Checklist applicable for the Fourth Quarter and subsequent periods.
5. All other provisions of the previous issuances remain in full force and effect.



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6. For inquiries or concerns, contact Mary Grace Antivo, Risk Management Team Member, through **finance.region8@deped.gov.ph**.
7. Immediate dissemination of this Memorandum is desired.

EVELYN R. FETALVERO CESO III
Regional Director

FD-MGA





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RISK AND OPPORTUNITY REGISTRY MONITORING CHECKLIST

Directions: Put a check mark under “Observed” if the actions can be established based on the responses and MoVs presented. If it is otherwise, check “Not Observed” and fill in the space provided for explanation under the column “Remarks”.

No.	Actions	Observed	Not Observed	Remarks
1	Risks and opportunities are aligned with the SWOT			
2	Potential consequences and likelihood are determined			
3	Computation of risk rating is understood			
4	Results of the analysis are assessed			
5	Risks and opportunities are prioritized			
6	Responses to address risks and opportunities are determined			
7	Status of implementation of the action responses to address risks and opportunities is checked			
8	Risk rating is re-evaluated			
9	Risk/opportunity level is reviewed upon completion of action plans			
10	Risk level is re-assessed to determine the effectiveness of actions taken			
General Observation/s:				

Monitored by:

Reviewed by:

 Member, RMT

 Lead, RMT

Date monitored:

Acknowledged by:

Functional Division Monitored



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