



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

January 3, 2025

OFFICE MEMORANDUM

FD-2025- **033**

**SCHEDULE OF THE CONDUCT OF RISK MANAGEMENT REVIEW
FOR THE CY 2025**

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

1. This Office hereby informs the Risk Management Team of the schedule of Quarterly Risk Management Cycle, as follows:

ACTIVITY	J A N	F E B	M A R	A P R	M A Y	J U N	J U L	A U G	S E P T	O C T	N O V	D E C
Risk Assessment <ul style="list-style-type: none">Risk IdentificationRisk AnalysisRisk Evaluation	W1 (Jan 2 - 3 & 6 - 10)			W1 (Apr 1 - 4)			W1 (Jul 1 - 4)			W1 (Oct 1 - 3)		
Risk Treatment	W1 (Jan 2 - 3 & 6 - 10)			W1 (Apr 1 - 4)			W1 (Jul 1 - 4)			W1 (Oct 1 - 3)		
Risk review and monitoring <ul style="list-style-type: none">Risk Re-evaluation			W4 (Mar 24 - 28)			W4 (Jun 23 - 27 & 30)			W4 (Sept 22 - 26 & 29 - 30)			W4 (Dec 22 - 26 & 29)
Risk Recording and Reporting			W4 (Mar 24 - 28)			W4 (Jun 23 - 27 & 30)			W4 (Sept 22 - 26 & 29 - 30)			W4 (Dec 22 - 26 & 29)

Legend:

W1 - 1st week of the month

W4 - 4th or last week of the month

2. The Office directs all Functional Divisions to strictly adhere to the aforementioned schedule of Quarterly Risk Management Cycle.

3. Any changes made to the planning documents for the specific quarter, the approval of DRAF should coincide within the week of Risk Assessment and Risk Treatment of our planning documents.

Illustration:

For 1st Quarter 2024	
• Risk Assessment	January 2 -3 & 6 - 10, 2025
• Risk Treatment	January 2 -3 & 6 - 10, 2025
DRAF	January 2 -3 & 6 - 10, 2025
• Risk Review and Monitoring	March 24 – 28, 2025
• Risk Recording and Reporting	March 24 – 28, 2025

4. The RMT Member(s) assigned to conduct the monitoring and review shall use the Risk and Opportunity Monitoring Review Form and Risk and Opportunity Registry Monitoring Checklist every quarter.

5. 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 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).

6. The Risk Management Team shall submit the Risk Monitoring and Review Form and the Risk and Opportunity Registry Monitoring Checklist to **Ms. Alma E. Suyom**, the RMT Chair, following the completion of the quarterly monitoring and review activity.

7. Other provisions of the previous issuance remain in force and in effect.

8. Immediate dissemination of this Memorandum is desired.


EVELYN R. FETALVERO, CESO III
Regional Director

FD-MGA

