



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

December 16, 2025

OFFICE MEMORANDUM

FD-2025- **625**

**REMINDER ON THE CONDUCT OF RISK MANAGEMENT REVIEW FOR THE
FOURTH QUARTER 2025**

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

1. In reference to Office Memorandum No. FD-2025-033 dated, January 3, 2025 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.

Activity	Week 4
Risk review and monitoring <ul style="list-style-type: none">Risk Re-evaluation	December 22 – 26 & 29
Risk Recording and Reporting	

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.
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.

RONELDO AL K. FIRMO CESO IV
Assistant Regional Director
Officer-in-Charge
Office of the Regional director

FD-MGA

