



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

January 09, 2026

**OFFICE MEMORANDUM**

FD-2026-

17

**SCHEDULE OF THE CONDUCT OF RISK MANAGEMENT REVIEW  
FOR THE CY 2026**

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"> <li>Risk Identification</li> <li>Risk Analysis</li> <li>Risk Evaluation</li> </ul>	<b>W1</b> (Jan 5 – 9)			<b>W1</b> (Apr 1 – 3)			<b>W1</b> (Jul 1 – 3)			<b>W1</b> (Oct 1 – 2)		
Risk Treatment	<b>W1</b> (Jan 5 – 9)			<b>W1</b> (Apr 1 – 3)			<b>W1</b> (Jul 1 – 3)			<b>W1</b> (Oct 1 – 2)		
Risk review and monitoring <ul style="list-style-type: none"> <li>Risk Re-evaluation</li> </ul>			<b>W4</b> (Mar 23 – 27 & 30 – 31)			<b>W4</b> (Jun 22 – 26 & 29 – 30)			<b>W4</b> (Sept 21 – 25 & 28 – 30)			<b>W4</b> (Dec 21 – 25 & 28 – 31)
Risk Recording and Reporting			<b>W4</b> (Mar 23 – 27 & 30 – 31)			<b>W4</b> (Jun 22 – 26 & 29 – 30)			<b>W4</b> (Sept 21 – 25 & 28 – 30)			<b>W4</b> (Dec 21 – 25 & 28 – 31)

**Legend:**

W1 – 1<sup>st</sup> week of the month

W4 - 4<sup>th</sup> 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:**

<b>For 1st Quarter 2026</b>	
• Risk Assessment	January 5 -9, 2026
• Risk Treatment	January 5 -9, 2026
<b>DRAF</b>	January 5 -9, 2026
• Risk Review and Monitoring	March 23 – 27 & 30 – 31, 2026
• Risk Recording and Reporting	March 23 – 27 & 30 – 31, 2026

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.

**RONEL O AL K. FIRMO CESO IV**  
Assistant Regional Director  
Office-In-Charge  
Office of the Regional Director

FD-MGA

