



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

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 2026	
• Risk Assessment	January 5 -9, 2026
• Risk Treatment	January 5 -9, 2026
DRAF	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.

RONELO AL K. FIRMO CESO IV

Assistant Regional Director

Office-In-Charge

Office of the Regional Director

FD-MGA

