



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

May 15, 2026

**OFFICE MEMORANDUM**

FD-2026- 242

**ACTION PLAN ADDRESSING AUDIT – IDENTIFIED  
OPPORTUNITIES FOR IMPROVEMENT**

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

1. This Memorandum addresses the Opportunities for Improvement (OFI) noted in the recent audit findings. These observations do not constitute violations of existing standards, but highlight areas where we can strengthen processes, prevent potential gaps, and improve overall risk management effectiveness.

2. Effective immediately, Risk Management Status and Updates is formally included as a permanent agenda item for all REXeCom and Management Review meetings. This ensures consistent reporting to top management, timely discussion of concerns, and prompt approval or direction for necessary actions. This item will be documented in all meeting agendas and minutes moving forward.

3. For accessibility and traceability of submission, a dedicated link for monitoring the submission of the Quarterly Report Review Form has already been created and shall be shared with all concerned RMT members. And link where soft copies of Risk & Opportunity Monitoring & Review Form will be uploaded for easier consolidation to be used for organizational RMR Form. This centralized platform now enables easier tracking, real-time updates, and improved traceability of submissions.

Link for monitoring: <https://surl.li/htfvyf>

Link for uploading: <https://surl.li/eqqwgk>

4. All submissions of the Risk & Opportunity Monitoring & Review Form (RMR Form) must be accompanied by relevant supporting documents such as implementation reports, proof of action taken, meeting minutes, or relevant correspondence. These documents will serve as evidence that recommendations have been fully executed by the concerned division or office. Submissions without complete attachments will be returned for compliance. An updated checklist is attached (**Annex A**).

5. The team is encouraged to participate in training opportunities as they arise as continuous learning is important. This will ensure the team remains updated and proficient in best practices.
6. In accomplishing the organizational Risk & Opportunity Monitoring & Review Form (RMR Form), the recommendation column **need not be handwritten; thus, it may be encoded.**
7. All concerned units are requested to fully cooperate and comply with the new requirements. For questions or clarifications, please coordinate with the RMT.
8. Immediate dissemination of this Memorandum is desired.

**SALUSTIANO T. JIMENEZ JD, EdD, 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			

No.	Mode of Verification (MOV)	Remarks
1		
2		
3		
4		

General Observation/s:

**Monitored by:**

\_\_\_\_\_  
Member, RMT

**Date monitored:**

\_\_\_\_\_

**Reviewed by:**

\_\_\_\_\_  
Lead, RMT

**Acknowledged by:**

\_\_\_\_\_

**Functional Division Monitored**

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