



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

April 8, 2024

OFFICE MEMORANDUM
FD-2024- 210

SCHEDULE ON THE CONDUCT OF RISK MANAGEMENT REVIEW

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			W1			W1			W1		
Risk Treatment	W1			W1			W1			W1		
Risk review and monitoring <ul style="list-style-type: none">Risk Re-evaluation			W4			W4			W4			W4
Risk Recording and Reporting			W4			W4			W4			W4

Legend:

W1 – 1st week of the month

W4 - 4th or last week of the month

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

3. 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 F. Suyom, the RMT Chair, following the completion of the quarterly monitoring and review activity.

4. Other provisions of the previous issuance remain in force and in effect.
5. Immediate dissemination of this Memorandum is desired.

RONELO AL K. FIRMO
Director III
Officer-In-Charge
Office of the Regional Director

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