

# Department of Education

**REGION VIII - EASTERN VISAYAS** 

September 12, 2024

### OFFICE MEMORANDUM

FD-2024- 469

## REITERATION OF 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 comprehensive 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  Risk Identification Risk Analysis Risk Evaluation	<b>W1</b> (Jan 1-5)			<b>W1</b> (Apr 1 – 5)			<b>W1</b> (Jul 1 – 5)			<b>W1</b> (Oct 1 – 4)		
Risk Treatment	<b>W1</b> (Jan 1-5)			<b>W1</b> (Apr 1 - 5)			<b>W1</b> (Jul 1 – 5)			<b>W1</b> (Oct 1 – 4)		
Risk review and monitoring  Risk Reevaluation			<b>W4</b> (Mar 25 – 29)			<b>W4</b> (Jun 24 -28)			<b>W4</b> (Sept 23 -27 & 30)	7		<b>W4</b> (Dec 23 -27)
Risk Recording and Reporting			<b>W4</b> (Mar 25 – 29)			<b>W4</b> (Jun 24 -28)			<b>W4</b> (Sept 23 -27 & 30)			<b>W4</b> (Dec 23

#### 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 calendar schedule of Quarterly Risk Management Cycle.
- 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 is conducted.





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## Illustration:

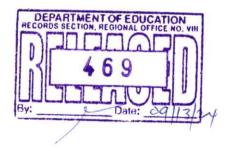
	For 3rd Quarter 2024				
<ul> <li>Risk Assessment</li> </ul>		July 1 -5, 2024			
	Risk Treatment	July 1 -5, 2024			
	DRAF	July 1 -5, 2024			
•	Risk review and monitoring	Sept. 23 -27 & 30			
0	Risk Recording and Reporting	Sept. 23 -27 & 30			

- 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 for the  $3^{\rm rd}$  Quarter.
- 5. The Risk Management Team shall 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.
- Other provisions of the previous issuance remain in force and in effect.
- 7. Immediate dissemination of this Memorandum is desired.

EVELYN R. FETALVERO CESO IV S

Regional Director

FD-MGA









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