



Republic of the Philippines
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	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Risk Assessment <ul style="list-style-type: none"> Risk Identification Risk Analysis Risk Evaluation 	W1 (Jan 1-5)			W1 (Apr 1 - 5)			W1 (Jul 1 - 5)			W1 (Oct 1 - 4)		
Risk Treatment	W1 (Jan 1-5)			W1 (Apr 1 - 5)			W1 (Jul 1 - 5)			W1 (Oct 1 - 4)		
Risk review and monitoring <ul style="list-style-type: none"> Risk Re-evaluation 			W4 (Mar 25 - 29)			W4 (Jun 24 - 28)			W4 (Sept 23 - 27 & 30)			W4 (Dec 23 - 27)
Risk Recording and Reporting			W4 (Mar 25 - 29)			W4 (Jun 24 - 28)			W4 (Sept 23 - 27 & 30)			W4 (Dec 23 - 27)

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.

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 is conducted.



Address: Government Center, Candahug, Palo, Leyte
 Telephone No.: (053) 832-5738
 Email Address: region8@deped.gov.ph
 Website: region8.deped.gov.ph



Illustration:

For 3 rd Quarter 2024	
• Risk Assessment	July 1 -5, 2024
• Risk Treatment	July 1 -5, 2024
DRAF	July 1 -5, 2024
• Risk review and monitoring	Sept. 23 -27 & 30
• 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 3rd 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.
6. 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 *sf*
 Regional Director

FD-MGA

