



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

September 25, 2024

**OFFICE MEMORANDUM**

FD-2024-

**492**

**CONDUCT OF RISK MANAGEMENT REVIEW FOR THE 3<sup>RD</sup> QUARTER 2024**

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

1. In reference to Office Memorandum No. FD-2024-469 dated September 12, 2024, concerning the schedule for the Risk Management Review, this Office would like to remind the designated monitors in each functional division to conduct the 3rd Quarter Risk Management Review during the final week of the quarter.
2. The Office directs all Functional Divisions to strictly follow the established calendar for the Quarterly Risk Management Cycle.
3. The assigned RMT Member(s) responsible for monitoring and review must utilize the Risk and Opportunity Monitoring Review Form and the updated Risk and Opportunity Registry Monitoring Checklist for the 3rd Quarter.
4. Upon completing the quarterly monitoring and review, 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.
5. Attached to this Office Memorandum is the Risk and Opportunity Registry Monitoring Checklist applicable for the 3rd Quarter and subsequent periods.
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 III**

Regional Director  
DEPARTMENT OF EDUCATION  
RECORDS SECTION, REGIONAL OFFICE NO. VIII



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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			
General Observation/s:				

**Monitored by:**

**Reviewed by:**

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

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

**Date monitored:**

**Acknowledged by:**

\_\_\_\_\_  
**Functional Division Monitored**