



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

RISK REGISTRY

Effective as of: May 18, 2023

No	Risk Identification			Risk Analysis & Risk Evaluation			Risk Treatment			Target Risk Assessment (after treatment)		
	Declared Process & Risk Description	Risk Causes & Consequences	Current controls	Likelihood (L)	Impact (I)	Risk Rating (RR)	Action/ Response	Person/Office Responsible	Target Date	L	I	RR
1	Declared Process: All process Risk Description: Limited storage facilities	Risk Cause: Enormous supplies and office equipment Consequence: Scattered supplies and equipment	Inventory	4	3	12	Use of the following forms: -Receipt of returned semi-expendable property -Receipt of returned PPE	Asset Management Section	Year-round	2	2	4
2	Declared Process: Asset Utilization and Inventory Risk Description: Transfer of equipment without proper coordination	Risk Cause: Transfer of employee to other offices Consequence: Inaccurate Inventory	Inventory	4	3	12	Constant updating of inventory	Asset Management Section	Year-round	2	2	4



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		List/RPCPPE										
3	Declared Process: Disbursement through check Risk Description: Shortage of check	Risk Cause: Limited allowable procurement of MDS Checks by the Bureau of Treasury Consequence: Delayed payment of obligations	Regular monitoring of checks issued.	4	2	8	Close coordination with the Accounting relative to disbursement thru checks	Cash Section	Daily	1	1	1
4	Declared Process: Disbursement through check Risk Description: Late submission of reports on Accounting	Risk Cause: Failure to encode data on the Cash Monitoring Tool Consequence: Possible Audit Observation Memorandum and COA findings (MDS-Account)	Regular updating of reports	4	4	16	Strict monitoring of data encoding in the Cash Transaction Monitoring Tool	Cash Section	Started March 2023	2	2	4
5	Declared Process: Transportation Service and Vehicle Maintenance (Scheduling of Use of Government Vehicle)	Risk Cause: Limited government service vehicles Consequence: Non provision of service vehicle	Scheduling Chart	4	4	16	Issued OM No. 54 s.2023 -For passengers with 15 or more, requesting party should include van	General Services Unit	March 2023	3	3	9



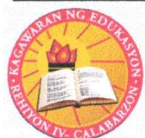
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	Risk Description: Overlapping schedule in the use of vehicle						rental in their RBA (addendum)					
6	Declared Process: Housekeeping & ground Maintenance Risk Description: Unskilled utility personnel in electrical, plumbing, carpentry	Risk Cause: Lack of skill of utility personnel Consequence: Poor housekeeping	Maintenance Work Evaluation Form/Driver's Evaluation Form	3	3	9	Coordinate with the ESP in-charge of TVL as well as SDO Rizal for assistance in the upskilling of utility personnel	General Services Unit	December 2023	2	3	6
7	Declared Process: Recruitment, Selection and Placement process Risk Description: Lengthy time to fill vacancies	Risk Cause: Employee movement Consequence: Affect operational efficiency and productivity	Plantilla of Personnel	3	3	9	Prioritize and strictly follow the timeline on recruitment and selection	Personnel Section	Within 2 months from the publication of vacant position	2	3	6
8	Declared Process: Payroll preparation-e-updates of employees' profiles	Risk Cause: Poor internet service Consequence:	Payroll master file	3	3	9	Utilization of mobile data	Personnel Section – Payroll Services	Every 7 th day of the month	2	3	6



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	Risk Description:											
	Risk Description: Internet downtime	Delay in payroll preparation										
9	Declared Process: Recruitment, Selection and Placement process Risk Description: Employee movements (e.g. resignation /retirement/promotion/transfer)	Risk Cause: High rate of employee turnover Consequence: Affect operational efficiency and productivity	Plantilla of Personnel	3	3	9	Shadowing; Buddy system	Personnel Section	January to December 2023	2	3	6
10	Declared Process: Payroll preparation Risk Description: Cybersecurity threat	Risk Cause: Malware and virus attack Consequence: Data breach	Payroll database	3	2	6	Request for provision of effective firewall for payroll and back-up	Payroll Services	December 2023	2	2	4
11	Declared Process: Procurement Planning Risk Description: Delay in commencement of procurement activities	Risk Cause: -Poor procurement planning -Late submission of documentary requirements by the end-user	Establish procurement planning system in the PMIS Conduct meeting or group discussion to the end-user	3	3	9	Continued collaboration with the end-users and collaboration with the PPRD for the improvement of the PMIS	Procurement Unit End-user PPRD	July 2023	2	2	4



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		Consequence: Insufficient time to conduct procurement process										
12	Declared Process: Certification, Authentication, and Verification Risk Description: Incomplete and with discrepancy CAV requirements	Risk Cause: Clients do not give importance to details in their CAV requirements Consequence: Unprocessed CAV request	Submission of additional or corrected CAV requirement thru email	2	2	4	Submission of CAV requirements thru Online Appointment System (OAS) or email prior to their visit to the Regional Office	Records Section	On-going	1	1	1

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Approved by:

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Regional Director



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