



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

OPPORTUNITY REGISTRY

Effective as of: May 18, 2023

No	DECLARED PROCESS & OPPORTUNITY STATEMENT <i>(include benefit once opportunity is encountered)</i>	LIKELIHOOD	IMPACT	OPPORTUNITY RATING	OPPORTUNITY PURSUIT ACTION PLAN <i>(may refer to other planning documents)</i>	PERSON/OFFICE RESPONSIBLE	TARGET DATE
1.	Declared Process: Asset Utilization and Inventory Opportunity Statement: Submission of Updated Report on the Physical Count of Property, Plant, and Equipment (RPCPPE), Report on the Physical Count of Semi-Expendable Property (RPCSP), and Physical Count of Inventory	5	4	20	Semi-annual and annual reconciliation with Accounting Section	Asset Management Section	Quarterly
2.	Declared Process: Asset Utilization and Inventory Opportunity Statement: Utilization of Asset Management System	5	4	20	Maximize the use of Asset Management System features	Asset Management Section	Year-round
3	Declared Process: Asset Utilization and Inventory	4	4	16	Request for system improvement	ICT	October 2023



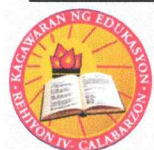
Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.:02-8682-2114
Email Address:region4a@deped.gov.ph
Website:depedcalabarzon.ph

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	Opportunity Statement: Enhancement of Asset Management System					Asset Management Section	
4.	Declared Process: Disbursement thru check and ADA Opportunity Statement: Utilization of Cash Transaction Monitoring System / Tool (formulated excel file)	3	3	9	Enhancement of the Cash Monitoring System / Tool	Cash Section	July to September 2023
5.	Declared Process: Transaction Service and Vehicle Maintenance Opportunity Statement: Well implemented vehicle maintenance	3	4	12	Enhancement of vehicle maintenance plan	General Services Unit	November 2023
6.	Declared Process: Recruitment, Selection, and Placement (RSP) process Opportunity Statement: Defined recruitment, selection, and placement process	4	5	20	Capacitate the HRMPSB and the Personnel in-charge of RSP	Personnel Section HRMPSB	August 2023
7.	Declared Process: Payroll preparation Opportunity Statement:	4	5	20	Enhancement of skills and knowledge on accurate submission of reports	Payroll Services	July 2023



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	Online submission of employees' profile for payroll updates/ integration						
8.	Declared Process: Recruitment, Selection, and Placement (RSP) process Opportunity Statement: Equal employment opportunity to qualified applicants	4	5	20	Widest dissemination of publication of vacancies thru email to oversight agencies, and other universities and colleges	Personnel Section	January to December 2023
9.	Declared Process: Payroll preparation Opportunity Statement: Reconciled data with the field offices, DBM, Philhealth and Pag-IBIG	5	5	25	Coordination with the field offices, and oversight agencies	Personnel Section – Payroll Services	January to December 2023
10.	Declared Process: Handling of Incoming and Outgoing Communication Opportunity Statement: Easy access to documents thru TEADoc/TEAHub	3	3	9	Letter of Request for a Record Personnel who will take charge in the archiving and monitoring of TEAHub (especially pending & overdue documents)	Record Section	June 2023
11.	Declared Process: Records Disposition Opportunity Statement: Digitization/Scanning of Documents with permanent	3	3	9	Request for additional fast scanner, and server for storing back up files of documents with permanent value (for inclusion in the	Record Section	December 2023



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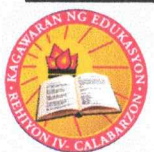
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	value				budget for next year)		

Prepared by:

ANN GERALYN T. PELIAS
Chief Administrative Officer

Approved by:

ATTY. ALBERTO T. ESOBRTE, CESO II
Regional Director



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