



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
RISK REGISTRY
 Effective as of April 27, 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	<p>Declared Process: Grants of Permits and Recognitions</p> <p>Risk description Conflict of schedule of QAD team on the conduct of ocular inspection of private school applying for government permit (new/recognition)</p>	<p>Cause: Some scheduled inspections were cancelled due to equally important activities of the in-charge/some private schools beg to postpone inspection due to unavailability of required requirements.</p> <p>Consequence:</p>	Letter address to the SDS on the scheduled joint ocular inspection.	1	3	3 (Low)	Strictly comply with the set scheduled and closely coordinate with the SDO Counterparts that all requirements are complete prior to ocular inspection.	QAD	Monthly			



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		Delay on the processing of the permits and recognitions.										
2	Declared Process: Grants of Permits and Recognitions Risk description Inability to process application of clients on time due to inappropriate and incomplete submission of documents.	Cause: Clients are not responsive on the submission of lacking documents. Incomplete and inappropriate submission of required documents.	Checklist of Documentary Requirements as regards granting of permits for new/recognition	3	3	9(Medium)	Conduct a virtual capacity building to SDO Counterparts on the reiteration and strict compliance of the	QAD	November 2023			



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		Consequence: Delay in the processing and evaluation of the documents for granting the permit and recognition.										
3	Declared Process: All Risk description: Unexpected exit of QAD personnel	Cause: Loss of personnel Consequence: Less efficiency of QAD in	Minutes of the meeting	5	5	25(High)	Upskilling of QAD personnel	QAD	Quarterly			



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		accomplishing tasks										
4	Declared Process: Quality Assurance, Monitoring and Evaluation (QAME) of Regional Trainings Risk description: Unexpected inter-FDs /inter-agency activities that requires QAME assistance.	Cause: Requested QAME assistance of inter FDs that requires time allotment in the preparation of evaluation link and harvesting data. Consequence: Delayed payment of obligations to services rendered	Request letter training and matrix/Calendar of activities	2	3	6(Medium)	Immediate dissemination of request QAME of inter FDs for their activities and delegation of assigned QAME Associates for the entire year.	QAD	Quarterly			



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	Declared Process & Risk Description	Risk Causes & Consequences	Current controls	Likelihood (L)	Impact (I)	Risk Rating (RR)	Action/Response	Person/Offic e Responsible	Target Date	L	I	RR
		by contractor or supplier.										

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