



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

**RISK & OPPORTUNITY MONITORING & REVIEW FORM**

Bureau/ Service/ Functional Division/ School: Office of the Regional Director

Date of Monitoring: October 3, 2023

DECLARED PROCESS & RISK DESCRIPTION/ OPPORTUNITY STATEMENT (from the Risk Registry and Opportunity Registry)	RISK/OPPORTUNITY RATING		RISK/ OPPORTUNITY STATUS (put a checkmark)			EXPLANATION (Reason for the Risk/ Opportunity Status)	RECOMMENDATION OF THE RMT
	Before (beginning of quarter) (from the Risk/opportunity Registry)	After (actual Risk Rating at the end of quarter)	Increased	Reduced	Recurring		
<b>RISK</b>							
<b>Declared Process</b> <ul style="list-style-type: none"> <li>Evaluation, Investigation, Review, and/or Resolution of Complaints/Cases of DepEd Officials, Teaching, and Non-teaching Personnel (Acting on the FFIR, and FIR on</li> </ul>	15 (High)	15 (High)			✓	The risks are still recurring as the risk treatment has not been fully implemented yet.	Implement treatment and mitigation measures to reduce risk rating.



Address: Gate 2, Karangalan Village, Cainta, Rizal  
 Telephone Nos.: 02-8682-2114  
 Email Address: region4a@deped.gov.ph  
 Website: depedcalabarzon.ph

Doc. Ref. Code	PAWIM-F-006	Rev	00
Effectivity	09.20.21	Page	1 of 1



Certificate No. PHP QMS 22 93 0085

<p>Complaints against Teaching Personnel in the Region and Teaching-related and non-teaching personnel in the RO (Legal)</p> <ul style="list-style-type: none"> <li>• Processing of Certificate of No-pending Case and Authority to Travel Abroad (Legal)</li> <li>• Private Education Regulations and Development: Review and Development of Policies, Operation and Closure (temporary/permanent), Permit/Recognition - a, b, &amp; c (Legal)</li> <li>• Public Relations and Assistance</li> </ul> <p><b>Risk Description</b> Insufficient number of regular or plantilla positions in the ORD</p>						
---	--	--	--	--	--	--



Address: Gate 2, Karangalan Village, Cainta, Rizal  
 Telephone Nos.: 02-8682-2114  
 Email Address: region4a@deped.gov.ph  
 Website: depedcalabarzon.ph

Doc. Ref. Code	PAWIM-F-006	Rev	00
Effectivity	09.20.21	Page	2 of 2



Certificate No. PHP QMS  
22 93 0085

<p><b>Declared Process</b>  Evaluation, Investigation, Review, and/or Resolution of Complaints/Cases of DepEd Officials, Teaching, and Non-teaching Personnel: ((h) Conducting Preliminary Investigation on Complaint against DepED Officials, Teaching Personnel in the Region and Teaching-related and non-teaching personnel in the RO, (i) Conducting fact-possible amicable settlement on Complaint against DepED Officials, Teaching Personnel in the Region and Teaching-related and non-teaching personnel in the RO , &amp; (j) Conducting fact-finding investigation on Complaint against DepED Officials, Teaching Personnel in the Region and Teaching-related and non-teaching personnel in the RO (Legal)</p> <p><b>Risk Description</b>  Limited office space</p>	10 (High)	10 (High)			✓	Implement treatment and mitigation measures to reduce risk rating.
--	--------------	--------------	--	--	---	--



**Address:** Gate 2, Karangalan Village, Cainta, Rizal  
**Telephone Nos.:** 02-8682-2114  
**Email Address:** region4a@deped.gov.ph  
**Website:** depedcalabarzon.ph

Doc. Ref. Code	PAWIM-F-006	Rev	00
Effectivity	09.20.21	Page	3 of 3



Certificate No. PHP QMS  
22 93 0085



<p><b>Declared Process</b> Materials Production</p> <p><b>Risk Description</b> Lack of trained personnel for technical work</p>	6 (Medium)	6 (Medium)			✓		Implement treatment and mitigation measures to reduce risk rating.
<p><b>Declared Process</b> Evaluation, Investigation, Review, and/or Resolution of Complaints/Cases of DepEd Officials, Teaching, and Non-teaching Personnel ((a) Commencing Administrative Cases against DepEd Officials, Teaching Personnel in the Region and Teaching-related, Non-Teaching Personnel in the RO)</p> <p><b>Risk Description</b> Increasing number of administrative cases filed against teaching personnel and private schools.</p>	20 (High)	20 (High)			✓		Implement treatment and mitigation measures to reduce risk rating.
<p><b>Declared Process</b> Evaluation, Investigation, Review, and/or Resolution of Complaints/Cases of DepEd</p>	15 (High)	15 (High)			✓		Implement treatment and mitigation measures to reduce risk rating.



**Address:** Gate 2, Karangalan Village, Cainta, Rizal  
**Telephone Nos.:** 02-8682-2114  
**Email Address:** region4a@deped.gov.ph  
**Website:** depedcalabarzon.ph

<b>Doc. Ref. Code</b>	PAWIM-F-006	<b>Rev</b>	00
<b>Effectivity</b>	09.20.21	<b>Page</b>	4 of 4



Certificate No. PHP QMS  
22 93 0085

<p>Officials, Teaching, and Non-teaching Personnel ((a) Commencing Administrative Cases against DepEd Officials, Teaching Personnel in the Region and Teaching-related, Non-Teaching Personnel in the RO;(b)Acting on the FFIR , and FIR on Complaints against Teaching Personnel in the Region and Teaching-related and non-teaching personnel in the RO (Legal)</p> <p>Private Education Regulations and Development: Review and Development of Policies; Operation and Closure (temporary/permanent), Permit/Recognition - a, b, &amp; c</p> <p><b>Risk Description</b> Voluminous administrative cases, complaints, and related concerns.</p>						
<p><b>Declared Process</b></p> <ul style="list-style-type: none"> <li>Correcting Entries in the School Record;</li> </ul>	15 (High)	15 (High)		✓		Implement treatment and mitigation measures to reduce risk rating.



Address: Gate 2, Karangalan Village, Cainta, Rizal  
 Telephone Nos.: 02-8682-2114  
 Email Address: region4a@deped.gov.ph  
 Website: depedcalabarzon.ph

Doc. Ref. Code	PAWIM-F-006	Rev	00
Effectivity	09.20.21	Page	5 of 5



Certificate No. PHP QMS 22 93 0085

<ul style="list-style-type: none"> <li>Processing Certificate of No-pending Case and Authority to Travel Abroad (LEGAL)</li> </ul> <p><b>Risk Description</b> Strict ARTA timeline.</p>						
<p><b>Declared Process</b> Management of Technology Infrastructure</p> <p><b>Risk Description</b> Insufficient ICT infrastructure (cloud storage)</p>	12 (High)	12 (High)			✓	Implement treatment and mitigation measures to reduce risk rating.
<p><b>Declared Process</b> Management of Technology Infrastructure</p> <p><b>Risk Description</b> Unavailability of ISSP</p>	25 (High)	25 (High)			✓	Implement treatment and mitigation measures to reduce risk rating.
<p><b>Declared Process</b> User Support/Help Desk</p> <p><b>Risk Description</b> Limited software license</p>	16 (High)	16 (High)			✓	Implement treatment and mitigation measures to reduce risk rating.



<b>Declared Process</b> User Support/Help Desk	12 (High)	12 (High)			✓		Implement treatment and mitigation measures to reduce risk rating.
<b>Risk Description</b> Occurrence of natural and manmade calamities							
<b>Declared Process</b> User Support/Help Desk	20 (High)	20 (High)			✓		Implement treatment and mitigation measures to reduce risk rating.
<b>Risk Description</b> Vulnerability to cyber threats and copyright infringement.							
<b>OPPORTUNITY</b>							
<b>Declared Process</b> All processes	16 (High)	16 (High)			✓	The opportunities are still recurring as the opportunity pursuit action plan has not been fully implemented yet.	Implement pursuit action plan measures to maximize identified opportunity and reduce the rating.
<b>Opportunity Statement</b> Top Management supportive of collaborative effort of offices							
<b>Declared Process</b> <ul style="list-style-type: none"> <li>• Policy Implementation</li> <li>• Policy Review</li> </ul>	16 (High)	16 (High)			✓		Implement pursuit action plan measures to maximize identified opportunity and reduce the rating.

<ul style="list-style-type: none"> <li>• Legal Review of Proposed DepEd Policies/Issuances, Agreements, and Other Legal Documents</li> <li>• Development and Implementation of DepEd Child Protection Programs</li> </ul> <p><b>Opportunity Statement</b> DepEd provided implementing guidelines on various DepEd Issuances</p>						
<p><b>Declared Process</b> All processes</p> <p><b>Opportunity Statement</b> Standardized processes are in placed</p>	25 (High)	25 (High)			✓	Implement pursuit action plan measures to maximize identified opportunity and reduce the rating.
<p><b>Declared Process</b></p> <ul style="list-style-type: none"> <li>• Sites Titling and Oversight of DepEd School Sites (Legal)</li> <li>• Development of DepEd Child Protection Programs (Legal)</li> </ul>	20 (High)	20 (High)			✓	Implement pursuit action plan measures to maximize identified opportunity and reduce the rating.



**Address:** Gate 2, Karangalan Village, Cainta, Rizal  
**Telephone Nos.:** 02-8682-2114  
**Email Address:** region4a@deped.gov.ph  
**Website:** depedcalabarzon.ph

<b>Doc. Ref. Code</b>	PAWIM-F-006	<b>Rev</b>	00
<b>Effectivity</b>	09.20.21	<b>Page</b>	8 of 8



Certificate No. PHP QMS  
22 93 0085



<ul style="list-style-type: none"> <li>• Assistance to the Office of the Solicitor General in pending cases involving DepEd (Legal)</li> <li>• Public Relations and Assistance</li> <li>• Media Relations</li> <li>• Communication Planning, Management, Monitoring, and Evaluation</li> </ul> <p><b>Opportunity Statement</b> Strengthened partnership and coordination with line agencies, NGOs, and other DepEd offices</p>						
<p><b>Declared Process:</b> Management of Technology Infrastructure</p> <p><b>Opportunity Statement:</b> Availability of new technologies</p>	25 (High)	25 (High)			✓	Implement pursuit action plan measures to maximize identified opportunity and reduce the rating.
<p><b>Declared process</b></p> <ul style="list-style-type: none"> <li>• Evaluation, Investigation, Review, and/or Resolution of Complaints/Cases of DepEd</li> </ul>	25 (High)	25 (High)			✓	Implement pursuit action plan measures to maximize identified opportunity and reduce the rating.



Address: Gate 2, Karangalan Village, Cainta, Rizal  
 Telephone Nos.: 02-8682-2114  
 Email Address: region4a@deped.gov.ph  
 Website: depedcalabarzon.ph

Doc. Ref. Code	PAWIM-F-006	Rev	00
Effectivity	09.20.21	Page	9 of 9



Certificate No. PHP QMS  
22 93 0085

<p>Officials, Teaching, and Non-teaching Personnel: h,i,j, &amp; k (Legal)</p> <ul style="list-style-type: none"> <li>• Legal Review of proposed DepEd Policies/Issuances, Agreements, and other Legal Documents: b (Legal)</li> <li>• Development and Implementation of DepEd Child Protection Programs: a (Legal)</li> <li>• Materials Production</li> <li>• Public Relations and Assistance</li> <li>• Management of ICT Solution</li> </ul> <p><b>Opportunity Statement</b> Various platforms are utilized for efficient delivery of services</p>						
<p><b>Declared Process:</b> Communication Planning, Management, Monitoring, and Evaluation</p> <p><b>Opportunity Statement:</b></p>	16 (High)	16 (High)		✓		Implement pursuit action plan measures to maximize identified opportunity and reduce the rating.



Address: Gate 2, Karangalan Village, Cainta, Rizal  
 Telephone Nos.: 02-8682-2114  
 Email Address: region4a@deped.gov.ph  
 Website: depedcalabarzon.ph

Doc. Ref. Code	PAWIM-F-006	Rev	00
Effectivity	09.20.21	Page	10 of 10



Certificate No. PHP QMS  
22 93 0085

Wide reach of social media platforms							
--------------------------------------	--	--	--	--	--	--	--

Monitored by:

*Ariel M. Azuelo*  


---

**ARIEL M. AZUELO**  
 Member, RMT

Reviewed by:

*emz Zapanta*  


---

**EDUARDA M. ZAPANTA**  
 Lead, RMT

Acknowledged by:

*Loida N. Nidea*  


---

**LOIDA N. NIDEA**  
 Schools Division Superintendent  
 Officer-in-Charge  
 Office of the Assistant Regional Director



**Address:** Gate 2, Karangalan Village, Cainta, Rizal  
**Telephone Nos.:** 02-8682-2114  
**Email Address:** region4a@deped.gov.ph  
**Website:** depedcalabarzon.ph

<b>Doc. Ref. Code</b>	PAWIM-F-006	<b>Rev</b>	00
<b>Effectivity</b>	09.20.21	<b>Page</b>	11 of 11



Certificate No. PHP QMS  
22 93 0085