

Department of Education

REGION IV-A CALABARZON

RISK REGISTRY

Effective as of: May 21, 2024

		No
Declared Processes: All processes Risk Description: Unattended or delayed response to email/communicatio ns Unattended activities/meetings Declared Processes: Most of the processes can be affected.	Declared Process & Risk Description	
Risk Causes: Overlapping of activities and delayed receipt of notices and communications, Limited staff to attend email/communications Consequence: unattended invites/meetings leading to client dissatisfaction Risk Causes: Outdated ICT Equipment	Risk Causes & Consequences	Risk Identification
Review email requests/ referred communications individually to check upcoming activities Use of available software on data management and	Current controls	
3 4	Likelihoo Impact d (L) (I)	Risk Risk
ω 4	Impact (I)	Risk Analysis & Risk Evaluation
12	Risk Rating (RR)	sis &
Sustain the functional PPRD Monthly tasking to track upcoming activities and notify concerned personnel. Proactively notify the Records Section and/or the ORD on the advance communications received. Establish partnership with SDO counterpart/s	Action/ Response	Risk T
PPRD	Person/Office Responsible	Risk Treatment
Everyday Within 2nd Quarter	Target Date	
ω ω	1	Tary Asso
ν ω	I	Target Risk Assessment (after treatment)
6 9	RR	Risk lent nt)

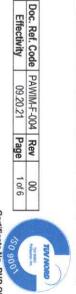






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3	0 1: 1: 2 1 1 1 1 1 1 1		No
Declared Processes: All processes can be affected. Attainment of quality, efficient and timely delivery	Attainment of quality, efficient and timely delivery of outputs can be compromised. Risk Description: Limited modern processing capacity for data management Unavailability of modern software to improve the delivery of services	Declared Process & Risk Description	
Risk Causes: Activities across levels of governance are not scheduled properly	Consequence: Unable to maximize modern technology for easier processing of data	Risk Causes & Consequences	Risk Identification
Simultaneous conduct and attendance to activities using hybrid setup	other relevant areas	S Current controls	
4		Likelihoo Impact d (L) (I)	Risk Risk
4		Impact (I)	Risk Analysis & Risk Evaluation
16		Risk Rating (RR)	sis &
Strict and documented management of Regional Calendar of Activities	with existing software subscription to access modern software	Action/ Response	Risk T
PPRD		Person/Office Responsible	Risk Treatment
January to December		Target Date	
ω		1	Targ Asse trec
ω		-	Target Risk Assessment (after treatment)
9		RR	ent ent







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No		Risk Identification		Risk Risk	Risk Analysis & Risk Evaluation	Risk		Risk T	Risk Treatment		Risk Treatment Risk Treatment (after treatment)
	Declared Process & Risk Description	Risk Causes & Consequences	Current controls	Likelihoo d (L)	Impact (I)	Risk Rating (RR)		Action/ Response	Action/ Response Responsible		Person/Office Responsible
	of outputs can be compromised.	Consequence: Conflict in schedule, participants and	Sending of representatives				S & S	Close coordination with the stakeholders to	ose coordination the the akeholders to	ose coordination ith the akeholders to	ose coordination Ith the akeholders to
	Overlapping and objective simultaneous conduct of activities activities	compromised activity objectives, possible unattendance to sactivities						anticipate upcoming schedules	anticipate upcoming schedules	anticipate upcoming schedules	anticipate upcoming schedules
	Declared Processes: Data Dissemination (Data Decrees)	Declared Processes: Risk Causes: Data Dissemination Increase in demand Of DDDD Services									
	(Data Request), Operational Planning,	of PPRD services, unavailability of PPRD personnel due	Prioritization of					Maintain functional and	Maintain functional and	Maintain functional and	Maintain functional and
4	Management Information System			4	ω	12		and mechanisms	and mechanisms PPRD	isms	isms PPRD
	Risk Description:	Consequence: Delay in the delivery	of request				t 0) F	attend to client	attend to client	attend to client	attend to client
	Simultaneous	of services leading					-	Heeds	needs	Tecas	песах
	requests from	to client									
	various clientele	dissatisfaction									
	Declared Processes:	Risk Causes:	Employment of					Securing of	Securing of	Securing of	Securing of
S	All processes can	Limited authorized	multitasking	4	ω	12		additional job	additional job PPRD		PPRD
	be affected.	positions of PPRD to mechanisms to	mechanisms to					order position to	order position to	order position to	order position to







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0			No
All processes can be affected. Attainment of quality, efficient and timely delivery of outputs can be compromised. Risk Description: Limited DepEd Google Drive storage	Attainment of quality, efficient and timely delivery of outputs can be compromised. Risk Description: Limited Staff to perform various functions	Declared Process & Risk Description	
Risk Causes: Organizational Google Drive capacity has reached its limit Consequence: Unable to properly use Google Workspace/ Productivity Tools	efficiently cover all key result areas Consequence: Delay in the delivery of services leading to client dissatisfaction	Risk Causes & Consequences	Risk Identification
Use of One Drive ecosystem	cover all key result areas	Current controls	
2		Likelihoo Impact d (L) (I)	Risk Risk
Ω		Impact (I)	Risk Analysis & Risk Evaluation
10		Risk Rating (RR)	sis & ation
Coaching on the use of MS Drive and Online Productivity Tools	augment existing workforce	Action/ Response	Risk T
PPRD		Person/Office Responsible	Risk Treatment
July		Target Date	
N		1	Targ Asse (c
ω		-	Target Risk Assessment (after treatment)
6		RR	isk ent







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7			No
Declared Processes: All processes can be affected. Attainment of quality, efficient and timely delivery of outputs can be compromised. Risk Description: Outdated ICT Equipment (Desktops)	that paralyzes the usual operations	Declared Process & Risk Description	
Risk Causes: Existing ICT Equipment in PPRD are out of date Consequence: Delay in the processing of daily tasks, unable to access multiple applications simultaneously		Risk Causes & Consequences	Risk Identification
Close coordination with ICT Unit to regularly update and troubleshoot encountered hardware/ software errors Use of personal ICT Equipment		Current controls	
4		Likelihoo Impact d (L) (I)	Risk Risk
ω		Impact (I)	Risk Analysis & Risk Evaluation
12		Risk Rating (RR)	sis &
Provide internal coaching on how to do housekeeping and proper file management		Action/ Response	Risk T
PPRD		Person/Office Responsible	Risk Treatment
July		Target Date	
ω		ı	Targ Asse (c
ω		I H	Target Risk Assessment (after treatment)
9		RR	sk nt

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