



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

RISK REGISTRY
 Effective as of: May 21, 2024

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><u>Declared Processes:</u> All processes</p> <p><u>Risk Description:</u> Unattended or delayed response to email/communications</p> <p>Unattended activities/meetings</p>	<p><u>Risk Causes:</u> Overlapping of activities and delayed receipt of notices and communications, Limited staff to attend email/communications</p> <p><u>Consequence:</u> unattended invites/meetings leading to client dissatisfaction</p>	<p>Review email requests / referred communications individually to check upcoming activities</p>	4	3	12	<p>Sustain the functional PPRD Monthly tasking to track upcoming activities and notify concerned personnel.</p> <p>Proactively notify the Records Section and/or the ORD on the advance communications received.</p>	PPRD	Everyday	3	3	9
2	<p><u>Declared Processes:</u> Most of the processes can be affected.</p>	<p><u>Risk Causes:</u> Outdated ICT Equipment</p>	<p>Use of available software on data management and</p>	3	4	12	<p>Establish partnership with SDO counterpart/s</p>	PPRD	Within 2 nd Quarter	3	2	6

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3	<p>Attainment of quality, efficient and timely delivery of outputs can be compromised.</p> <p><u>Risk Description:</u> Limited modern processing capacity for data management</p> <p>Unavailability of modern software to improve the delivery of services</p> <p><u>Declared Processes:</u> All processes can be affected. Attainment of quality, efficient and timely delivery</p>	<p><u>Consequence:</u> Unable to maximize modern technology for easier processing of data</p>	<p>other relevant areas</p>	4	4	16	<p>with existing software subscription to access modern software</p> <p>Strict and documented management of Regional Calendar of Activities</p>	PPRD	January to December	3	3	9

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4	<p>of outputs can be compromised.</p> <p><u>Risk Description:</u> Overlapping and simultaneous conduct of activities</p> <p><u>Declared Processes:</u> Data Dissemination (Data Request), Operational Planning, Management Information System</p>	<p><u>Risk Causes:</u> Increase in demand of PPRD services, unavailability of PPRD personnel due to schedule overlap</p> <p><u>Consequence:</u> Delay in the delivery of services leading to client dissatisfaction</p>	<p>Sending of representatives</p> <p>Prioritization of requests based on urgency, and date of request</p>	4	3	12	<p>Close coordination with the stakeholders to anticipate upcoming schedules</p> <p>Maintain functional and timely database and mechanisms attend to client needs</p>	PPRD	Quarterly	3	3	9
5	<p>All processes can be affected.</p> <p><u>Declared Processes:</u></p>	<p><u>Risk Causes:</u> Limited authorized positions of PPRD to</p>	<p>Employment of multitasking mechanisms to</p>	4	3	12	<p>Securing of additional job order position to</p>	PPRD	July	3	3	9

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6	<p>Attainment of quality, efficient and timely delivery of outputs can be compromised.</p> <p><u>Risk Description:</u> Limited Staff to perform various functions</p> <p><u>Declared Processes:</u> All processes can be affected. Attainment of quality, efficient and timely delivery of outputs can be compromised.</p> <p><u>Risk Description:</u> Limited DepEd Google Drive storage</p>	<p>efficiently cover all key result areas</p> <p><u>Consequence:</u> Delay in the delivery of services leading to client dissatisfaction</p> <p><u>Risk Causes:</u> Organizational Google Drive capacity has reached its limit</p> <p><u>Consequence:</u> Unable to properly use Google Workspace / Productivity Tools</p>	<p>cover all key result areas</p> <p>Use of One Drive ecosystem</p>	2	5	10	Coaching on the use of MS Drive and Online Productivity Tools	PPRD	July	2	3	6

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7	that paralyzes the usual operations <u>Declared Processes:</u> All processes can be affected. Attainment of quality, efficient and timely delivery of outputs can be compromised. <u>Risk Description:</u> Outdated ICT Equipment (Desktops)	<u>Risk Causes:</u> Existing ICT Equipment in PPRD are out of date <u>Consequence:</u> Delay in the processing of daily tasks, unable to access multiple applications simultaneously	Close coordination with ICT Unit to regularly update and troubleshoot encountered hardware / software errors Use of personal ICT Equipment	4	3	12	Provide internal coaching on how to do housekeeping and proper file management	PPRD	July	3	3	9

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