



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

**RISK REGISTRY**

Effective as of: March 26, 2024

| No | Risk Identification  |  |  | Risk Analysis & Risk Evaluation     |                |            | Risk Treatment   |  |                             | Target Risk Assessment<br><i>(after treatment)</i> |   |   |    |
|----|--|--|--|-------------------------------------|----------------|------------|------------------|--|-----------------------------|--|---|---|----|
|    | Declared Process & Risk Description  | Risk Causes & Consequences   | Risk Cause:  | Current controls                    | Likelihood (L) | Impact (I) | Risk Rating (RR) | Action / Response  | Person / Office Responsible | Target Date  | L | I | RR |
| 1. | <b>Declared Process:</b><br>Asset Utilization and Inventory<br><br><b>Risk Description:</b><br>Transfer of equipment without proper coordination | <b>Risk Cause:</b><br>Transfer of employee to other offices<br><br><b>Consequence:</b><br>Inaccurate Inventory List/RPCPPE/RPC SP                        | <b>Risk Cause:</b><br>Transfer of employee to other offices<br><br><b>Consequence:</b><br>Inaccurate Inventory List/RPCPPE/RPC SP                        | Inventory                           | 3              | 3          | 9<br>(medium)    | Constant updating of inventory and reconciliation with Accounting section                                      | Asset Management Section    | Year-round   | 2 | 2 | 4  |
| 2. | <b>Declared Process:</b><br>Disbursement through check<br><br><b>Risk Description:</b><br>Shortage of checks                                     | <b>Risk Cause:</b><br>Limited allowable procurement of MDS Checks by the Bureau of Treasury<br><br><b>Consequence:</b><br>Deferment of the processing of | <b>Risk Cause:</b><br>Limited allowable procurement of MDS Checks by the Bureau of Treasury<br><br><b>Consequence:</b><br>Deferment of the processing of | Regular monitoring of checks issued | 3              | 2          | 6<br>(medium)    | Close coordination with the focal of suppliers relative to disbursement thru checks and issuance of Memorandum | Cash Section                | Daily  | 2 | 2 | 4  |

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Certificate No. PMP-045  
27.01.2005

| No | Risk Identification   | Risk Analysis & Risk Evaluation   | Risk Treatment  | Target Risk Assessment (after treatment) |
|----|---|---|---|--|
| 3. | <p><b>Declared Process:</b><br/>Housekeeping &amp; Ground Maintenance</p> <p><b>Risk Cause:</b><br/>Lack of skill of utility personnel</p> <p><b>Risk Description:</b><br/>Unskilled utility personnel in electrical, plumbing, carpentry</p> | <p><b>Risk Cause:</b><br/>Maintenance Work Evaluation Form/Driver's Evaluation Form</p> <p>3      3      9 (medium)</p>   | <p>To coordinate with HRDD through Professional Development</p> <p>General Services Unitr 2024</p> <p>December 2024</p>   | <p>2      3      6</p>                   |
| 4. | <p><b>Declared Process:</b><br/>Recruitment, Selection and Placement process</p> <p><b>Risk Description:</b><br/>Lengthy time to fill vacancies</p>   | <p><b>Risk Cause:</b><br/>Employee movement</p> <p><b>Consequence:</b><br/>Affect operational efficiency and productivity</p> <p>3      2      6 (medium)</p>           | <p>Prioritize and strictly follow the timeline on recruitment and selection</p> <p>Creation of HRMPSB sub-teams</p> <p>Personnel Section</p> <p>Within 2 months from the publication of vacant position</p> | <p>2      2      4</p>                   |
| 5. | <p><b>Declared Process:</b><br/>Recruitment, Selection, and Placement process</p> <p><b>Risk Description:</b><br/>Employee movements (e.g. resignation)</p>   | <p><b>Risk Cause:</b><br/>High rate of employee turnover</p> <p><b>Consequence:</b><br/>Affect operational efficiency and productivity</p> <p>2      2      4 (low)</p> | <p>Coaching and mentoring</p> <p>Personnel Section</p> <p>January to June 2024</p>  | <p>2      2      4</p>                   |

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Certificate No. PAF/045  
23/01/0016

| No | Risk Identification   | Risk Analysis & Risk Evaluation   |  |   | Risk Treatment |         | Target Risk Assessment (after treatment)  |                                      |               |   |   |   |
|----|---|---|--|---|----------------|---------|---|--------------------------------------|---------------|---|---|---|
|    | /retirement/promotion/transfer)   |   |  |   |                |         |   |                                      |               |   |   |   |
| 6. | <b>Declared Process:</b><br>Payroll preparation<br><b>Risk Description:</b><br>Cybersecurity threat   | <b>Risk Cause:</b><br>Malware and virus attack<br><b>Consequence:</b><br>Data breach  | Payroll database   | 2 | 2              | 4 (low) | Check and update antivirus software as an alternative solution in coordination with the ICT | Personnel Section - Payroll Services | December 2024 | 2 | 2 | 4 |
| 7. | <b>Declared Process:</b><br>Certification, Authentication, and Verification<br><b>Risk Description:</b><br>Incomplete and with discrepancy CAV requirements | <b>Risk Cause:</b><br>Clients do not give importance to details in their CAV requirements<br><b>Consequence:</b><br>Unprocessed CAV request | Submission of additional or corrected CAV requirements through email | 2 | 2              | 4 (low) | Submission of CAV requirements thru the Online Appointment System (OAS)                     | Records Section                      | On-going      | 1 | 1 | 1 |

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