



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

OPPORTUNITY REGISTRY

Effective as of: March 26, 2024

No	DECLARED PROCESS & OPPORTUNITY STATEMENT <i>(include benefit once opportunity is encountered)</i>	LIKELIHOOD	IMPACT	OPPORTUNITY RATING	OPPORTUNITY PURSUIT ACTION PLAN <i>(may refer to other planning documents)</i>	PERSON / OFFICE RESPONSIBLE	TARGET DATE
1.	Declared Process: Asset Utilization and Inventory Opportunity Statement: Submission of Updated Report on the Physical Count of Property, Plant, and Equipment (RPCPPE), Report on the Physical Count of Semi-Expendable Property (RPCSP), and Physical Count of Inventory	4	4	16 (High)	Semi-annual and annual reconciliation with the Accounting Section	Asset Management Section	April to June 2024
2.	Declared Process: Asset Utilization and Inventory Opportunity Statement: Utilization of Asset Management System	2	2	4 (Low)	Maximize the use of Asset Management System features Implemented	Asset Management Section	Year-round
3.	Declared Process: Asset Utilization and Inventory	2	2	4 (Low)	Ongoing implementation	ICT Asset Management	2024

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Doc. Ref. Code	PAWIM-F-005	Rev	00
Effectivity	09.20.21	Page	1 of 4



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	Opportunity Statement: Enhancement of Asset Management System Declared Process: Disbursement thru check and ADA					Section	
4.	Opportunity Statement: Utilization of Cash Transaction Monitoring System / Tool <i>(formulated Excel file)</i> Declared Process: Transaction Service and Vehicle Maintenance Opportunity Statement: Well-implemented vehicle maintenance	1	1	1 (Low)	Continuing enhancement of the Cash Monitoring System / Tool Implemented	Cash Section	January to June 2024
5.	Declared Process: Transaction Service and Vehicle Maintenance Opportunity Statement: Well-implemented vehicle maintenance	2	2	4 (Low)	Continuing enhancement of vehicle maintenance plan Implemented	General Services Unit	January to April 2024
6.	Declared Process: Recruitment, Selection, and Placement (RSP) process Opportunity Statement: Defined recruitment, selection, and placement process Declared Process: Payroll preparation Opportunity Statement: Online submission of employees'	3	3	9 (Low)	Continuous capability building of the HRMPSB and the Personnel in charge of RSP Enhancement of skills and knowledge on accurate submission of reports	Personnel Section HRMPSB	January to June 2024
7.	Declared Process: Payroll preparation Opportunity Statement: Online submission of employees'	3	4	12 (High)	Enhancement of skills and knowledge on accurate submission of reports	Personnel Section - Payroll Services	January to June 2024

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Doc. Ref. Code	PAWIN/F-005	Rev	00
Effectivity	09.20.21	Page	2 of 4



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	profiles for payroll updates / integration				Future downloading of payroll to SDO's		
8.	Declared Process: Recruitment, Selection, and Placement (RSP) process Opportunity Statement: Equal employment opportunity to qualified applicants	2	2	4 (Low)	Widest dissemination of publication of vacancies thru email to oversight agencies, and other universities and colleges	Personnel Section	2024
9.	Declared Process: Payroll preparation Opportunity Statement: Reconciled data with the field offices, DBM, Philhealth, GSIS and Pag-IBIG	4	3	12 (High)	Coordination with the field offices, and oversight agencies On-ongoing reconciliation	Personnel Section - Payroll Services	January to June 2024
10.	Declared Process: Handling of Incoming and Outgoing Communication Opportunity Statement: Easy access to documents thru TEAHub	4	4	16 (High)	Letter of Request for a Record Personnel who will take charge in the archiving and monitoring of TEAHub (especially pending & overdue documents)	Record Section	January to June 2024
11.	Declared Process: Records Disposition	3	3	9 (Medium)	Request for additional fast scanner, and Implemented	Record Section	June 2024

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Doc. Ref. Code	PAWIM-F-005	Rev	00
Effectivity	09 20 21	Page	3 of 4



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	Opportunity Statement: Digitization/Scanning of Documents with permanent value				server for storing back up files of documents with permanent value (for inclusion in the budget for next year) Request		

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Doc. Ref Code	PAWMM-F-005	Rev	00
Effectivity	09.20.21	Page	4 of 4

