



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

RISK & OPPORTUNITY MONITORING & REVIEW FORM

Bureau/Service/Functional Division/School: Administrative Services Division
 Date of Monitoring: March 26, 2024

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)			
Declared Process: Asset Utilization and Inventory Risk Description: -Transfer of equipment without proper coordination Declared Process: Disbursement through check Risk Description: -shortage of check	12 (High)	9 (Medium)	Increased Reduced Recurring	Risk has been reduced due constant updating and reconciliation with accounting section Close coordination with the focal of suppliers relative to disbursement thru checks and will issue memorandum	Continue employing the treatment / mitigation plan. Since the risk rating is not yet reducing, implement treatment mitigation plan for 2nd quarter.



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Certificate No. PMP 045
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<p>Declared Process: Housekeeping & Ground maintenance</p>	9 (Medium)	9 (Medium)	/	Will coordinate with HRDD through professional development.	Ensure implementation of treatment plan as scheduled.
<p>Risk Description: -Unskilled utility personnel in electrical, plumbing, carpentry</p>					
<p>Declared Process: Recruitment, selection, and placement process</p>	6 (Medium)	6 (Medium)	/	The creation of HRMPSB sub-teams to address the risk.	Ensure implementation of mitigation treatment plan for how to reduce the risk rating.
<p>Risk Description: -Lengthy time to fill vacancies</p>					
<p>Declared Process: Recruitment, selection, and placement process</p>	6 (Medium)	4 (Low)	/	Applied coaching and mentoring to reduce the risk.	Continue implementing the treatment plan to further reduce risk rating.
<p>Risk Description: -Employee movements (e.g. resignation / retirement / promotion / transfer)</p>					
<p>Declared Process: Payroll preparation</p>	4 (Low)	4 (Low)	/	Will check and update the existing antivirus software in coordination with ICT to address the risk.	Ensure implementation of treatment plan as scheduled.
<p>Risk Description: -Cybersecurity threat</p>					
<p>Declared Process: Certification, Authentication, and Verification</p>	4 (Low)	4 (Low)	/	Required submission of CAV requirements thru the Online Appointment system (OAS)	Ensure implementation of treatment plan as scheduled.
<p>Risk Description: -Incomplete and with</p>					

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discrepancy CAV requirements								
OPPORTUNITY								
Opportunity Description: Asset Utilization	16 (High)	16 (High)			/	Conducted semi-annual reconciliation with the accounting section		If the pursuit action plan was already implemented, reduce the opportunity rating. Otherwise, implement action plan as scheduled.
Opportunity Statement: -Submission of updated report on the Physical Count of Property, Plant, and Equipment (RPCPE), Report on the Physical Count of Semi-Expendable Property (RPCPE), and Physical Count Inventory								
Opportunity Description: Asset utilization and inventory	4 (Low)	4 (Low)			/	Maximizing the Asset Management System features.		Continue implementing the pursuit action plan for this opportunity.
Opportunity Statement: -Utilization of Asset Management System						Implemented through MOVs and relative documents.		
Opportunity Description: Asset utilization and inventory	9 (Medium)	4 (Low)			/	Ongoing implementation and improvements.		Continue implementing the pursuit action plan for this opportunity.
Opportunity Statement: -Enhancement of Asset Management System								
Opportunity Description: Disbursement thru check and ADA	6 (Medium)	1 (Low)			/	Maximization and enhancements of the Cash Monitoring System/Tool		Continue implementing this pursuit action plan to sustain maximization of opportunity.
Opportunity Statement: -Utilization of Cash Transaction						Implemented		

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Monitoring System / Tool (formulated excel file)								
Opportunity Description: Transaction service and vehicle maintenance	9 (Medium)	4 (Low)	/		Continuous improvement of the Vehicle Maintenance Plan Implemented	Continuous maximising the opportunity.		
Opportunity Statement: -Well-implemented vehicle maintenance								
Opportunity Description: Recruitment, Selection and Placement (RSP) process	16 (High)	9 (Medium)	/		Continuous capability building for HRMPSB as well as the personnel in charge of RSP	Continue maximizing the opportunity.		
Opportunity Statement: -Defined recruitment, selection, and placement process								
Opportunity Description: Payroll preparation	12 (High)	12 (High)	/		Continuing enhancements of the payroll in charge on submission of reports, as well as the future downloading of payroll to SDOS	Ensure implementation of the audit action plan as schedule.		
Opportunity Statement: -Online submission of employees' profiles for payroll updates / integration								
Opportunity Description: Recruitment, selection, and placement (RSP) process	20 (High)	4 (Low)	/		Reduced due to widest dissemination of publication of vacancies via email to the oversight agencies and other universities and colleges. Implemented through website.	Continue maximizing the opportunity.		
Opportunity Statement: -Equal employment opportunity to qualified applicants								

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Opportunity Description: Payroll preparation	16 (High)	12 (High)	/	/	Slightly reduced due to an ongoing reconciliation with field offices, and oversight agencies.	Continue implementing the pursuit action plan.
Opportunity Statement: -Reconciled data with the field offices, DBM, PhilHealth, GSIS and Pag-IBIG						
Opportunity Description: Handling of incoming and outgoing communication	9 (Medium)	16 (High)	/	/	Increased, will request for an additional personnel who will take charge in the archiving and monitoring of TEAHub (especially pending & overdue documents)	Ensure implementation of pursuit action plan to maximize high rating opportunity
Opportunity Statement: -Easy access to documents through TEAHub						
Opportunity Description: Records disposition	9 (Medium)	9 (Medium)	/	/	Request for additional fast scanner, and server for storing backup files of documents with permanent value (for inclusion in the budget for next year)	Ensure implementation of pursuit action plan.
Opportunity Statement: -Digitization / Scanning of documents with permanent value						

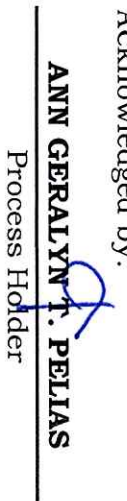
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