



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

RISK REGISTRY
Effective as of May 27, 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>Declared Process: Monitoring and Evaluation of PD Programs and PPAs</p> <p>Risk description Late request for QAME link/QAME Associate</p>	<p>Cause: Due to overlapping of activities, the program proponent overlooked the required QAME link request</p>	Registry of QAME for PPAs and PDPs	2	2	4 (Low)	Sharing the Registry of QAME for PPAs and PDPs to all FPD M&E Focal	EPPSS	June 28/September 27/December 27 2024			



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2	<p>Declared Process: Program Implementation Review (PIR)</p> <p>Risk description: Delayed submission of the reports for consolidation.</p>	<p>Cause: Due to equally important activities that the PMIS focal person of each FDS need to attend to during the Pre-PIR.</p> <p>Consequence: Late submission of the consolidated report for final checking.</p>	<p>Office Memorandum on the conduct of Pre-PIR and PIR.</p>	3	3	9 (Medium)	<p>Reiteration of the importance of conduct of Pre-PIR and submission of the reports for consolidation.</p>	EPSS	June 28, 2024	L	I	RR

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3	<p>Declared Process:</p> <p>Management of the Conduct of the Qualifying Examination for School Head (NQESH)</p> <p>Risk description Delayed release of the memorandum or guidelines from the Central Office.</p>	<p>Cause:</p> <p>Late issuance of the final guidelines and memorandum from the Central Office as regards fund allocation from the examinees' payment.</p>	Issued memorandum	2	2	4 (Low)	Seek assistance from the Finance Office on Fund Allocation	EPPS	June 28/September 27/December 27 2024			

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4	Declared Process: Management of the Conduct of National Achievement Test (NAT) / National Career Assessment Examination (NCAE) / Early Language Literacy and Numeracy Assessment (ELLNA)	Cause: Overlapping of activities Consequence: Insufficient number of Monitoring officials to monitor all SDOs	Schedule of Monitors	2	3	6 (Medium)	Ensure the collaboration of all the monitoring officials and proper scheduling	Chief and EPSS	June 28 / September 27 / December 27 2024			
	Risk description: Unavailability of the Monitoring officials											

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5	<p>Declared Process: Grant of Permits to Operate and Recognitions</p> <p>Risk description: Conflict of schedule of QAD team on the conduct of ocular inspection of private school applying for government permit (new/recognition)</p>	<p>Cause: Some scheduled inspections were cancelled due to equally important activities of the in-charge/some private schools beg to postpone due to unavailability of required requirements</p> <p>Consequences: Delay on the processing of the permits and recognition</p>	<p>DepEd Order No. 88 s.2010</p> <p>Signed conforme</p>	3	3	9 (High)	Strictly comply with the set scheduled and closely coordinate with the SDO Counterparts are complete prior to ocular inspection	EPSS	June 28/September 27/December 27 2024	L	I	RR

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6	<p>Declared Process: Grant of Permits to Operate and Recognitions</p> <p>Risk description: Inability to process applications of clients on time due to inappropriate and incomplete submission of documents.</p>	<p>Cause: Incomplete submission of documentary requirements for permit/recognition application</p> <p>Consequences: Delay on the processing of the permits and recognitions.</p>	<p>DepEd Order No. 88 s. 2010</p> <p>Issued Regional Memorandum on Transitory Guidelines</p>	3	3	9 (High)	Reiteration of the guidelines on the submission of the documentary requirements through an advisory,	Chief/EPSS	July 5, 2024			



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7	Declared Process: Grant of Special Orders (SO) of Private Schools/Technical Vocational Institutions (TVI)/Non DepEd Public Schools (Request for Issuance of Special Order (SO))	Cause: Non-compliance of school on the scheduled deadline of submission	DepEd Guidelines	5	3	15 (High)	Orientation on the Enhanced Guidelines of SO Application to All SDO Counterparts and Private Schools	QAD EPSSs/ADAS	June 20-21, 2024			
	Risk Description: Late submission of Annual SO Application	Consequence: Delay issuance of SO										

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8	<p>Declared Process:</p> Review and Approval of Tuition and other Fess Increase, No Increase, and Proposed New Fees of Private Schools	<p>Cause:</p> SDO Counterparts and Private Schools are not properly oriented Not following the prescribed template	DepEd Memorandum No. 019 s.2023	2	3	6 (Medium)	Issuance of the Regional Memorandum Reiterating the Documenta Requirements	QAD EPSS/ADAS	June 20- 21, 2024	L	I	RR
	<p>Risk Description:</p> Incomplete documentary requirements and inappropriate Template	<p>Consequence:</p> Delay in the approval/acknowledgegment of Tuition Fee Increase Application				Upskilling of SDO Counterparts and Private Schools						

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9	Declared Process: Acknowledgement of Private School Voluntary (Temporary/ Permanent) Closure	Cause: Non-notification for closure Consequence: No Updated Database on the Existence of the School	Regional Order No. 09 s. 2019 Transitory Guidelines on the Involuntary Closure	1	2	2 (Low)	Issuance of an advisory on Regional Order No. 09	QAD EPPs/ ADAS	June 27, 2024			
10	Declared Process: Organization Management	Cause: Non-compliance and timely non-					Strictly comply with the required	Chief/ EPPS	June 20-21, 2024			

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	(Establishment, Merging, Conversion, and Naming/Renaming of Public Schools, and Separation of Public School Annex in Basic Education)	submmission of the requirements Consequences: Delay on the processing of the application and issuance of the special order.	DO 40. S. 2014	1	2	2 (Low)	documents and coordinate with the SDO Counterparts through Capacity Building Cum Workshop					
11	Declared Process: Organization	Declared Process: Grant of Permits to	DO 50 s. 2015				Strictly comply with the	Chief/ EPSS	June 20-21, 2024			
	Risk Description: Inability to process applications of clients on time due to incomplete submission of documents.											

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	Management (Establishment of a Stand-Alone SHSs, Junior High School (JHS) and Integrated Schools (ISs) or request for additional Tracks Risk Description: Inability to process applications of clients on time due to incomplete submission of documents.	Operate and Recognitions Consequences: Delay of issuance of Special Order		1	2	2 (Low)	required documents and coordinate with the SDO Counterparts through Capacity Building Cum Workshop					



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