



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

RISK & OPPORTUNITY MONITORING & REVIEW FORM

Effectivity Date: March 26, 2024

Bureau/Service/Functional Division/School: Quality Assurance 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 <small>(put a checkmark)</small>			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)	Increased	Reduced	Recurring		
RISK Declared Process: Grants of Permits and Recognitions Risk description: Conflict of schedule of QAD team on the conduct of ocular inspection of private school applying for government permit (new/recognition)	3 (low)	1 (low)		/		Strictly complied with the set schedule and closely coordinate with result. the SDO counterparts that all requirements are complete prior to ocular inspection.	Not to include anymore in the risk registry but to positive



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	Before (beginning of quarter) (from the Risk/ opportunity Registry)	After (actual Risk Rating at the end of quarter)	Increased	Reduced	Recurring		
<p>Declared Process: Grants of Permits and Recognitions</p> <p>Risk description: Inability to process application of clients on time due to inappropriate and incomplete submission of documents</p> <p>Declared Process: Grants of Permits and Recognitions</p> <p>Risk description: Failure to process SO on time.</p>	9 (Medium)	6 (Medium)		/		<p>Retiteration and strict compliance during the Private and Public Schools Convergence Conducted on November 2023</p>	Continue implementing treatment/ mitigating measures
	1 (Low)	1 (Low)			/	Lack of personnel To follow -up	Same as above



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	Before (beginning of quarter) (from the Risk/opportunity Registry)	After (actual Risk Rating at the end of quarter)	Increased	Reduced	Recurring		
<p>Declared Process: Quality Assurance, Monitoring and Evaluations (QAME) of Regional Trainings</p> <p>Risk description: Unexpected inter-FDs/inter-agency activities that requires QAME assistance</p>	6 (Medium)	3 (low)		/		Despite QAME associates are readily assigned per request made by respective FDS, the assignment of QAME associates for year round activities as per calendar cannot be done due to unexpected rescheduling of activities	<ul style="list-style-type: none"> - Implement Treatment mitigation measures - Consider other measures for further reduce the risk rating.
<p>OPPORTUNITY</p> <p>Declared Process: All declared processes</p>	1 (Low)	0			/	As per 2023 WFP/Operational	- Not to include anymore in the risk registry due to positive results.



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	Before (beginning of quarter) (from the Risk/ opportunity Registry)	After (actual Risk Rating at the end of quarter)			
<p>Opportunity Statement: Clear and well-defined processes in the OM</p> <p>Declared Process: All</p> <p>Opportunity Statement: Utilization of approved QAD Checklist, Forms, and Templates.</p> <p>Declared Process: All</p> <p>Opportunity Statement: Staff that are technically competent and resilient in</p>	1 (Low)	1 (Low)	<input checked="" type="checkbox"/> Increased <input checked="" type="checkbox"/> Reduced <input type="checkbox"/> Recurring	<p>Plan, QAD quarterly hold DPR.</p> <p>As per 2023 WFP/Operational Plan, QAD quarterly hold DPR.</p>	- Same as above
	9 (Medium)	6 (Medium)	<input type="checkbox"/> Increased <input type="checkbox"/> Reduced <input type="checkbox"/> Recurring	<p>Staff attended trainings provided by ICT.</p>	-Continue implementing treatment/ mitigation plan



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	Before (beginning of quarter) (from the Risk/opportunity Registry)	After (actual Risk Rating at the end of quarter)			
<p>responding to gaps, issues, and concerns.</p> <p>Declared Process: Grants of permits and recognition</p> <p>Opportunity Statement: Flexibility and adaptability on the needs and changes through issuance of Transitory Guidelines.</p> <p>Declared Process: Grants of permits and recognition / Quality Assurance, Monitoring and Evaluation (QAME) of Regional Trainings</p>	9 (Medium)	6 (Medium)	<input type="checkbox"/> Increased <input type="checkbox"/> Reduced <input type="checkbox"/> Recurring	<p>/</p> <p>Provided transitory guidelines based on the Central Office issuances.</p>	- Same as above
	9 (Medium)	6 (Medium)	<input type="checkbox"/> Increased <input type="checkbox"/> Reduced <input type="checkbox"/> Recurring	<p>/</p> <p>Coordinated with ICT, Legal, Admin on the digitization of processing SO.</p>	- Same as above



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	Before (beginning of quarter) (from the Risk/opportunity Registry)	After (actual Risk Rating at the end of quarter)	Increased	Reduced	Recurring		
<p>Opportunity Statement: Assistance of experts and external providers in the Digitization of QAD processes.</p> <p>Declared Process: Grants of permits and recognitions</p> <p>Opportunity Statement: Collaboration with external partners in the conduct of capacity building.</p>	9 (Medium)	6 (Medium)				Conducted Capacity Building Cum Workshop with SDO Counterparts on Public and Private School's Processes (blended modalities) in Tagaytay City last September 11-12, 2023.	- Same as above



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