

Republic of the Philippines

Department of Education REGION IV-A CALABARZON

RISK REGISTRY

Effective as of: June 6, 2024

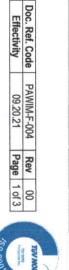
'n	1.		No	
Declared Process: Disbursement through check Risk Description: Shortage of checks	Declared Process: Asset Utilization and Inventory Risk Description: Transfer of equipment without proper coordination	Declared Process & Risk Description		
Risk Cause: Limited allowable procurement of MDS Checks by the Bureau of Treasury Consequence: Deferment of the processing of	Risk Cause: Transfer of employee to other offices Consequence: Inaccurate Inventory List/RPCPPE/RPC SP	Risk Causes & Consequences	Risk Identification	
Regular monitoring of checks issued	Inventory	Current controls		
ω	ω	Likelihood Impact (L) (I)	Ris Ris	
12	ω	Impact (I)	Risk Analysis & Risk Evaluation	
6 (MEDIUM)	Cons upda inver 9 recor (MEDIUM) with Acco	Risk Rating (RR)	ysis & nation	
Close coordination with the focal of suppliers felative to (MEDIUM) disbursement thru checks and issuance of letter	stant ting of ntory and nciliation unting on	Action/ Response	잗	
Cash Section July 2024	gement on	Person/Office Responsible	Risk Treatment	
July 2024	Year- round	Target Date		
и	ю	T	Asse (after 1	
ю	ы	-	Target Risk Assessment after treatment	
4	4	RR	nt ent)	





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Ċι	4.	μ	No
Declared Process: Recruitment, Selection, and Placement process Risk Description: Employee movements (e.g., resignation	Declared Process: Recruitment, Selection and Placement process Risk Description: Lengthy time to fill vacancies	Declared Process: Housekeeping & Ground Maintenance Risk Description: Unskilled utility personnel inelectrical, plumbin g, carpentry	
Risk Cause: Employee movement Consequence: Affect operational efficiency and productivity	Risk Cause: High rate of employee turnover Consequence: Affect operational efficiency and productivity	ause: f skill of personnel quence: keeping	Risk Identification
Plantilla of Personnel	Plantilla of Personnel	Maintenance Work Evaluation Form/Driver's Evaluation Form	
ю	ю	ω	Ri
ю	ю	ω	Risk Analysis & Risk Evaluation
4 (LOW)	(LOW)	9 (MEDIUM)	ysis & uation
Effective use of Coaching and mentoring tool	Prioritize and strictly follow the timeline on recruitment and selection Creation of HRMPSB sub-teams	To coordinate with HRDD through (MEDIUM) Professional Development	2.
Personnel Section	Personnel Section	General Dece Services Unit 2024	Risk Treatment
Year round	Within 2 months from the publicatio n of vacant position	December 2024	
ь	ю	2	Targ Asse (after 1
ю	ю	ω	Target Risk Assessment (after treatment
4	4	6	nt ent





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Declared Process: Certification, Authentication, and Verification	Declared Process: Payroll preparation 6. Risk Description: Cybersecurity threa	/retirement/promoti on/transfer)	No
-	rocess: February Paration Aparation	t/promoti	
Risk Cause: Clients do not give importance to details in their CAV requirements Consequence: Unprocessed CAV	Declared Process: Payroll preparation Risk Risk Description: Cybersecurity threat Data breach Risk Consequence: Data breach		Risk Identification
Submission of additional or corrected CAV requirements through email	Payroll database		
12	12		Ris Ris
22	Ю		Risk Analysis & Risk Evaluation
(LOW)	(LOW)		sis & ation
Submission of CAV requirements thru the Online Appointment System (OAS)	Check and update antivirus software as an alternativePersonnel solution in Section – coordination Payroll with the ICT Services Risk addressed		Ri
Records Section	Personnel Section – Payroll Services		Risk Treatment
On-going	December 2024		
⊢	Ν		Target Risk Assessment (after treatment)
1	ω		Target Risk Assessment after treatment
1	4		nt)

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ATTY. ALBERTO T. ESCOBARTE, CESO II

Regional Director





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