



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

RISK REGISTRY

Effective as of: June 6, 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.	Declared Process: Asset Utilization and Inventory Risk Description: Transfer of equipment without proper coordination	Risk Cause: Transfer of employee to other offices Consequence: Inaccurate Inventory List/RPCPPE/RPC SP	Inventory	3	3	9 (MEDIUM)	Constant updating of inventory and Asset reconciliation with Accounting section	Asset Management Section	Year-round	2	2	4
2.	Declared Process: Disbursement through check Risk Description: Shortage of checks	Risk Cause: Limited allowable procurement of MDS Checks by the Bureau of Treasury Consequence: Deferment of the processing of	Regular monitoring of checks issued	3	2	6 (MEDIUM)	Close coordination with the focal of suppliers relative to disbursement thru checks and issuance of letter	Cash Section	July 2024	2	2	4



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No	Risk Identification	Risk Analysis & Risk Evaluation	Risk Treatment	Target Risk Assessment (after treatment)
3.	<p>Declared Process: Housekeeping & Ground Maintenance</p> <p>Risk Cause: Lack of skill of utility personnel</p> <p>Risk Description: Unskilled utility personnel inelectrical, plumbin g, carpentry</p>	<p>Risk Cause: Maintenance Work Evaluation Form/Driver's Evaluation Form</p> <p>3</p> <p>3</p> <p>9 (MEDIUM)</p>	<p>To coordinate with HRDD through Professional Development</p> <p>General Services Unit 2024</p> <p>December</p>	<p>2</p> <p>3</p> <p>6</p>
4.	<p>Declared Process: Recruitment, Selection and Placement process</p> <p>Risk Description: Lengthy time to fill vacancies</p>	<p>Risk Cause: High rate of employee turnover</p> <p>Consequence: Affect operational efficiency and productivity</p> <p>2</p> <p>2</p> <p>4 (LOW)</p>	<p>Prioritize and strictly follow the timeline on recruitment and selection</p> <p>Creation of HRMPSB sub-teams</p> <p>Addressed</p> <p>Personnel Section</p> <p>Within 2 months from the publication of vacant position</p>	<p>2</p> <p>2</p> <p>4</p>
5.	<p>Declared Process: Recruitment, Selection, and Placement process</p> <p>Risk Description: Employee movements (e.g. resignation)</p>	<p>Risk Cause: Employee movement</p> <p>Consequence: Affect operational efficiency and productivity</p> <p>2</p> <p>2</p> <p>4 (LOW)</p>	<p>Effective use of Coaching and mentoring tool</p> <p>Addressed</p> <p>Personnel Section</p> <p>Year round</p>	<p>2</p> <p>2</p> <p>4</p>

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	/retirement/promotion/transfer)											
6.	Declared Process: Payroll preparation Risk Description: Cybersecurity threat	Risk Cause: Malware and virus attack Consequence: Data breach	Payroll database	2	2	4 (LOW)	Check and update antivirus software as an alternative solution in coordination with the ICT Risk addressed	Personnel Section – Payroll Services	December 2024	2	2	4
7.	Declared Process: Certification, Authentication, and Verification Risk Description: Incomplete and with discrepancy CAV requirements	Risk Cause: Clients do not give importance to details in their CAV requirements Consequence: Unprocessed CAV request	Submission of additional or corrected CAV requirements through email	2	2	4 (LOW)	Submission of CAV requirements thru the Online Appointment System (OAS)	Records Section	On-going	1	1	1

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