



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

**OPPORTUNITY REGISTRY**

Effective as of: June 6, 2024

No	DECLARED PROCESS & OPPORTUNITY STATEMENT <i>(include benefit once opportunity is encountered)</i>	LIKELIHOOD	IMPACT	OPPORTUNITY RATING	OPPORTUNITY PURSUIT ACTION PLAN <i>(may refer to other planning documents)</i>	PERSON/OFFICE RESPONSIBLE	TARGET DATE
1.	<b>Declared Process:</b> Asset Utilization and Inventory <b>Opportunity Statement:</b> Utilization of Asset Management System <b>Declared Process:</b> Asset Utilization and Inventory	5	5	25 (HIGH)	Semi-annual and annual reconciliation with the Accounting Section	Asset Management Section	July 31, 2024 to January 31, 2025
2.	<b>Opportunity Statement:</b> Enhancement of Asset Management System <b>Declared Process:</b> Transaction Service and Vehicle Maintenance	2	2	4 (LOW)	Ongoing implementation	ICT Asset Management Section	2024
3.	<b>Opportunity Statement:</b> Well-implemented vehicle	2	2	4 (LOW)	Continuing enhancement of vehicle maintenance plan Implemented	General Services Unit	January to April 2024

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Doc. Ref Code	PAWIN/F-005	Rev	00
Effectivity	09.20.21	Page	1 of 4



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	<p><b>Declared Process:</b> Recruitment, Selection, and Placement (RSP) process</p> <p><b>Declared Process:</b> Payroll preparation</p>				For deletion		
4.	<p><b>Declared Process:</b> Recruitment, Selection, and Placement (RSP) process</p> <p><b>Opportunity Statement:</b> Defined recruitment, selection, and placement process</p>	2	2	4 (LOW)	Continuous capability building of the HRMPSB and the Personnel in charge of RSP	Personnel Section HRMPSB	July to December 2024
5.	<p><b>Declared Process:</b> Payroll preparation</p> <p><b>Opportunity Statement:</b> Online submission of employees' profiles for payroll updates/ integration</p>	3	3	9 (MEDIUM)	Enhancement of skills and knowledge on accurate submission of reports Future downloading of payroll to SDO's	Personnel Section – Payroll Services	July to December 2024
6.	<p><b>Declared Process:</b> Recruitment, Selection, and Placement (RSP) process</p> <p><b>Opportunity Statement:</b> Equal employment opportunity to qualified applicants</p>	2	2	4 (LOW)	Widest dissemination of publication of vacancies thru email to oversight agencies, and other universities and colleges Implemented through website	Personnel Section	2024
7.	<p><b>Declared Process:</b> Payroll preparation</p>	4	3	12 (HIGH)	Coordination with the field offices, and oversight agencies	Personnel Section – Payroll Services	July to December

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Doc. Ref. Code	PAWIM-F-005	Rev	00
Effectivity	09.20.21	Page	2 of 4



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	<b>Opportunity Statement:</b> Reconciled data with the field offices, DBM, Philhealth, GIS and Pag-IBIG				On-going reconciliation		2024
8.	<b>Declared Process:</b> Handling of Incoming and Outgoing Communication  <b>Opportunity Statement:</b> Easy access to documents thru TEAHub	4	2	8 (MEDIUM)	Letter of Request for a Record Personnel who will take charge in the archiving and monitoring of TEAHub (especially pending & overdue documents)  Implemented	Record Section	July to December 2024
9.	<b>Declared Process:</b> Records Disposition  <b>Opportunity Statement:</b> Digitization/Scanning of Documents with permanent value	2	2	4 (LOW)	Request for additional fast scanner, and server for storing back up files of documents with permanent value (for inclusion in the budget for next year)  Given 1 additional scanner  Ongoing scanning of documents	Record Section	December 2024

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Doc. Ref. Code	PAWIM-F-005	Rev	00
Effectivity	09/20/21	Page	3 of 4



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Doc. Ref. Code	PAWIM-F-005	Rev	00
Effectivity	09.20.21	Page	4 of 4



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