



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

RISK & OPPORTUNITY MONITORING & REVIEW FORM

Bureau/ Service/ Functional Division/ School: FINANCE DIVISION
 Date of Monitoring: June 19, 2024

DECLARED PROCESS & RISK DESCRIPTION / OPPORTUNITY STATEMENT (from the Risk Registry and Opportunity Registry)	RISK/OPPORTUNITY RATING		RISK/ OPPORTUNITY STATUS (put a checkmark)			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)	In cr ea se d	Re d uc ed	Re cu rri ng		
RISK							
1. Declared Process Budget Processing and Execution (NORSA Processing). Risk Description Non-preparation of NORSA	1 LOW	1 LOW			X	Periodic Review and application of identified treatment/ improvement of the process has been implemented through reconciliation	



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						of obligations vs. disbursements.
2. Declared Process Pre-Audit and Disbursement (DV and LDDAP-ADA Preparation)						
Risk Description Delayed preparation of DV, LDDAP-ADA, and BIR Form 2307	2 LOW	2 LOW			X	Periodic Review and application of identified treatment/improvement of the process through an established mechanism for incoming, pending and outgoing documents.
3. Declared Process Financial and Accountability Report (BFARs (FAR 2, 2-A, 3, 4 and 5) Processing)	2 LOW	2 LOW			X	The Finance provides a “modified template” for complete and accurate submission of consolidated reports.
Risk Description Delayed online submission of BFARs (ROP and Consolidated)						
4. Declared Process Budget and Accountability Report (BFARs (FAR 1, 1-A, 1-B) Processing)	1 LOW	1 LOW			X	The Finance provides a “modified template” for complete and accurate submission of consolidated BFARs reports, thus the checking, review and validation has been
Risk Description Erroneous BFARs						



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					continuously done by the preparers of the BFARs.	
5. Declared Process Monitoring and Recording of Financial Transactions (Financial Statements Preparation)	2 LOW	2 LOW			X The reiteration on the importance of imposing sanctions has been implemented as the identified application of identified treatment/improvement of the process.	
Risk Description Delayed submission of Financial Statements (ROP and Consolidated)						
6. Declared Process Monitoring and Recording of Financial Transactions (Financial Statements Preparation)	2 LOW	2 LOW			X Checking, review and validation of the reports has been identified as treatment/improvement of the process has been implemented.	
Risk Description Erroneous Financial Statements						
7. Declared Process Provident Fund Management (Provident Fund Loan Receivables Monitoring)	2 LOW	2 LOW			X Periodic Review and application of identified treatment/improvement of the process through checking, review and validation of documents.	
Risk Description						



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Erroneous Subsidiary Ledger of Borrowers						
8. Declared Process Pre-Audit and Disbursement (DV and LDDAP-ADA Preparation) Risk Description Erroneous Disbursement Voucher and LDDAP-ADA	2 LOW	2 LOW			X	Checking and verification of the DV and/or LDDAP-ADA as an identified treatment/improvement of the process.
9. Declared Process Pre-Audit and Disbursement (NTA Preparation) Risk Description Erroneous NTA	2 LOW	2 LOW			X	Periodic Review and application of identified treatment/improvement of the process
10. Declared Process Budget Preparation and Approval (Regional Budget Preparation) Risk Description Over/Underestimate Budget Proposal and Parameters.	1 LOW	1 LOW			X	<ul style="list-style-type: none"> Pre-work activities has been conducted after the release of NEP of the current year in preparation for the BP of the following year, in



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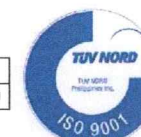
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						<p>coordination with all FDs Chiefs.</p> <ul style="list-style-type: none"> Revision of the Regional Budget Proposals upon presentation of 'implementation ready' of PAPs.
<p>11. Declared Process Budget Preparation and Approval (Regional Budget Preparation)</p> <p>Risk Description Failure to submit the online budget proposal on time</p>	1 LOW	1 LOW			X	<ul style="list-style-type: none"> Prioritize the venue with fast internet access has been favorably considered. Issuance of Regional Memorandum for all SDOs to encode BPs online in coordination with the DBM Ro Counterpart.
<p>12. Declared Process Budget Processing and Execution (ORS and BUR Processing).</p>	1 LOW	1 LOW			X	Periodic Review of all PAPs with cross-checking through their



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<p>Risk Description Failure to obligate funds as per WFP.</p>						submitted Request for Budget Approval (RBA) as reflected in the WFP.
<p>13. Declared Process Budget and Accountability Report BFARS (FAR 1, 1-A, 1-B).</p> <p>Risk Description Non-submission and uploading of reports</p>	1 LOW	1 LOW			X	Call-up the attention or another follow-up (tracer) through issuance of a Regional Memorandum has been considered as treatment/improvement of the process.
<p>14. Declared Process Budget Processing and Execution (Sub ARO Processing).</p> <p>Risk Description Erroneous computation/data on the Sub-ARO document.</p>	1 LOW	1 LOW			X	Cross-validation of supporting documents in the budget section submitted by the focal person/SDOs/IU's and immediately correct them before the processing of Sub-ARO.
<p>15. Declared Process Budget Processing and Execution (Terminal Leave Benefit Processing).</p> <p>Risk Description</p>	1 LOW	1 LOW			X	Strict adherence and implementation of DBM Circular No. 2013-1 Guidelines Prescribing the Documentary Requirements and Procedures in



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Delayed processing of Terminal Leave Benefits						Processing of Retirement Benefits of Government Employees	
OPPORTUNITY							
1. Declared Process Budget Preparation and Approval (Regional Budget Preparation) Opportunity Statement Alternate Internet Service Provider	2 LOW	2 LOW			X	Periodic Review and application of identified treatment/ improvement of the process has been implemented.	
2. Declared Process Systems Improvement and Administrative Service (eFRS), Budget Management (BMS), and Online – In Bank Register (Maintained and Enhanced BMS). Opportunity Statement Uniformity of reporting system across DepEd levels of governance.	2 LOW	2 LOW			X	A Reporting system required by the DepEd CO and COA has been adopted.	
3. Declared Process	2 LOW	2 LOW			X	A unified reporting system has been adopted.	



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<p>Monitoring and Recording of Financial Transactions (Financial Statements Preparation)</p> <p>Opportunity Statement Information system to aid in financial reporting.</p>						<p><i>It is worth noting that risks are addressed, thereby treatment plans are found appropriate.</i></p>
<p>4. Declared Process Financial and Accountability Report (BFARs (FAR 2, 2-A, 3, 4 and 5) Processing)</p> <p>Opportunity Statement Request for creation of additional Plantilla positions.</p>	<p>4 LOW</p>	<p>4 LOW</p>		<p>X</p>	<p>Proposal for creation of additional Plantilla positions.</p>	<p><i>Looking forward that treatment action employed will be appropriate or low possible risk.</i></p>
<p>5. Declared Process Budget Processing and Execution (ORS and BUR Processing).</p> <p>Opportunity Statement Request for modification of savings.</p>	<p>4 LOW</p>	<p>4 LOW</p>		<p>X</p>	<p>Proposal for modification of savings has been considered.</p>	



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