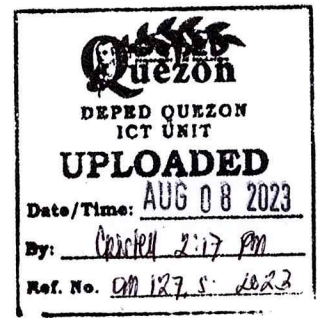




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



**OFFICE MEMORANDUM**  
OM No. 127, s. 2023

07 August 2023

**SUBMISSION OF OFFICES/SECTIONS/UNITS RISK REGISTRY AND MONITORING**

**To :** Assistant Schools Division Superintendents  
Division Chiefs  
Section and Unit Heads  
QMS Team Leaders  
All others concerned

In line with the continuous improvement of our Division, all Heads of Offices/Sections/Units of this Division are requested to submit a copy of CY 2023 Risk Registry and CY 2022 Risk Monitoring Tool to the Risk Management Committee led by the SGOD Chief not later than August 30, 2023.

Moreover, Section Heads/ QMS Teams are expected to ensure that Risk Monitoring Tool is accomplished quarterly and annually. Risk Management Committee members shall conduct the risk monitoring every quarter on the first or second week after the last month of each quarter. Once all quarterly risk monitoring reports are done, it is expected that the accomplished risk monitoring tools are submitted to the SGOD Chief, the RMT Leader every every 1st and 2nd week of January.

Furthermore, the following Chiefs/coordinators or their designated representative are also requested to consolidate the softcopies of Risk Registry by Division/Section/Office/Unit and send the consolidated report thru [sdo.quezon.planning@deped.gov.ph](mailto:sdo.quezon.planning@deped.gov.ph) and [sdo.quezon.sgod@deped.gov.ph](mailto:sdo.quezon.sgod@deped.gov.ph). Regular submission of Annual Risk Registry shall be every 1st to 2nd week of January.

1. Schools Division Offices – SDS c/o Ms. Sarah Lynn Diala
2. Curriculum Implementation Division – Chief Dr. Lorena S. Walangsumbat
3. School Governance and Operations Division – Chief Elizabeth M. De Villa
4. QMS Related Committee – Risk Management c/o Chief Elizabeth M. De Villa

Strict compliance with this Memorandum is desired.

**ROMMEL C. BASTISTA, CESO V**  
Schools Division Superintendent

Parmjdf08/07/2023

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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
Email Address: [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)  
Website: [www.depedquezon.com.ph](http://www.depedquezon.com.ph)