



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF LUCENA CITY



27 Jan 2025

DIVISION MEMORANDUM

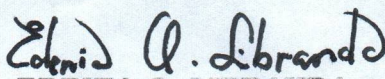
No. 041, s. 2025

REORIENTATION WORKSHOP ON THE RISK MANAGEMENT PROCESS AND DOCUMENTS 2025

TO: OIC – Asst. Schools Division Superintendent
Chief Education Supervisors – SGOD & CID
Risk Management Team Members
Client Feedback Team Members

1. In adherence to DepEd Order No. 09, s. 2021 “*Institutionalization of Quality Management System in the Department of Education*” and DepEd Memorandum No. 014, s. 2022 “The DepEd Quality Management System (QMS) Manual and Procedures and Work Instructions Manual (PAWIM), this Office announces the conduct of the **Reorientation Workshop on the Risk Management Process and Documents 2025** on **January 28, 2025, from 8:00 am to 5:00 pm** at **St. Jude Hotel, Lucena City**.
2. This training aims to address key challenges in the current understanding and application of risk management practices within the Division, ensuring consistent application and compliance with established policies, and improving the overall risk management culture within the department.
3. Participants of this activity are required to bring their laptop, OPCRf, Risk Registry, Opportunity Registry, SWOT Analysis, and List of Interested Party of each functional unit. *(See enclosure for list of participants)*
4. For queries and other concerns, you may contact **Marck Andro E. Bernabe**, Deputy Lead, RMT at SGOD Office **(042) 4214161 local 234**.
5. Immediate dissemination of this Memorandum is desired.

For the Schools Division Superintendent


EDENIA O. LIBRANDA

Chief Education Supervisor

Office in Charge

Office of the Assistant Schools Division Superintendent

SUSAN DL. ORIBIANA

Schools Division Superintendent

DM - REORIENTATION WORKSHOP ON THE RISK MANAGEMENT PROCESS AND DOCUMENTS 2025

Date: 01/27/2025



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Enclosure 1. Program Matrix

TITLE OF ACTIVITY: Reorientation Workshop on the Risk Management Process and Documents 2025

DATE OF ACTIVITY: January 28, 2025 8:00 AM – 5:00 PM

TIME	ACTIVITY	PERSON-IN-CHARGE
8:00 AM – 8:15 AM	Registration	Kristine Angelica Noa Admin Aide
8:15 – 8:30 AM	Opening Program Philippine National Anthem Prayer Message	AVP Susan DL. Oribiana SDS
8:30 – 10:30 AM	Risk Management Findings and Updates	Karen Jane P. Montero Lead, SGOD
10:30 AM – 12: 00 NN	Citizen / Client Satisfaction Feedback Management	Dr. Rowela Caperina Deputy Lead, Feedback Benjie C. Rivera CSM Focal
12:00 – 1:00 PM	UNINTERRUPTED HEALTH BREAK	
1:00 -3:00 PM	WRITESHOP OF PLANNING DOCUMENTS (SWOT Analysis, Risk Registry, Opportunity Registry, and Relevant Interested Parties per functional unit)	Dr. Epifania F. Carandang Chair, RMT Marck Andro E. Bernabe Planning Officer III
3:00 – 3:30 PM	Presentation of Output (OSDS)	Representative
3:30 – 4:00 PM	Presentation of Output (SGOD)	Representative
4:00 – 4:30 PM	Presentation of Output (CID)	Representative
4:30 – 5:00 PM	Other Concerns and Closing Program	Dr. Epifania F. Carandang Chair, RMT

KAREN JANE P. MONTERO
Master of Ceremony

Enclosure No. 2 List of Participants

	NAME	SEX	POSITION	OFFICE
1.	Susan DL. Oribiana	F	SDS	OSDS
2.	Edenia O. Libranda	F	OIC-ASDS	OSDS
3.	Rhea G. Mojica	F	Accountant / RMT Member	OSDS
4.	Ma. Katherine A. Panganiban	F	AO IV	OSDS
5.	Maria Eleanor A. Pinza	F	AO IV	OSDS
6.	Josephine Ambeguia	F	ADAS / RMT Member	OSDS
7.	Benjie C. Rivera	M	AO - V / CFT Member	OSDS
8.	Kristine Angelica A. Noa	F	Admin Aide / CFT Member	OSDS
9.	Katrina Conti	F	Admin Aide / CFT Member	OSDS
10.	Marilou P. Moralina	F	ADAS / CFT Member	OSDS
11.	Ron Michael K. Mendiola	M	ADAS / CFT Member	OSDS
12.	Mary Grace D. Lianillo	F	Admin Aide / CFT Member	OSDS
13.	Nerissa M. Araneta	F	ADAS / CFT Member	OSDS
14.	Eunice D. King	F	ADAS / CFT Member	OSDS
15.	Christian Gamier	M	Admin Aide / CFT Member	OSDS
16.	Cristina B. Rogelio	F	ITO I	OSDS
17.	Josephine T. Natividad	F	CID Chief	CID
18.	Dexter M. Valle	M	EPS-MATH / RMT Member	CID
19.	Pablito R. Alay	M	PSDS / RMT Member	CID
20.	Rowela M. Caperina	F	EPS-Kinder / Deputy Lead CFT Subteam	CID
21.	Joey L. Jader	M	EPS- MAPEH / CFT Member	CID
22.	Ronald V. Mendiola	M	PSDS/ CFT- Member	CID
23.	Zervell J. Gilbuena	F	Admin Aide / CFT Member	CID
24.	Epifania F. Carandang	F	SGOD Chief / RMT Lead	SGOD

25.	Marck Andro E. Bernabe	M	PO III / Deputy Lead RMT	SGOD
26.	Karen Jane P. Montero	F	EPS-II / Deputy Sub- team RMT	SGOD
27.	Donna L. Malasarte	F	PDO I / RMT Member	SGOD
28.	Carlo Joseph V. Castillo	M	Nurse II / CFT Member	SGOD
29.	Jomarie Cortez	M	Admin Aide / CFT Member	SGOD
30.	Mark Angelo A. Villabroza	M	COS – DRRM / CFT Member	SGOD