



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



28 May 2025

**DIVISION MEMORANDUM**

No. 203, s. 2025

**TRAINING ON THE RISK MANAGEMENT PROCESS AND PLANNING DOCUMENTS**

**TO:** Assistant Schools Division Superintendent  
Chief Education Supervisors – SGOD & CID  
Process Holders  
All Others Concerned

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 **Training on the Risk Management Process and Planning Documents** on **June 3-4, 2025**, from **8:00 am to 5:00 pm** at **2<sup>nd</sup> Floor LCTECC Building**.
2. This training aims to enhance the understanding and application of risk management practices within the Division. It also seeks to address inconsistencies in current practices, strengthen the integration of risk management into daily operations, and ensure alignment with established policies.
3. Participants of this activity are required to bring their laptop, Quality Control Plans, Risk Registry, Opportunity Registry, SWOT Analysis, and List of Interested Party of each functional unit. *(See enclosures 1-3 for the List of Participants, Matrix of Activity and TWG).*
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 Schools Division Superintendent

  
Date: 2025.05.29  
12:20:14 +08'00'  
**EDENIA O. LIBRANDA**

Assistant Schools Division Superintendent

**SUSAN DL. ORIBIANA**  
Schools Division Superintendent



Encl: List of Participants, Program Matrix and Technical Working Group

Reference: 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)”*

SGOD/PROPER / KJPM / DM - Training on the Risk Management Process and Planning Documents

**Enclosure 1: List of Participants****Office of the Schools Division Superintendent**

	<b>NAME</b>	<b>SEX</b>	<b>POSITION</b>
1.	Susan DL. Oribiana	F	SDS
2.	Edenia O. Libranda	F	ASDS
3.	Rhea G. Mojica	F	Accountant
4.	Ma. Katherine A. Panganiban	F	AO IV
5.	Maria Eleanor A. Pinza	F	AO IV
6.	Josephine Ambeguia	F	ADAS III / RMT Member
7.	Benjie C. Rivera	M	AO V
8.	Ron Mykell K. Mendiola	M	AA / CFT Member
9.	Glenna M. Habito	F	AO IV- Personnel
10.	Christian Gamier	M	Admin Aide VI / CFT Member
11.	Aloysius Cabana	M	Supply Officer
12.	Erwin Montes	M	Records Officer
13.	Ana Karmela S. Amante-Vergara	F	Legal Officer III
14.	Cristina B. Rogelio	F	ITO I
15.	Maica Tenorio	F	Administrative Aide VI - Supply Unit

**Curriculum Implementation Division**

	<b>Name</b>	<b>Sex</b>	<b>Position</b>
16.	Dexter M. Valle	M	EPS-MATH / RMT Member
17.	Pablito R. Alay	M	PSDS / RMT Member
18.	Joey L. Jader	M	EPS- MAPEH / CFT Member
19.	Ronald V. Mendiola	M	PSDS/ CFT Member
20.	Myla Mendiola	F	EPS- Araling Panlipunan
21.	Anicia J. Villaruel	F	EPS- LR
22.	Rey Mark R. Queaño	M	PSDS
23.	Noel Rey Estuita	M	PDO II LR
24.	Erwin Abrencillo	M	EPS-Science

**School Governance and Operations Division**

	<b>NAME</b>	<b>SEX</b>	<b>POSITION</b>
25	Epifania F. Carandang	F	SGOD Chief / RMT Lead
26	Marck Andro E. Bernabe	M	PO III / Deputy Lead RMT
27	Karen Jane P. Montero	F	EPS-II / Deputy Sub-team RMT
28	Donna L. Malasarte	F	PDO I / RMT Member
29	Mark Angelo A. Villabroza	M	COS – DRRM / CFT Member
30	Janel Romasanta	F	Medical Officer III
31	Sheila Mae Ursolino	F	Dentist II
32	Yvan Jonas A. Tolentino	M	Nurse II
33	Preciosa Marie T. Alba	F	PDO II
34	Joam M. Alcantara	M	Engineer III
35	Belen M. Andal	F	SEPS-SMN
36	Karina R. Bautista	F	EPS-SGOD
37	Rolan B. Catapang	M	SEPS-HRD
38	Pascual C. La Rosa, Jr	M	SEPS-SMME
39	Mary Cleire Miguel	F	SEPS-Research
40	Rosebelle Castrillo	F	PDO I

**Enclosure 2: Matrix of Activity**

<b>DAY 1</b>		
<b>TIME</b>	<b>ACTIVITY</b>	<b>PERSON-IN-CHARGE</b>
8:00 – 8:15 AM	Registration	
8:15 – 8:30 AM	Opening Program Philippine National Anthem Prayer Message	AVP  Susan DL. Oribiana SDS
8:30 AM – 9:00 AM	One DepEd QMS and Risk-Based Thinking	Dr. Epifania F. Carandang RMT Chair
9:00 – 9:15 AM	<b>Health Break</b>	
9:15 – 12:00 AM	Revisiting Risk Planning Documents: SWOT, TECOP, and PESTLE Analysis	Dr. Epifania F. Carandang RMT Chair  Marck Andro E. Bernabe Deputy RMT Lead
12:00 – 1:00 PM	<b>UNINTERRUPTED HEALTH BREAK</b>	
1:00 -3:00 PM	Review and Workshop on Writing Risk and Opportunity Registries	Karen Jane Montero SGOD RMT Lead
3:00 – 3:30 PM	<b>Health Break</b>	
3:30 – 5:00 PM	Presentation of Workshop Outputs	Random/ Selected Process Owners

<b>DAY 2</b>		
<b>TIME</b>	<b>ACTIVITY</b>	<b>PERSON-IN-CHARGE</b>
8:00 AM – 8:30 AM	Management of Learning	Karen Jane Montero SGOD RMT Deputy Lead
8:30 – 9:30 AM	Risk Assessment and Analysis	Dr. Epifania F. Carandang RMT Chair
9:30 – 9:45 AM	Healthy Break	
9:45 – 12:00 PM	Revisiting Feedback Framework	Dr. Rowela Caperina Deputy Lead, Feedback Committee
12:00 – 1:00 PM	<b>UNINTERRUPTED HEALTH BREAK</b>	
1:00 -2:00 PM	Presentation and Evaluation of SGOD Risk Docs Outputs	Representative
2:00 – 3:00 PM	Presentation and Evaluation of CID Risk Docs Outputs	Representative
3:00 – 3:30 PM	<b>Health Break</b>	
3:30 – 4:30 PM	Presentation and Evaluation of OSDS Risk Docs Outputs	Representative
4:30 – 4:45 PM	Closing Remarks	Edenia O. Libranda ASDS

**DONNA L. MALASARTE**

*Master of Ceremony*

**Enclosure 3: List of Technical Working Group**

<b>Technical Working Group</b>	
Program and Invitation Committee	Jomarie Cortez
Registration Committee	Karen Jane P. Montero
Certificates Committee	Karen Jane P. Montero
Physical Arrangement Committee	Marck Andro E. Bernabe
Sound System and Technical Committee	Mark Angelo Villabroza
Food & Refreshment Committee	Rolan B. Catapang
Evaluation Committee	Pascual C. La Rosa, Jr
Documentation Committee	Noel Rey Estuita Maria Katherine Panganiban
Health and Wellness Committee	Yvan Jonas A. Tolentino