



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

February 22, 2023

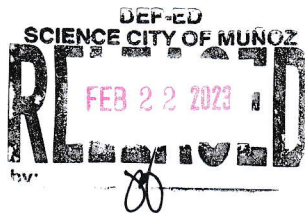
DIVISION MEMORANDUM

No. 98, s. 2023

To: Assistant Schools Division Superintendent
Chief ESs- CID and SGOD
Education Program Supervisors
All Unit Heads
All Others Concerned

**REITERATION ON THE SUBMISSION OF SWOT, RISK,
AND OPPORTUNITY REGISTRY**

1. This Office reiterates the submission of the SWOT, Risk, and Opportunity Registry of all functional divisions and units of this Division using the enclosed templates on or before February 24, 2023.
2. Hard copies of such shall be submitted to the Curriculum Implementation Division while the soft copies shall be uploaded to the ISO Portal.
3. Immediate and wide dissemination of this Memorandum is earnestly desired.




DANTE G. PARUNGAO, CESO V
Schools Division Superintendent



Loyal, Excellent, Accountable and Dedicated to Service

Address: Brgy. Rizal, Science City of Muñoz, 3119

Telephone No.: (044) 806 -2192; Email Address: munozone.science.city@deped

DSCM-QMS-QMR-QSF-008 Rev.05 (09.23.22)





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RISK AND OPPORTUNITY MONITORING AND REVIEW FORM
 Bureau/ Service/ Functional Division/ School: CURRICULUM IMPLEMENTATION DIVISION
 Date of Monitoring: _____

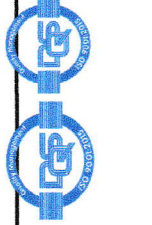
Declared Process and Risk Description/ Opportunity Statement (from the Risk Registry and Opportunity Registry)	Risk/ Opportunity Rating		Risk/ Opportunity Status		Explanation (Reason for the Risk/ Opportunity Status)	Recommendation of the RMT
	Before (beginning of quarter) (from the Risk/ Opportunity Registry)	After (actual Risk Rating at the end of quarter)	Increased	Reduced		
RISK						
OPPORTUNITY						

Monitored by: _____ Reviewed by: _____ Acknowledged by: _____

Member, RMT _____ Leader, RMT _____ Process Holder _____



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SWOT MATRIX

A. Name of Bureau/ Service/ Functional Division/ School:

B. SWOT

	STRENGTHS	WEAKNESSES
INTERNAL	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.
EXTERNAL	1. 2. 3. 4. 5.	THREATS 1. 2. 3. 4. 5.

Prepared by:

NAME
 Bureau/ Service Director (CO)/
 Division Chief (RO/SDO)/
 Process Holder (School)

Approved:

NAME
 Undersecretary/ Assistant Secretary In-Charge (CO)
 RD/SDS (RO/SDO)/
 School Head (School)



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RISK REGISTRY

A. Name of Bureau/ Service/ Functional Division/ School:

B. Risk Registry

No.	Risk Identification			Risk Analysis and Risk Evaluation			Risk Treatment			Target Assessment			
	Declared Process and Risk Description	Risk Causes and Consequences	Current Controls	Likelihood (L)	Impact (I)	Risk Rating (RR)	Action/Response	Person/Responsible	Office	Target Date	L	I	RR
1				5	5	25							
2				4	3	12							
3				4	4	16							
4													
5													

*Declared Process & Risk Description - List the declared process and describe the corresponding risk area and event. What can go wrong?
 Risk Causes & Consequences - Describe the risk event, causes and consequences. What would cause it to go wrong? What are the impacts if it does go wrong?
 Current Controls - Describe any existing policy, procedure, practice, or mechanism that acts to minimize the risk. What is in place now that reduces the likelihood of this risk occurring or its impact if it does occur?
 Likelihood - Rate the current Risk Likelihood. How likely is this risk to occur?
 Impact - Rate the current Risk Consequence. How big would the impact of this risk be if it occurs?
 Risk Rating - Get the product of the Likelihood and Impact
 Treatment - Describe the actions to be undertaken for those risks requiring further treatment*

Prepared by: _____
 NAME
 Bureau/ Service/ Director (CO)/
 Division Chief (RO/SDO)/
 Process Owner (School)

Approved: _____
 NAME
 Undersecretary/ Assistant Secretary In-Charge (CO)
 RD/ SDS/ (RO/SDO)/
 School Head (School)



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OPPORTUNITY REGISTRY

A. Name of Bureau/ Service/ Functional Division/ School:

B. Opportunity Registry

No.	Declared Process and Opportunity Statement (include benefit once opportunity is encountered)	Likelihood	Impact	Opportunity Rating	Opportunity Pursuit Action Plan (may refer to other planning documents)	Person/ Office Responsible	Target Date
1							
2							
3							

Prepared by:

NAME
 Bureau/ Service/ Director (CO)/
 Division Chief (RO/SDO)/
 Process Holder (School)

Approved:

NAME
 Undersecretary/ Assistant Secretary In-Charge (CO)
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