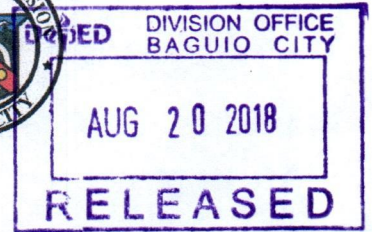




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY
82 Military Cut-off Road, Baguio City



OFFICE MEMORANDUM

Mitigating Strategies on Identified Risks in the SDO Proper

To: **All Functional Division Chiefs**
Units/Section Heads
SDO Proper Personnel

1. This Office relays to all SDO Proper Personnel the following strategies to mitigate the Identified Risks in the SDO Proper as follows:

RISK 1: UNAVAILABILITY OF SIGNATORIES

Mitigation Strategies:

- Deputize personnel in the absence of the concerned signatories
- Appoint personnel to be Officer-in-Charge of the office concerned
- Inform concerned personnel of anticipated trainings, meetings, etc. to facilitate fast tracking of documents for signature
- Conduct meetings with concerned personnel before leave of absence or attending to official business transactions
- Collaborate with the secretaries of the signatories for updates
- Check the calendar of activities of the signatories

RISK 2: RUN OUT OF SUPPLY

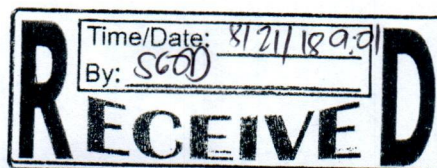
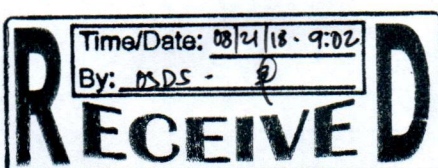
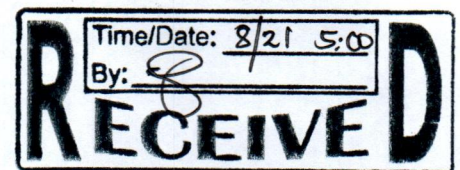
Mitigation Strategies:

- Review processes involved in the provision of supplies in the division
- Conduct continuous improvement mechanisms to improve processes
- Reiterate 5s to all personnel in the division
- Uphold the virtue of being resourceful

RISK 3: OVERLAPPING OF ACTIVITIES

Mitigation Strategies:

- Strengthen collaboration among program owners through the HRD Unit of the Division
- Monitor regularly the calendar of activities as posted in the dash board of division activities
- Constantly update personnel in the division, sections and units of DepEd memoranda, advisories and notice of meetings and other activities





Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY
82 Military Cut-off Road, Baguio City



RISK 4: DELAYED PROCESSING AND COMPLETION OF PROCUREMENT REQUESTS

Mitigation Strategies:

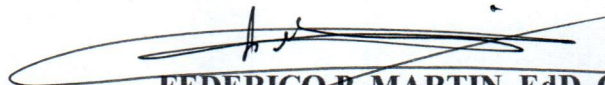
- Establish *ad hoc Secretariat* in the division
- Reorient personnel in the division on the procurement process of the government
- Reiterate strict adherence to schedules set by the BAC Secretariat to avoid delays and lapses of trainings and seminars
- Submit complete documents to facilitate on time procurement process

RISK 5: BUDGETARY CONSTRAINTS

Mitigation Strategies:

- Initiate proper corporate planning involving all units and sections
- Reiterate early submission of AIP, WFP and PMPP
- Conduct needs assessment and allocate funding according to need
- Involve people in planning with programs of equal importance

2. Compliance and widest dissemination of this Memorandum is required.


FEDERICO P. MARTIN, EdD, CEEd, CESO V
Schools Division Superintendent 