



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

Office of the Schools Division
 Superintendent

08 March 2021

DIVISION MEMORANDUM
 No. 63, s. 2021

QUARTERLY UPDATING OF THE RISK AND OPPORTUNITY REGISTER (ROR)

To : Chief Education Supervisors
 Administrative Officer V
 All Section and Unit Heads
 All Process Owners
 All Document Controllers
 All Others Concerned

- As agreed during the first surveillance audit last 21-22 January 2021, the Risk and Opportunity Register (ROR) must be updated quarterly to track the potential risks that maybe encountered in the implementation of the Quality Management System.
- All program owners are required to update their RORs through their respective Risk Management System (RMS) Team Leader. The risk score may increase, decrease or retain based on the deliberation of the process owner and the immediate supervisor for the specific quarter. The schedule are as follows:

Quarter	Schedule Date
First quarter	March 22-26
Second quarter	June 21-25
Third Quarter	September 20-24
Fourth Quarter	December 13-18

- The RMS Team are also scheduled to meet a day after the updating of the RORs to facilitate the Risk Treatment Plan (RTP) and the Action Plan of Extreme Risk (APER).
- Immediate dissemination of this Memorandum is desired.

MARIE CAROLYN B. VERANO, CESO V
 Schools Division Superintendent

Encl.: As stated

Reference:
 To be indicated in the Perpetual Index:
 under the following subjects:

DISASTER RISK REDUCTION AND MANAGEMENT



"DepEd SDO Baguio City: We Serve, We Care."

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