



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

DIVISION MEMORANDUM

CID-2025-555

To : Functional Division Heads
Section Heads
Program Holders
Process Owner

Subject : ANNOUNCEMENT OF THE CONDUCT OF THE DIFFERENT RISK
MANAGEMENT (RMT) ACTIVITIES

DATE : NOVEMBER 7, 2025

To sustain the governance and enhance the delivery of quality services to the stakeholders, this Office announces the conduct of the series of activities to be initiated by the Risk Management Team (RMT).

The activities and timeline are as follows:

Functional Division	Date	Activity	Planning Documents to Prepare (Hard Coy)	Persons Involved
CID	Nov 17, 2025 1:00 PM to 3:00 PM	Risk Re-Evaluation/ Feedback and Monitoring	SWOT Analysis Risk Registry (RR)	Section Heads Program Holders
SGOD	November 18, 2025 9:00 AM Onwards	Risk Re-Evaluation/ Feedback and Monitoring	Opportunity Registry (OR) Registry of Interested Parties (RIP)	RMT Members 1. Ida I. Juezan 2. Peter Jason Senarillos 3. Francis Jude Alcomendras 4. Airon Alejandro 5. Ferna Renira T. Alde 6. Clarence S. Pillerin 7. Ma. Florinel G. Gallardo 8. Mary Joy B. Fortun 9. Chariss M. Altamera
OSDS	November 19, 2025 9:00 AM Onwards	Risk Re-Evaluation/ Feedback and Monitoring	OPCRF Action Plan for Risk Treatment (APRT) Monitoring Tool on OPCRf Accomplishments	



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Risk Management Team Activities

Date	Activity	Venue	Output
November 10, 2025 1:30 PM	RMT Members Conference in preparation for Evaluation	Digos Oriental District Office	Revisited processes on evaluating the Risks and Opportunities in every functional division
November 20, 2025 9:00 AM	Risk Recording and Finalization of Risk Evaluation	Mt. Apo District Office @ G. Reusora CES	Summarized Results of Evaluation Prepared Reports to be presented to the QMR
November 21, 2025	Reporting of Evaluation results to the QMR	Office of the ASDS	Presented the Results of Evaluation to the QMR

Immediate dissemination of this Memorandum is desired.



MELANIE P. ESTACIO, CESO VI
Schools Division Superintendent

NOV 10 2025



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RECORDS SECTION


