



15 FEBRUARY 2021

Office MEMORANDUM
No. 023,s. 2021

**REVIEW/REVISITING OF RISK REGISTRY ISSUED TO THE 12
OFFICES/UNITS/SECTIONS OF THE DIVISION OFFICE**

To: SGOD Chief- Elvira E. Urbiztondo, PhD
CID Chief- Celsa A. Casa, PhD
Legal- Atty. Joseph Eric C. Lumactod
ICT- Marvin G. Minguillan
Accounting- Bethany E. Climaco
Budget- Myrna D. Callote
Supply- Dante A. Grumo
Procurement-Lea Gurimbao
Admin Office-Shirlene E. Crabajales
Personnel-Eppie P. Cabrera
Cashiering-Emmalyn De Honor
Records- Julieta Mangata

1. In view of the forthcoming ISO Audit and Surveillance on our conformance to Quality Management Systems and Operations, you were given copies of the Context Review and Risk Registry for you to discuss with your office personnel the issues and the probable risk of operational inefficiency or operational loss.
2. During your review, discuss among yourselves what were already acted and eliminated.
3. Those Issues which are still occurring and left untreated shall be reported again in the next round of review by the Risk Management Committee and shall be subjected to internal audit by the Audit Committee.
4. Division/Unit/Section Chiefs are requested to call for a meeting with your office personnel the soonest possible time so that you will be ready for the conduct of the Context Review, the Internal Audit and the Surveillance Processes.
5. For your information, record and compliance.


JOSITA B. CARMEN, CESO V
Schools Division Superintendent

