DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO. 1
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NOV 13 2026

OFFICE MEMORANDUM
HRDD-2026-399

RISK MANAGEMENT TRAINING COURSE

To: Assistant Regional Director
Chiefs of Functional Divisions
Unit and Section Heads
All Concerned Personnel

1. This Office, through the Training and Advocacy Team, shall conduct the Risk Management Training Course on November 24-25, 2026, at the Executive Conference Hall/Room.

2. The training course aims to deepen the participants' understanding and appreciation of the fundamental concepts and principles of risk management as applied to the Quality Management System (QMS) and establish a common understanding of the existing tools and mechanisms for identifying, assessing, addressing, and monitoring risks and opportunities within the QMS of DepEd Region I. Please see the attached indicative training matrix for reference.

3. The participants shall include members of the Risk Management Team, Training and Advocacy Team, and identified process owners from the different functional divisions, units, and sections of the Regional Office. The target participants shall be distributed as follows:

Functional Division	Number of participants
Administrative Division	12
CLMD	9
FTAD	2
ESSD	8
Finance Division	3
HRDD	4
PPRD	2
QAD	3
ORD – Legal Unit	3
ORD – PAU	2
ORD – ICT Unit	2
Total	**50**

4. In case an identified participant is unable to attend due to an equally important official activity, the Head of Office concerned shall designate a replacement who is knowledgeable about the office processes and can actively contribute to the assessment of its risks and opportunities.

5. Meals and snacks shall be provided during the training, as indicated below:

DAY	AM SNACK	LUNCH	PM SNACK
November 24, 2026	/	/	/
November 25, 2026	/	/	/

6. Expenses for meals and snacks shall be charged against the CY 2026 Regional MOOE subject to the usual budgeting, accounting, and auditing rules and regulations.

7. For concerns or queries, please contact the **Human Resource Development Division** at hrdd.region1@deped.gov.ph or call 072-682-2324 local 122.

8. Immediate and wide dissemination of this Memorandum is desired.

ESTELA P. LEON-CARIÑO, EdD, CESO III
Director IV/Regional Director

HRDD/rrm/OM_RiskManagementTraining
November 12, 2026

DepEd RO1 Documan
HRDD260919

RISK MANAGEMENT TRAINING COURSE
November 24-25, 2026
Executive Conference Hall/Room

INDICATIVE TRAINING MATRIX

Time	Topic	Output
November 24, 2026		
7:30-8:00AM	Registration	
8:00-9:00AM	Opening Program • Prayer • Region I Hymn • Recitation of Quality Policy • Acknowledgment of Participants • Opening Remarks • Statement of Purpose • Message	
	Orientation-Workshop Proper	SWOT Analysis
9:00 – 9:30	ISO: Its Standards and Benefits (Sustainable Development)	
9:30 – 10:15	QMS (ISO 9001) and PDCA	
10:15 – 10:30	Health Break	
10:30 – 11:30	Risk – Based Thinking (A.4) and Process Approach	
11:30 - 12:00	Risk Management System (ISO 31000)	
12:0 – 1:00	LUNCH	
1:00 – 2:15	DepEd's PAWIM P – 002 and DO No. 009, s. 2021	
2:15 – 3:15	DepEd RO I's Risk Management Status	Presentation of DepEd RO I Draft Risk Registry
3:15– 4:00	DepEd's Process Map	
4:00 – 5:00	DepEd RO I's Quality Control Plans, and Risk Action Plans	

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INDICATIVE TRAINING MATRIX

Time	Topic	Output
November 25, 2026		
8:00-8:30AM	Management of Learning	
8:30 – 10:15	Risk Assessment : Risk Identification	Risk and Opportunity Registry
1015 – 10:30	Health Break	
10:30 – 11:30	Risk Assessment : Risk Analysis and Evaluation	
11:30 – 12:00	Risk Treatment	
12:00 – 1:00	LUNCH	
1:00 – 2:00	Risk Treatment (Continuation)	Accomplished Risk and Opportunity Monitoring and Review Form
2:00 – 3:00	Risk Monitoring and Review	
3:00 – 3:15	Health Break	
3:15 – 4:20	Risk Recording and Reporting	
4:20 – 5:00	Ways Forward	