DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO. 1
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OFFICE MEMORANDUM
HRDD-2026-408

RESCHEDULING OF THE RISK MANAGEMENT TRAINING COURSE

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

1. This Office informs all concerned that the **Risk Management Training Course**, originally scheduled on **November 24–25, 2026**, is hereby **rescheduled to December 2–3, 2026**, at the Executive Conference Hall/Room.

2. The rescheduling is intended to ensure the effective conduct of the training and the participation of all concerned personnel.

3. All other provisions stipulated in the previously issued Office Memorandum, including the objectives, participants, venue, and funding arrangements, shall remain unchanged. The indicative training matrix and schedule of meals and snacks shall be adjusted accordingly.

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

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

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

HRDD/rrm/OM_ReschedRiskManagementTraining
November 20, 2026

DepEd RO1 Documan
HRDD260931

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	

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

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	