



Republic of the Philippines
Department of Education

REGION IV-A
SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

June 15, 2022

DIVISION MEMORANDUM

NO. 284, s. 2022

TO: Assistant Schools Division Superintendents
Chief, CID and SGOD
Unit and Section Heads
All concerned

RISK MANAGEMENT TRAINING AND WORKSHOP

1. In continuous pursuit to sustain the quality management system of DepEd Cavite, this Office will conduct **Risk Management Training and Workshop** on **June 20, 2022** at **Bulwagang Tanglaw, DepEd Cavite Province, Brgy. Luciano, Trece Martires City, Cavite**.
2. This Risk Management Training and Workshop aims to help the Division Office of Cavite Province in:
 - a. developing and maintaining risk and opportunity registry; and
 - b. familiarizing to the new formats of Forms and other QMS related documents
3. Participants are required to be at the venue at **on or before 9:00 AM**. Moreover, **each unit is required to bring one laptop**.
4. Attached herewith are the following:
 - Attachment 1: List of Attendees
 - Attachment 2: Program Matrix
 - Attachment 3: Program Management Team and Terms of Reference
5. Expenses relative to this activity shall be charged against GASS Continuing Fund subject to usual accounting and auditing procedures.
6. For inquiries and clarifications, you may email deped.cavite@deped.gov.ph or send a chat at DepEd Tayo Cavite Province.
7. Immediate and widest dissemination of this Memorandum is hereby directed.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

MPA/ DM 284 s.2022
BU-15056/ 06/10/2022





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Department of Education

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SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

Attachment No 1 to Division Memorandum No. 284 s. 2022 titled Internal Quality Auditor (IQA) Retooling

**LIST OF PARTICIPANTS FOR THE
RISK MANAGEMENT TRAINING AND WORKSHOP**

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

Rommel C. Bautista - Schools Division Superintendent
Galileo L. Go - Assistant Schools Division Superintendent
Randy D. Punzalan - Assistant Schools Division Superintendent
Verna C. Cabaya - Administrative Officer V
Joyce L. Mojica - Administrative Officer V - Budget
Cherry D. Bayot - Accountant III
Laura R. Crema - Administrative Officer IV - Cash
Elaine V. Balen - Administrative Officer IV - Personnel
Melecio D. Pedron - Administrative Officer IV - Records
Edward Joevan R. Romen - Administrative Officer IV - Supply
Lara Vey C. Cabaya - ITO
Daniel V. Carpina - Attorney III
Royce A. Aure - Registrar I
Kristine A. Salamat - Registrar I
Kevin Herick C. Avilla - Administrative Assistant III
Marietta B. Barrera - Administrative Assistant III
Angelica E. Espineli - Administrative Assistant III
Somaira G. Nolasco - Administrative Assistant III
Lian Jazzel T. Velasco - Administrative Assistant III
May Ann M. Ilagan - Administrative Assistant III
Jay R. Dayrit - Administrative Assistant III
Sarah Lyn P. Marcaida - Administrative Assistant III
Mika A. Costelo - Administrative Assistant III
Margie Lyn P. Antazo - Administrative Assistant II
Rose Ann C. Creencia - Administrative Aide VI
Roel L. Penus - Administrative Aide III
Cherrie Ann V. Sinsay - Administrative Aide III

CURRICULUM IMPLEMENTATION DIVISION

Elpidia Bergado - Chief, Curriculum Implementation Division
Wenifreda Diquit - EPS English
Riza Soberano - EPS Science
Laarni R. Granado - EPS Mathematics
Al Jerald V. Leyson - EPS ALS
Gina B. Dulce - Public Schools District Supervisor
Joy Contreras - Public Schools District Supervisor
Helen Aure - Public Schools District Supervisor
Leonila Custodo - Division Librarian
Julie Anne V. Vertudes - PDO II





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SCHOOLS GOVERNANCE AND OPERATIONS DIVISION

Diana P. Topacio - Chief, Schools Governance and Operations Division

Gregoria Atas - EPS SGOD

Reniel Patrick S. Tejedor - Planning Officer III

May Ann Joy Romanes - SEPS Planning & Research

Marlene Panganiban - SEPS SocMob

Maria Belen Mojica - SEPS SMME

Ronalyn P. Salazar - SEPS HRD

Kristine Dela Rosa - EPS SMME

Angelita Orenciano - Medical Officer III

Aileen Hazel R. Tuvera - Dentist

Joel Mina - Division Engineer

Maurine Dela Cerna - Nurse II

Jesselle Mark Reyes - PDO II/ DRRM Coordinator

Erica Ersando - PDO I

Ermelinda V. Pegenia - Administrative Assistant II

Shannen N. Ramos - Administrative Aide III

Carlo C. Melo - Administrative Aide III

Jay P. Fulvadora - Administrative Aide III

Vincent Carlo S. Nuestro - Dental Aide



Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite



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SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

Attachment No 2 to Division Memorandum No. 284 s. 2022 titled Internal Quality Auditor (IQA) Retooling

PROGRAM MATRIX

Day 1: June 29, 2022

9:00 AM – 9:05 AM

Prayer

9:05 AM – 10:30 AM

Pre-work

10:30 AM – 12:00 NN

Discussion of Risk
Management, PAWIM,
Procedures and Forms

Ivan Brian L. Inductivo
Assistant Schools Division Superintendent
DepEd Imus

12:00 NN – 1:00 PM

Lunch Break

1:00 PM – 4:00 PM

Workshop

4:00 PM – 5:00 PM

Presentation

Unit/Section Head

END OF TRAINING AND WORKSHOP





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Attachment No 3 to Division Memorandum No. 284 s. 2022 titled Internal Quality Auditor (IQA) Retooling

PROGRAM MANAGEMENT TEAM AND TERMS OF REFERENCE

Committee	Terms of Reference	Members
Program/ Planning	<ul style="list-style-type: none">• Prepare all documentary requirements such as, but not limited to, activity proposal• Organize and lead the whole program flow• Coordinate duties and responsibilities of PMT members• Prepare Activity Completion Report	Rommel C. Bautista Reniel Patrick S. Tejidor
Registration	<ul style="list-style-type: none">• Prepare and secure the accomplishment of registration and attendance sheets (whether printed or online)• Prepare and ensure dissemination of certificates for participants and PMT members	Kristine A. Salamatin Margie Lyn P. Antazo
Technical	<ul style="list-style-type: none">• Collect/ prepare/ assist in preparation and lead in playing of audio-visual presentations and materials to be used• Provide technical assistance on setting up and managing the platform to be used for online/ virtual activities	Jay R. Dayrit
Documentation	<ul style="list-style-type: none">• Prepare/ collect all audio-visual presentations and materials to be used during the event• Prepare a narrative or news report regarding the event• Assist in accomplishing the Activity Completion Report	Julie Ann V. Vertudes Royce R. Aure





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Monitoring and Evaluation/ QATAME	<ul style="list-style-type: none">● Prepare QATAME link/ form● Consolidate participants' evaluation of conducted activity and identify areas for improvement● Provide proponent and all units concerned with a copy of the evaluation results with corresponding recommendations	Maria Belen C. Mojica Kristine G. Dela Rosa
Safety and Security	<ul style="list-style-type: none">● Secure physical and cyber-safety and security of the participants including the provision and collection of Signed Parental Consent Form if learners are involved as participants● Ensure observance of appropriate health and safety standards for physical or face-to-face activities	Nurse

