



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

31 March 2025

Regional Memorandum
No.247 s.2025

ADDENDUM ON REGIONAL MEMORANDUM NO. 207, S. 2025


To **Schools Division Superintendent**
All Others concerned

1. With reference to Regional Memorandum No. 207, s. 2025, regarding the conduct of **Strategic Safeguarding: Guide to Mastering Risk Management in the Organization – Phase 3** on April 24-25, 2025, this Office, through its Risk Management Team (RMT), provides the following additional guidelines on the evaluation and assessment procedures for the **2025 Planning Documents** of each Schools Division Office (SDO).
2. For proper implementation, all concerned personnel are advised to strictly adhere to the steps outlined in the Procedural Guidelines.

Phase	Description
Document Development	All functional divisions of SDOs shall ensure preparation of their Calendar Year (CY) 2025 Planning Documents , ensuring the inclusion of the following required components: 1. List of Relevant Interested Parties (CO-BHROD-F001) 2. SWOT Matrix (PAWIM-F-003) 3. Risk Registry (PAWIM-F-004) 4. Opportunity Registry (PAWIM-F-005) Latest templates shall be downloaded at bit.ly/DepEdNQMS
Internal Validation and Compliance Check	The SDO RMT shall conduct a thorough assessment of the prepared planning documents to ensure accuracy, coherence, and compliance with the standards prescribed in the Process and Work Instructions Manual (PAWIM) .
Official Document Submission	All validated documents shall be officially endorsed on or before April 14, 2025, to the Regional Office Risk Management Team (RO-RMT) by

Phase	Description
	uploading them through the designated submission portal: https://forms.gle/4WGGEDWS7CqbHDZK8
Regional and Central Office Evaluation	The Regional Office (RO) , in collaboration with the Central Office (CO) RMT and select SDO RMT Leads , shall facilitate a comprehensive evaluation of all submitted planning documents to assess their alignment with established risk management frameworks.
Integration and Presentation of Findings	The consolidated review results shall be formally presented during the activity to guide the refinement and finalization of the SDO's 2025 Planning Documents .

3. Should any questions arise or if there is a need for clarifications or further assistance, the Risk Management Team is readily available to provide support. Kindly connect with **Engr. James Mattwill Abalos** and/or **Mr. Adrian A. Bullo**, or by email at rmt.calabarzon@deped.gov.ph.
4. Strict compliance with this memorandum is earnestly desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director