	DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX	DOCUMENT CODE	PM-QMR 05-03
	<b>PROCEDURES MANUAL</b>	REVISION NUMBER	2
		PAGE NUMBER	1 of 6
SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	28 April 2023
SUBJECT	<b>RISKS AND OPPORTUNITIES MANAGEMENT</b>		

## 1.0 OBJECTIVE

To establish a standardized approach, utilizing a digital platform, for identifying, assessing, and managing risks and opportunities across the organization. The objective is to leverage technology to streamline the process and provide real-time visibility into potential threats and benefits, ultimately minimizing risks and maximizing opportunities.

## 2.0 SCOPE

The scope of this procedure manual is to establish a consistent and systematic approach to managing risks and opportunities across the organization, utilizing a digital platform for increased efficiency and transparency. The procedure covers all stages of the risk and opportunity management process, including identification, assessment, evaluation, implementation, and monitoring of effectiveness, as well as the recommendation and approval of new control measures / actions to continuously improve the quality management.

## 3.0 ACCESS

This procedures manual has been uploaded to the DOST IX Document Management System (DMS) and is accessible to all DOST IX personnel. The original copy of this document is managed by the Document Custodian.



## 4.0 DEFINITION OF TERMS

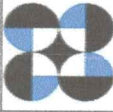
**Risk Management** – a process or systematic approach in identifying, analysing, evaluation and controlling risks;

**Opportunities** – refers to any favourable or advantage circumstances; A chance for progress or advancement; Can arise as a result of situation favourable to achieving an intended result.

**Concerned Personnel** - refers to the person or group of persons responsible for identifying risk in their area of responsibility (functional unit); conducting risks and opportunities analysis and assessment, evaluating the risk and opportunities and implementing risk controls / actions mechanisms; *all staff are authorized to access and provide inputs to the online system, while the Risk Manager and Alternate have the authority to review and approve or reject the inputs. The Regional Director shall approve the recommended actions of the Risk Manager when a corrective action/s is / are needed and if it requires budgetary requirements. The Project Lead and Team Members shall oversee the implementation, provide technical support and recommend policies for continuous improvement.*

**Digital platform** – a streamlined system or process operated with the use of computers and the Internet.

Prepared by:   QMS Secretariat	Approved by:   Quality Management Representative
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#### 5.0 ACCESS (ONLINE SYSTEM)

*The Risk and Opportunity Management Online System can be accessed through the DOST IX Web Portal via this link: [dost9.ph](http://dost9.ph). The Risk Management System is a module within the Document Management System.*

#### 6.0 REFERENCES


- OP-001 Control of Documents
- ISO 17025:2017 Standard

Prepared by:

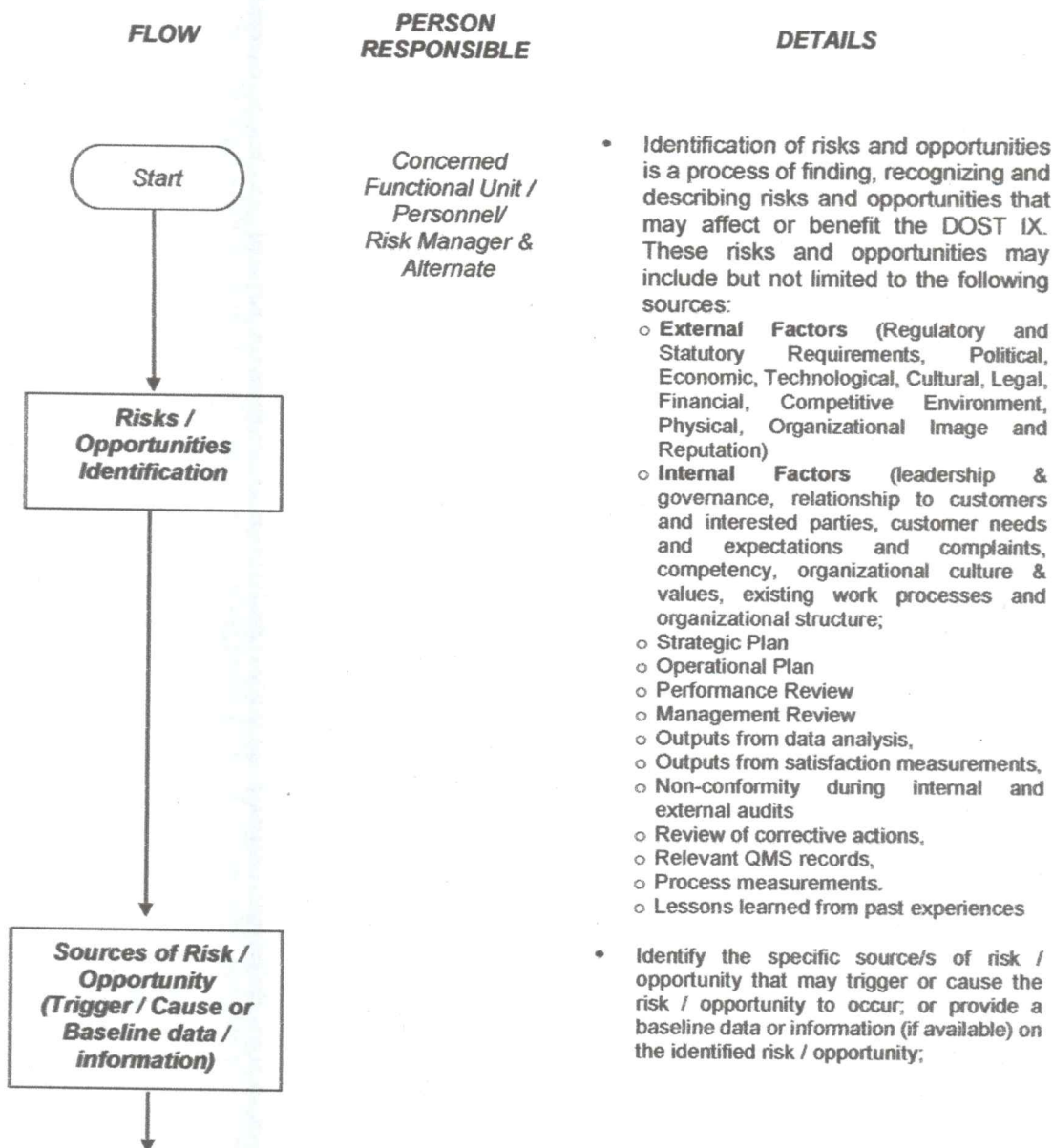
  
QMS Secretariat

Approved by:

  
Quality Management Representative

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## 7.0 PROCEDURE



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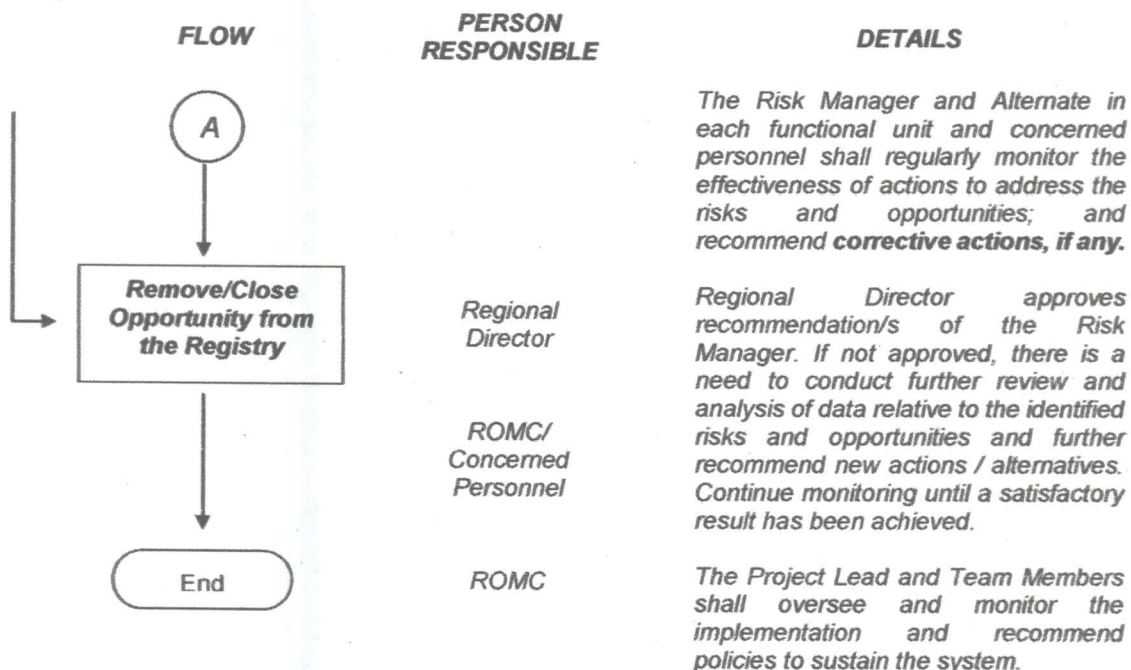
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