



DILG REGION IV-A (CALABARZON)

# RISK REGISTER (OBJECTIVE RISK ASSESSMENT)

Document Code

**RRO-QP-R4A-FAD-HRS-11**

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OFFICE	Finance and Administrative Division – Human Resource Section
QUALITY PROCEDURE TITLE	Recruitment, Selection and Promotion (RSP) of 1 <sup>st</sup> and 2 <sup>nd</sup> Level Personnel

Objective	Relevant Issue(s)	Relevant Interested Parties (refer to IP Matrix for Requirements )	Potential Risk	Risk Trigger	Consequence (Positive or Negative)	Existing Risk Control Measure	Risk Assessment								Risk Control Plan							
							Impact	Likelihood	Detection	Rating	Risk Level	S, NS	Risk Control Action	RPN	Action Plan (if risk rating is significant)	Respon sible	Timeline		Resource Needed	Monitoring		
																	Start	End		Start	End	Resource Needed
Timely action on the PRFs received, within the agreed number of days	Various Activities	Designated HR Staff	Delay in the posting of vacancies	Multiple activities of Designated HR Staff	Delay in the filling-up of vacancies	Scheduling of Activities	4	3	1	12	L	N S	No Action	3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Timely action (either indorsed to the PHRMPSB or sent a regret letter) on the applications received, within 5 working days from deadline of submission of applications.	Availability of Signatory	Authorized Signatory	Delay in the assessment of applicants	Various Activities of Signatory	Delay in the notification of applicants	Awareness of the Schedule of the Signatory	2	1	2	10	L	N S	No Action	3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Timely preparation of Notice of Meeting of RHRMPSB, within 3 working days upon receipt of PHRMPSB Recommendation	Availability of all members of the RHRMPSB	Members of the RHRMPSB	Difficulty in identifying schedule	Multiple Activities attended to by Members	Delay in the conduct of assessment	Issuance of Regional Order	2	2	2	10	L	S	No Action	3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A





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							Impact	Likelihood	Detection	Rating	Risk Level	S, NS	Risk Control Action	RPN	Action Plan (if risk rating is significant)	Respon sible	Timeline		Resource Needed	Monitoring		
																	Start	End		Start	End	Resource Needed
Timely submission of approved appointments to CSC for attestation 30 days from the date of signing by the Appointing Authority	Incomplete Requirements	Newly-hired/Promoted Employees	Delay in the submission of Appointment Papers	Non Submission of Complete Requirements	Delay in the attestation of Appointment	Check/Validate on time the requirements	4	1	1	20	M	NS	Alert	2	N/A	N/A	N/A		N/A	N/A	N/A	
Timely posting of approved Appointments in 3 conspicuous places within 30 days from the date of issuance of appointment	Attestation is beyond the control of the office	CSC	Delay in the attestation of Appointments	CSC Function	Delay in the receipt of attested appointments	Coordinate regularly with CSC	3	2	2	10	L	NS	No Action	1	N/A	N/A	N/A		N/A	N/A	N/A	

Risk Assessment	Risk Rating	Risk Level	Risk Description	Action Required	RPN
Impact: 1-Insignificant; 2-Minor; 3-Moderate; 4-Major; 5-Extreme	1 - 25	L-Low	NS-Not Significant	No Action-No further action required (Retain risk by informed decision)	3
Likelihood: 1-Rare; 2-Unlikely; 3-Moderate; 4-Likely; 5-Almost Certain	26 - 40	M-Moderate	NS-Not Significant	Alert-Alert level but no further action required for now	2
Detection: 1-Very likely; 2-Likely; 3-Low; 4-Remote; 5-Very remote	> 40	H-High	S-Significant	Control - Control the risk (e.g. Treat/Mitigate Transfer, Terminate)	1
Rating = Impact x Likelihood x Detection					







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Prepared By:	Reviewed By:	Recommending Approval:	Approved By:
 <b>MARIA CONCEPCION A. GONZALES</b> AO V/HRMO	 <b>BRIAN B. BALLON</b> LGOO III	 <b>ARIEL O. IGLESIA, CESO V</b> Assistant Regional Director	 <b>MANUEL Q. GOTIS, CESO III</b> BLGS Director and Concurrent OIC - Regional Director
<b>Process Owner</b>	<b>Risk Review Committee Head</b>	<b>Quality Management Representative</b>	<b>Top Management</b>





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OFFICE	Finance and Administrative Division - Human Resource Section (HRS)
QUALITY PROCEDURE TITLE	Recruitment, Selection and Promotion (RSP) of 1 <sup>st</sup> and 2 <sup>nd</sup> Level Personnel

Process Step (Based on the procedure's key process steps)	Potential Risk	Risk Trigger	Consequence (Positive or Negative)	Existing Risk Control Measure	Risk Assessment								Risk Control Plan							
					Impact	Likelihood	Detection	Rating	Risk Level	S, NS	Risk Control Action	RPN	Action Plan (if risk rating is significant)	Respon sible	Timeline		Resource Needed	Monitoring		
															Start	End		Start	End	Resourc e Needed
Posting of Vacancy	Limited area for posting	only one bulletin board	Not properly disseminated	posting in the website and in the provincial offices	2	2	2	8	L	N S	N/A	3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
RHRMPSB Meeting	Availability of all members	Multiple activities	Difficulty in identifying the schedule	Issuance of Regional Order	2	2	2	8	L	N S	N/A	3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Conduct of Selection Process	Availability of panelists and observers	Multiple activities	Difficulty in identifying the schedule	Issuance of Regional Order	2	2	2	8	L	NS	N/A	3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Conduct of Background Investigation (BI)	Lack personnel who will conduct	Lack of personnel	Delay in the conduct of BI	Delegate to the Provincial Offices the conduct of BI	2	2	2	8	L	NS	N/A	3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Deliberation on the result of the selection process	Availability of all members	Multiple activities	Difficulty in identifying the schedule	Issuance of Regional Order	2	2	2	8	L	NS	N/A	3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Notification of applicants on the result of the selection process	Delay in the dissemination of information	Delay in the receipt of the notifications	Snail Mail	Send information through email or txt	2	2	2	8	L	NS	N/A	3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A



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