

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Risk Register | | | | | | | | | | | | | | | | | |
| **RISK IDENTIFICATION** | | | | | | | | **RISK ASSESSMENT** | | | **RISK TREATMENT** | | | | **RISK MONITORING & REVIEW** | | |
| **Risk ID** | **Date Raised** | **Raised by** | **Risk Category** | **Event** | **Cause** | **Consequence** | **Existing Controls** | **Residual Risk Analysis** | | | **Action** | **Plan** | **Risk Owner** | **Resolve by** | **Method** | **Progress and Compliance Reporting** | **Status** |
| **Likelihood** | **Consequence** | **Risk Rating** |
| OSAS-001 | 29-Jun-18 | R.B. Valdenarro | Human resources | Inadequate staff member | lack of plantilla position | delayed implementation of services | request for plantilla position | POSSIBLE | MODERATE | TOLERABLE | TRANSFER | requesting for plantilla position for the designated areas under the student affairs and services | OSAS  Practitioners | On Going | Provision of additional personnel to OSAS Unit | Provision of request for SAS Unit is provided but limited in terms of student ratio | OPEN |
| OSAS-002 | 09-Jul-18 | R.B.Valdenarro | Socio Cultural | Delay submission of student organization accomplsihment reports and other relevant documents | Lack of awareness on the date of submission | delayed implementation of services | Meeting and posting | POSSIBLE | MINOR | TOLERABLE | SHARE | Meeting and posting | OSAS  Coordinator | Quarterly | Accomplishment Report | Updating and Retrieval of documents to Student Organization Unit | CLOSED |
| OSAS-003 | Jul-9-18 | R.B.Valdenarro | legal | Regulation of Collections and disbursement of Organizational Fund | Adaption of policies and Guidelines prescribed by CHED (ESTUPAF  Program) | Non compliance could lead to legal liabilities | Orientation | LIKELY | MAJOR | HIGH | SHARE | Orientation | OSAS | All year round | Guidelines and Policies | Adoption of Bank book as stipulated on the manual of SAS | CLOSED |
| OSAS-004 | Jul-9-18 | R.B. Valdenarro | Business | low frequency of students organization membership to accredited national/international organization | Lack of organizational involvement to National/International Organizations | affects the University ratings in SUC Levelling | Incorporate Organizational membership on student request upon the consent. | UNLIKELY | INSIGNIFICANT | VERY LOW | SHARE | Register student organization in a reputable and honor society. Creation of student based honor society in the university to anchore in the national or international level. | OSAS | Whole year round | Accomplishment Report and Accreditation of Student Organization | Roster of Student Organizations Report, Certificate of Registration to SEC and other accrediting body | CLOSED |
| OSAS-005 | Jun-8-20 | JN Olayta | Business | No Available Dormitory in the University | destruction/abandoned dorm facility in the university due to calamities | housing services under the office is affected. Difficulty in identification and monitoring of students for relevant services.  Recommendation of IATF will not be properly implemeted due to congestion of students in their respective dormitories during the post-pandemic period | rentals to private dormitories outside the university | POSSIBLE | MODERATE | TOLERABLE | TRANSFER | Rehabilitation or construction of dormitories that will cater the number of studetns coming from other provinces. | OSAS | Top MANAGEMEN T | Comprehensive Proposal (for funding) | % of completion of construction | OPEN |
| OSAS-006 | Jun-8-20 | JN Olayta | Social or Cultural | Cancellation of Student Activities | Post-traumatic effect of Covid19 Pandemic | Several student activities both iin-campua and off campus will be cancelled in compliance to the recommendation of the national government and CHED | Information Dissemination Redevelop/enhance the student actions plans adopting the recommendations during the post pandemic | RARE | MINOR | VERY LOW | REDUCE | Inclusion of Mental Health Policy to the Student Handbook | OSAS,  Guidance Unit | Unit Coordinators for Student Activities / Guidance Unit | Dessimination of student handbook, posting of campaign materials | Accomplishment Report, Records of Students or Employee who availed the services | CLOSED |

Prepared by:



**JAYSON N. OLAYTA, MRD**

Director, OSAS