

4. Preparation for Presentation of Risk Assessment (RA) and Risk Management Plan (RMP) Reports

The RA and RMP will be prepared by the concerned offices with the assistance of IASD as facilitator. It provides a plan of action for the management of risks.

The plan is informed by the Risk Assessment Report prepared by the concerned offices, with the support of IASD as facilitator.

Office or Division:		Provincial Administrator's Office- IAS Division		
Classification:		Simple		
Type of Transaction:		G2G		
Who may avail:		Provincial Offices of Davao del Norte		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Complete RA and RMP reports from the subject office- auditee (2 original copies)		PADO- IASD		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Subject office-auditee, will just wait for their turn when the PADO-IASD will present RA and RMP to their respective offices	1.1. Set Schedule for presentation of Risk Assessment and Risk Management Plan reports		(Under Normal circumstances) 30 minutes	<i>Internal Auditor IV</i> PADO-IAS Head
	1.2 Prepare letter of communication to the concerned office for the presentation of RA and RMP reports		30 minutes	<i>Internal Auditor I, II</i> PADO-IAS Technical Staff
	1.3 Submit to IAS Head for correction/s and approval		3 minutes	<i>Internal Auditor I, II</i> PADO-IAS Technical Staff
	1.4 Evaluate letter of communication		5 minutes	<i>Internal Auditor IV-PADO-IAS</i> Head
	1.5 If communication needs correction/s, advise IAS Technical Staff to		30 minutes	<i>Internal Auditor IV-PADO-IAS</i> Head

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.5 If communication needs correction/s, advise IAS Technical Staff to make revision/s		(Under Normal circumstances) 30 minutes	<i>Internal Auditor IV-PADO-IAS Head</i>
	1.6 If communication does not need any corrections, affix signature for approval		3 minutes	<i>Internal Auditor IV PADO-IAS Head</i>
	1.7 Submit letter of communication to concerned office and keep copy for documentation purposes		15 minutes	<i>Internal Auditing Assistant PADO-IAS Admin.</i>
	TOTAL:	None	1 hour and 56 minutes	