



**FUNCTIONAL QUALITY OBJECTIVE RISK ASSESSMENT MATRIX**

Department: Financial Planning and Management Staff-Accounting Division

Date prepared: November 2, 2017

Rev. No.: 01

QUALITY OBJECTIVE	CONTEXT (functional / process)		RISK DEFINITION - Potential Problem, Failure or Uncertainty	POTENTIAL EFFECT(S) / CONSEQUENCES	CONTROL MEASURES	RISK ASSESSMENT				Control / Management Plan (RCP / OMP)	RISK RE-ASSESSMENT				RCP / OMP
	Positive Issues	Negative Issues				IMPACT	LIKELIHOOD	RATING	Significant?		IMPACT	LIKELIHOOD	RATING	Significant?	
90% Timely release of payment to internal and external clients within 5 WD	High utilization rate of NCA; Adequate financial resources for the given budget year.	Outdated version of Computerized Financial Management System (FMS); Lack of capability of requesting unit representatives to use the computerized FMS	Delay in processing due to incomplete documents	Delay in the implementation and conduct of Projects, Activities, etc.	Return payment request with incomplete supporting documents	3	3	9	NO	n/a					
0% Incidence of returned checks arising from error in the processing of claims			Errors in submission of various Offices/Staffs	Delay in the implementation and conduct of Projects, Activities, etc.	Conduct training of end-user representatives; Double-checking of submission from Offices/Staffs	3	3	9	NO	n/a					
			Processing error due to manual system	Rejection by the internal and external clients	Review of the Approving Authority	1	5	5	NO	n/a					

TYPE: R - RISK; O - OPPORTUNITY

Requested by:

SUSANNA D. SANTOS  
 Concerned Process Owner  
 (Signature Over Printed Name)

Reviewed by:

GREG L. PINEDA  
 Concerned Reviewing Authority  
 (Signature Over Printed Name)