

**RISK MANAGEMENT COMMITTEE  
REPORT FOR CY 2023**

**I. INTRODUCTION**

1. This report covers the meeting conducted on September 6, 2023 which discussed the risks/issues of the following Departments:

- Rehabilitation of CCP Main Building
- Human Resource Management Department
- Legal Office

2. Composition of the Audit Committee:

- Marivic Del Pilar (Chairman)
- Atty. Lorna Kapunan
- Moises Benedict Carandang

**II. SUMMARY OF TOPICS DISCUSSED**

Department/Office	Issues/Concerns	Identified Risks	Response/Activities to Mitigate Risks
Rehabilitation and System Upgrades of CCP	Unforeseen structural rectifications on Slabs and Beam	Medium Risk	Submit all work permit, RFI, and RFAs on time with complete attachments.
	Approval of Work Permit	Low Risk	Communication plan initiated by ORRA PM
	Engagement of consultants	High Risk	Follow up on CCP actual timeline of consultant's day 1
	Approval of contract for variation orders	High Risk	Follow up on CCP
	Completion and submission of FCD	High Risk	Engage AC Ong ASAP. Follow up on CCP
	Timely payment of consultants and contractor	High Risk	submit billing before deadline, to process expeditiously
	On time submission of a) Shop drawings, materials and methodology submittals	High Risk	timely submission of pre -construction document
	On time approval of RFA/RFI	High Risk	timely submission of pre -construction document
Human Resource Management Department	Data Privacy	High Risk	Request for a photocopy machine and printer of IDs.  To have Data Privacy Officer.
	Officer-in-Charge Designations	High Risk	To request for the approval of complete Personnel Service budget for 2024 to fill up vacant positions.

			To complete succession planning for CCP.
	Improper application of Strategic Performance Management System (SPMS)	High Risk	Revisit the policies on Strategic Performance Management System, Personnel Development, and PRAISE and facilitate close coordination with internal entities and instrumentalities
	No Human Resource Information System	High Risk	Purchase and implement a Human Resource Information System to automate core HR processes.
	Post-pandemic occupational health and safety issues	High Risk	To conduct mental health program.
Legal Office	Procurement Contracts a. Contract Format and Procedures b. Mandatory attachments as an integral part of the Contract	Legal Risks  <i>This can be the subject of an audit</i>	Strict compliance to GPPB guidelines.
	Project Hires Contracts	<i>questioning or a COA Audit Observation</i>	To have standard rates to be indicated in the contract
	Grant Agreement	<i>Memorandum (AOM)</i>	To put the concerned unit to put liquidation clause in the agreements.
Other Matters	Additional Staff to Legal Office		A Legal Officer joined the CCP in December.
	Monitoring of Contracts		ASD to come up with one tracking system.

