RISKS AND OPPORTUNITIES ASSESSMENT (ROA) - BUSINESS PROCESS

ACADEMIC AFFAIRS
As of March 06, 2017

NO	PROCESS	DESCRIPTION OF RISK	RISK ASSESSMENT					RISK TREATMENT ACTION PLAN (only for Moderate to High Risk)	RESIDUAL RISK					CONTINGENCY PLAN (for Moderate to High Risk after RTAP)
			OCCURRENCE	SEVERITY	CONTROL	RS	RISK RATING		OCCURRENCE	SEVERITY	CONTROL	RS	RESIDUAL RISK LEVEL	
1	Admission	Admission of qualified students not included in the List of Qualifiers of a specific program	5	2	2	**20**	**Low**	N/ A				**0**	**N/A**	N/ A
2	Scheduling of Classes	Decreased contact hours between faculty and students when classes are interrupted/ suspended	5	3	3	**45**	**Moderate**	Request for make-up classes	4	3	2	**24**	**Low**	N/ A
3	Faculty Loading	Increased budget in honoraria due to excess load given to faculty of higher ranks	5	3	3	**45**	**Moderate**	Implement Faculty Loading Guidelines	4	2	2	**16**	**Low**	N/ A
4	Evaluation of Student Grades for Enrollment	Complaints from students	5	2	2	**20**	**Low**	N/ A				**0**	**N/A**	N/ A
5	Student Discipline	Complaints from students if student discipline is not implemented fairly	3	3	2	**18**	**Low**	N/ A				**0**	**N/A**	N/ A
6	Borrowing of Laboratory Equipment	Loss of property/ damage to property of BulSU (laboratory equipment)	5	3	2	**30**	**Moderate**	Asset accountability to respective BulSU personnel	4	2	2	**16**	**Low**	N/ A
7	Monitoring of Classroom Instruction	BulSU's image may be affected by the poor performance of its faculty	4	3	2	**24**	**Low**	N/ A				**0**	**N/A**	N/ A
8	Co-Curricular Supervision	Safety and security threats of faculty and students during off-campus activities	3	4	2	**24**	**Low**	N/ A				**0**	**N/A**	N/ A
9	Conduct of Meeting	May affect the continuity of the schedule of classes if meeting is not properly planned	5	1	2	**10**	**Low**	N/ A				**0**	**N/A**	N/ A
10	On-the-Job Training Deployment	Negative feedback from the cooperating organizations due to poor performance of the OJT	4	3	2	**24**	**Low**	N/ A				**0**	**N/A**	N/ A

RISKS AND OPPORTUNITIES ASSESSMENT (ROA) - BUSINESS PROCESS

11	Faculty Monitoring	Activities/ Whereabouts of faculty may not be properly accounted for appropriate compensation	4	3	2	**24**	**Low**	N/ A				**0**	**N/A**	N/ A
12	Room Utilization	Conflict in room assignment	5	2	2	**20**	**Low**	N/ A				**0**	**N/A**	N/ A
		Assigned room may not be suitable for the class size	5	2	2	**20**	**Low**	N/ A				**0**	**N/A**	N/ A
		Assigned room may not cater (appropriate) to the needs of the subject	5	2	2	**20**	**Low**	N/ A				**0**	**N/A**	N/ A
		Damage to property/ vandalism (room, tables, chairs, equipment, etc.) due to improper usage of the room	5	2	2	**20**	**Low**	N/ A				**0**	**N/A**	N/ A
13	Classroom Observation	Quality of instruction provided by the faculty may not be monitored and appropriate actions to address the poor performance of the faculty may not be initiated	4	2	2	**16**	**Low**	N/ A				**0**	**N/A**	N/ A

RISKS AND OPPORTUNITIES ASSESSMENT (ROA) - BUSINESS PROCESS

DESCRIPTION OF OPPORTUNITY	OPPORTUNITY ASSESSMENT												ROA
	I - STRAT	II - COMP	III - PROD	IV - CIA	V - CMA	VI - ROI	VII - BRD	VIII - MAN	IX - AVR	X - BEN	OS	OPPORTUNITY RATING	
Standardize guidelines/ procedures among Colleges	20	20	20	2	4	8	12	4	8	12	**110**	**Excellent**	**A1**
-same as above-											**0**	**N/A**	**N/A**
-same as above-											**0**	**N/A**	**N/A**
-same as above-											**0**	**N/A**	**N/A**
-same as above-											**0**	**N/A**	**N/A**
-same as above-											**0**	**N/A**	**N/A**
-same as above-											**0**	**N/A**	**N/A**
-same as above-											**0**	**N/A**	**N/A**
-same as above-											**0**	**N/A**	**N/A**
-same as above-											**0**	**N/A**	**N/A**

RISKS AND OPPORTUNITIES ASSESSMENT (ROA) - BUSINESS PROCESS

-same as above-											**0**	**N/A**	**N/A**
-same as above-											**0**	**N/A**	**N/A**
-same as above-											**0**	**N/A**	**N/A**
-same as above-											**0**	**N/A**	**N/A**
-same as above-											**0**	**N/A**	**N/A**
-same as above-											**0**	**N/A**	**N/A**

RISKS AND OPPORTUNITIES ASSESSMENT (ROA) - BUSINESS PROCESS

ACCOUNTING
As of March 06, 2017

NO	PROCESS	DESCRIPTION OF RISK	RISK ASSESSMENT					RISK TREATMENT ACTION PLAN (only for Moderate to High Risk)	RESIDUAL RISK					CONTINGENCY PLAN (for Moderate to High Risk after RTAP)
			OCCURRENCE	SEVERITY	CONTROL	RS	RISK RATING		OCCURRENCE	SEVERITY	CONTROL	RS	RESIDUAL RISK LEVEL	
1	Submission of financial accountability reports	COA findings/ PBB due to delayed submission of financial accountability reports	4	4	2	**32**	**Moderate**	Coordinate with concerned offices, Facilitate compliance	4	3	2	**24**	**Low**	N/ A
2	Processing of vouchers/ payments	Complaints from stakeholders due to delayed receipt of payments	5	2	2	**20**	**Low**	N/ A				**0**	**N/A**	N/ A
3	Tagging of Application for Graduation	Increasing accounts receivable due to non-settlement of outstanding balance by students	5	3	4	**60**	**Moderate**	Reschedule graduation of student with outstanding balance	3	3	2	**18**	**Low**	N/ A
4	Tagging of Financial Assistance to Student's Enrolment	Complaints from students/ benefactors	4	2	2	**16**	**Low**	N/ A				**0**	**N/A**	N/ A
5	Issuance of Examination Permit	Decreased projected collection due to non-settlement of outstanding balance of students	4	3	4	**48**	**Moderate**	Block student on the next semester until settlement of outstanding balance	3	3	2	**18**	**Low**	N/ A
6	Statement of Account of students	Complaint from requestor due to wrong/ delayed issuance of statement of account issued	2	3	2	**12**	**Low**	N/ A				**0**	**N/A**	N/ A
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	

RISKS AND OPPORTUNITIES ASSESSMENT (ROA) - BUSINESS PROCESS

DESCRIPTION OF OPPORTUNITY	OPPORTUNITY ASSESSMENT												ROA
	I - STRAT	II - COMP	III - PROD	IV - CIA	V - CMA	VI - ROI	VII - BRD	VIII - MAN	IX - AVR	X - BEN	OS	OPPORTUNITY RATING	
None											0	N/A	N/A
None											0	N/A	N/A
None											0	N/A	N/A
None											0	N/A	N/A
Colleges to encourage students (with outstanding balance) to secure Exam Permit/ Promissory Note	5	10	10	8	8	2	3	4	8	9	67	Fair	B2
None											0	N/A	N/A
											0	N/A	FALSE
											0	N/A	FALSE
											0	N/A	FALSE
											0	N/A	FALSE
											0	N/A	FALSE
											0	N/A	FALSE
											0	N/A	FALSE

RISKS AND OPPORTUNITIES ASSESSMENT (ROA) - BUSINESS PROCESS

ALUMNI AFFAIRS OFFICE
As of March 06, 2017

NO	PROCESS	DESCRIPTION OF RISK	RISK ASSESSMENT					RISK TREATMENT ACTION PLAN (only for Moderate to High Risk)	RESIDUAL RISK					CONTINGENCY PLAN (for Moderate to High Risk after RTAP)
			OCCURRENCE	SEVERITY	CONTROL	RS	RISK RATING		OCCURRENCE	SEVERITY	CONTROL	RS	RESIDUAL RISK LEVEL	
1	Receiving, Distribution and Inventory of Yearbook	Incomplete Alumni profile if yearbook is not distributed to Alumni	2	2	4	**16**	**Low**	N/ A				**0**	**N/A**	N/A
2	Distribution and Collection of Graduate Tracer	Productivity of graduates can not be determined (as required for SUC leveling) if graduate tracer was not distributed and collected	1	3	2	**6**	**Low**	N/ A				**0**	**N/A**	N/A
3	Updating of Alumni Profile	Productivity of graduates can not be determined (as required for program accreditation and SUC leveling) due to alumni profile not updated	1	3	2	**6**	**Low**	N/ A				**0**	**N/A**	N/A
4	Assisting the Alumni Homecoming	Limited donations from alumni	5	3	4	**60**	**Moderate**	Promotion of University's activities in relation with the Alumni to solicit donations				**0**	**N/A**	N/A
5	Assisting the activities of Alumni Association	Non-availment of the alumni projects	1	3	2	**6**	**Low**	N/ A				**0**	**N/A**	N/A
6	Distribution and Releasing of Alumni ID	-				**0**	**N/A**	N/ A				**0**	**N/A**	N/A
7	Scholarship of Alumni dependents	-				**0**	**N/A**	N/ A				**0**	**N/A**	N/A
8	Provision of Alumni Information to Colleges	May affect the program accreditation of respective colleges if alumni information is not provided/ readily available	2	3	2	**12**	**Low**	N/ A				**0**	**N/A**	N/A
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	

RISKS AND OPPORTUNITIES ASSESSMENT (ROA) - BUSINESS PROCESS

DESCRIPTION OF OPPORTUNITY	OPPORTUNITY ASSESSMENT												ROA
	I - STRAT	II - COMP	III - PROD	IV - CIA	V - CMA	VI - ROI	VII - BRD	VIII - MAN	IX - AVR	X - BEN	OS	OPPORTUNITY RATING	
Centralize the distribution and releasing of yearbook	10	5	10	8	8	2	3	4	8	9	**67**	**Fair**	**A2**
Standardize "Graduate Tracer" form among Colleges	15	10	15	8	8	2	9	4	8	9	**88**	**Fair**	**A2**
None											**0**	**N/A**	**N/A**
Coordination with the different Alumni Groups	10	15	10	8	8	2	12	4	8	9	**86**	**Fair**	**B2**
None											**0**	**N/A**	**N/A**
Determine category of Alumni ID, i.e., gold, silver	5	5	5	8	8	2	12	4	8	12	**69**	**Fair**	**FALSE**
None											**0**	**N/A**	**FALSE**
Coordination with the different Alumni Groups	10	15	10	8	8	2	12	4	8	9	**86**	**Fair**	**A2**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**

RISKS AND OPPORTUNITIES ASSESSMENT (ROA) - BUSINESS PROCESS

AUXILIARY SERVICES
As of March 06, 2017

NO	PROCESS	DESCRIPTION OF RISK	RISK ASSESSMENT					RISK TREATMENT ACTION PLAN (only for Moderate to High Risk)	RESIDUAL RISK					CONTINGENCY PLAN (for Moderate to High Risk after RTAP)
			OCCURRENCE	SEVERITY	CONTROL	RS	RISK RATING		OCCURRENCE	SEVERITY	CONTROL	RS	RESIDUAL RISK LEVEL	
1	Canteen	Exposure of general population to foodborne diseases due to unsanitary practices of food establishments	4	3	2	**24**	**Low**	N/ A				**0**	**N/A**	N/A
2	Business Center	Less income generation from IGP due to lack of a centralized business center	3	2	2	**12**	**Low**	N/ A				**0**	**N/A**	N/A
3	Dormitory	Complaints from athletes due to dormitory not well maintained	4	3	2	**24**	**Low**	N/ A				**0**	**N/A**	N/A
4	Hostel	Low income due to availment of discounted rates instead of the prevailing rates; discontinuation of existing contract / non-renewal of contract with BulSU; absence of walk-in client	5	3	2	**30**	**Moderate**	Maximize the use of function room; Promote Hostel services	4	3	2	**24**	**Low**	N/A
		Damage to hostel property due to irresponsible use of customer	4	3	2	**24**	**Low**	N/ A				**0**	**N/A**	N/A
5	Food Services	Exposure of general population to foodborne diseases due to unsanitary practices of food establishments	4	3	2	**24**	**Low**	N/ A				**0**	**N/A**	N/A
		Non-payment of the required fees to BulSU, i.e., rent, electricity may result to low income to BulSU	5	3	2	**30**	**Moderate**	Termination of contract	4	3	2	**24**	**Low**	N/A
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	

RISKS AND OPPORTUNITIES ASSESSMENT (ROA) - BUSINESS PROCESS

DESCRIPTION OF OPPORTUNITY	OPPORTUNITY ASSESSMENT												ROA
	I - STRAT	II - COMP	III - PROD	IV - CIA	V - CMA	VI - ROI	VII - BRD	VIII - MAN	IX - AVR	12	OS	OPPORTUNITY RATING	
Improvement in the canteen facilities	5	10	5	6	6	2	3	2	6	12	**57**	**Poor**	**A3**
Centralize business center of the university	10	10	10	6	6	4	6	4	8	12	**76**	**Fair**	**A2**
Improvement in the dormitory rooms	5	10	5	4	6	2	3	2	6	12	**55**	**Poor**	**A3**
Improvement of Hostel facilities and amenities	10	10	15	4	6	4	6	2	6	12	**75**	**Fair**	**B2**
Review MOA with customers to include liability to property damage of the Hostel; Establish Building Maintenance procedure of the Hostel	10	10	15	8	8	2	3	4	8	12	**80**	**Fair**	**A2**
Improvement in the facilities of food services	10	10	5	6	6	2	3	2	6	12	**62**	**Fair**	**A2**
None											**0**	**N/A**	**N/A**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**

RISKS AND OPPORTUNITIES ASSESSMENT (ROA) - BUSINESS PROCESS

BUILDING AND GROUND MANAGEMENT OFFICE (BGMO)
As of March 06, 2017

NO	PROCESS	DESCRIPTION OF RISK	RISK ASSESSMENT					RISK TREATMENT ACTION PLAN (only for Moderate to High Risk)	RESIDUAL RISK					CONTINGENCY PLAN (for Moderate to High Risk after RTAP)
			OCCURRENCE	SEVERITY	CONTROL	RS	RISK RATING		OCCURRENCE	SEVERITY	CONTROL	RS	RESIDUAL RISK LEVEL	
1	Processing of Request	Non-implementation of requested project due to project not included in the APP of end user	5	1	2	**10**	**Low**	N/A				**0**	**N/A**	N/A
2	Evaluation and Preparation of Project Procurement Management Plan for Repair and Maintenance	Non-implementation of repair and maintenance activities due to materials not readily available	3	1	2	**6**	**Low**	N/A				**0**	**N/A**	N/A
		Delayed implementation and completion of repair and maintenance activities due to limited manpower, simultaneous activities, incomplete delivery of materials, weather conditions	3	1	2	**6**	**Low**	N/A				**0**	**N/A**	N/A
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	

RISKS AND OPPORTUNITIES ASSESSMENT (ROA) - BUSINESS PROCESS

DESCRIPTION OF OPPORTUNITY	OPPORTUNITY ASSESSMENT												ROA
	I - STRAT	II - COMP	III - PROD	IV - CIA	V - CMA	VI - ROI	VII - BRD	VIII - MAN	IX - AVR	X - BEN	OS	OPPORTUNITY RATING	
Hire Technical Staff to address technical requirements of the repair and maintenance activities	10	10	20	2	2	2	3	2	6	6	**63**	**Fair**	**A2**
Establish permanent BGM Office at strategic location within BulSU	10	10	20	6	6	2	3	4	6	9	**76**	**Fair**	**A2**
None											**0**	**N/A**	**N/A**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**

RISKS AND OPPORTUNITIES ASSESSMENT (ROA) - BUSINESS PROCESS

BUDGET OFFICE
As of March 06, 2017

NO	PROCESS	DESCRIPTION OF RISK	RISK ASSESSMENT					RISK TREATMENT ACTION PLAN (only for Moderate to High Risk)	RESIDUAL RISK					CONTINGENCY PLAN (for Moderate to High Risk after RTAP)
			OCCURRENCE	SEVERITY	CONTROL	RS	RISK RATING		OCCURRENCE	SEVERITY	CONTROL	RS	RESIDUAL RISK LEVEL	
1	Budget Preparation	Proposed budget not considered in budget allocation by National Government for the upcoming year due to delayed submission of budget to DBM, NEDA and CHED	4	5	1	**20**	**Low**	N/ A				**0**	**N/A**	N/A
2	Obligation of Funds	Delayed processing of transactions, Delayed implementation of projects, activities and programs	5	4	1	**20**	**Low**	N/ A				**0**	**N/A**	N/A
		No budget allocation due to project/ program not included in PPMP	5	3	2	**30**	**Moderate**	Charging from other sources of fund (income or available/ unappropriated balance from general fund)	4	3	2	**24**	**Low**	N/A
3	Report Preparation (Accountability Report)	Issuance of audit observation memo due to delayed submission of report to DBM and COA	1	3	1	**3**	**Low**	N/ A				**0**	**N/A**	N/A
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	

RISKS AND OPPORTUNITIES ASSESSMENT (ROA) - BUSINESS PROCESS

DESCRIPTION OF OPPORTUNITY	OPPORTUNITY ASSESSMENT												ROA
	I - STRAT	II - COMP	III - PROD	IV - CIA	V - CMA	VI - ROI	VII - BRD	VIII - MAN	IX - AVR	X - BEN	OS	OPPORTUNITY RATING	
Conduct annual medical examination for all faculty and personnel	20	15	10	2	2	2	6	2	6	9	**74**	**Fair**	**A2**
None											**0**	**N/A**	**N/A**
Proper planning of programs and project end user	20	10	20	8	8	2	3	4	8	12	**95**	**Excellent**	**B1**
MIS to provide training and access (administrator privileges) to medical profiles to health personnel	5	10	15	8	8	2	3	4	8	6	**69**	**Fair**	**A2**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**

RISKS AND OPPORTUNITIES ASSESSMENT (ROA) - BUSINESS PROCESS

CASHIER OFFICE
As of March 06, 2017

NO	PROCESS	DESCRIPTION OF RISK	RISK ASSESSMENT					RISK TREATMENT ACTION PLAN (only for Moderate to High Risk)	RESIDUAL RISK					CONTINGENCY PLAN (for Moderate to High Risk after RTAP)
			OCCURRENCE	SEVERITY	CONTROL	RS	RISK RATING		OCCURRENCE	SEVERITY	CONTROL	RS	RESIDUAL RISK LEVEL	
1	Frontline services	Complaints from clients and stakeholders due to negative attitude of frontliners	1	1	1	**1**	**Low**	N/ A				**0**	**N/A**	N/A
2	Schedule of cashier in the campus	Inefficient collection function due to late commencement of collection, system error and human error	2	1	2	**4**	**Low**	N/ A				**0**	**N/A**	N/A
3	Issuance of Student's Cash Refunds	Inefficient utilization of scholarship grant	1	1	1	**1**	**Low**	N/ A				**0**	**N/A**	N/A
4	Collection of School Fees (Issuance of Official Receipt)	Shortage/ Overage of amount collected due to ineffective collection procedures	1	1	1	**1**	**Low**	N/ A				**0**	**N/A**	N/A
		Complaints from students/ clients due to long queue during enrollment	3	1	2	**6**	**Low**	N/ A				**0**	**N/A**	N/A
		Negative COA audit findings (AOM)	3	4	1	**12**	**Low**	N/ A				**0**	**N/A**	N/A
		Delayed submission of collection reports to Accounting and COA during enrollment	2	2	1	**4**	**Low**	N/ A				**0**	**N/A**	N/A
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	

RISKS AND OPPORTUNITIES ASSESSMENT (ROA) - BUSINESS PROCESS

DESCRIPTION OF OPPORTUNITY	OPPORTUNITY ASSESSMENT												ROA
	I - STRAT	II - COMP	III - PROD	IV - CIA	V - CMA	VI - ROI	VII - BRD	VIII - MAN	IX - AVR	X - BEN	OS	OPPORTUNITY RATING	
Provide trainings for effective collection procedures and customer service	15	15	20	8	8	2	6	2	6	12	**94**	**Excellent**	**A1**
None											**0**	**N/A**	**N/A**
Effective and efficient communication of the refund to the students	15	20	20	8	8	2	6	4	8	12	**103**	**Excellent**	**A1**
Application of the online collection system	15	10	20	2	2	6	9	3	6	12	**85**	**Fair**	**A2**
None											**0**	**N/A**	**N/A**
None											**0**	**N/A**	**N/A**
None											**0**	**N/A**	**N/A**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**

RISKS AND OPPORTUNITIES ASSESSMENT (ROA) - BUSINESS PROCESS

As of March 07, 2016

NO	PROCESS	DESCRIPTION OF RISK	RISK ASSESSMENT					RISK TREATMENT ACTION PLAN (only for Moderate to High Risk)	RESIDUAL RISK					CONTINGENCY PLAN (for Moderate to High Risk after RTAP)
			OCCURRENCE	SEVERITY	CONTROL	RS	RISK RATING		OCCURRENCE	SEVERITY	CONTROL	RS	RESIDUAL RISK LEVEL	
						0	N/A					0	N/A	
						0	N/A					0	N/A	
						0	N/A					0	N/A	
						0	N/A					0	N/A	
						0	N/A					0	N/A	
						0	N/A					0	N/A	
						0	N/A					0	N/A	
						0	N/A					0	N/A	
						0	N/A					0	N/A	
						0	N/A					0	N/A	
						0	N/A					0	N/A	
						0	N/A					0	N/A	
						0	N/A					0	N/A	

RISKS AND OPPORTUNITIES ASSESSMENT (ROA) - BUSINESS PROCESS

DESCRIPTION OF OPPORTUNITY	OPPORTUNITY ASSESSMENT												ROA
	I - STRAT	II - COMP	III - PROD	IV - CIA	V - CMA	VI - ROI	VII - BRD	VIII - MAN	IX - AVR	X - BEN	OS	OPPORTUNITY RATING	
											0	N/A	FALSE
											0	N/A	FALSE
											0	N/A	FALSE
											0	N/A	FALSE
											0	N/A	FALSE
											0	N/A	FALSE
											0	N/A	FALSE
											0	N/A	FALSE
											0	N/A	FALSE
											0	N/A	FALSE
											0	N/A	FALSE
											0	N/A	FALSE
											0	N/A	FALSE

RISKS AND OPPORTUNITIES ASSESSMENT (ROA) - BUSINESS PROCESS

EXTENSION OFFICE
As of March 06, 2017

NO	PROCESS	DESCRIPTION OF RISK	RISK ASSESSMENT					RISK TREATMENT ACTION PLAN (only for Moderate to High Risk)	RESIDUAL RISK					CONTINGENCY PLAN (for Moderate to High Risk after RTAP)
			OCCURRENCE	SEVERITY	CONTROL	RS	RISK RATING		OCCURRENCE	SEVERITY	CONTROL	RS	RESIDUAL RISK LEVEL	
1	Formulation of Research-based Extension Project Developmental Plans	No/ Limited identification and implementation of extension programs for communities from Colleges (Expertise Alliance)	1	1	1	**1**	**Low**	N/ A				**0**	**N/A**	N/ A
2	Preparation of Annual Work Plan (Extension Programs, Projects of Colleges and Campuses of the University)	Noncompliance to BulSU requirements and no budget allocation from CHED	1	1	1	**1**	**Low**	N/ A				**0**	**N/A**	N/ A
3	Organization of Community Extension Programs	No extension program output	1	3	2	**6**	**Low**	N/ A				**0**	**N/A**	N/ A
4	Memorandum of Agreement/ Understanding (MOA/ MOU) Signing	Non-fulfillment of CHED mandate on the provision of extension service of State Universities due to MOA/ MOU not established with relevant interested parties	1	3	1	**3**	**Low**	N/ A				**0**	**N/A**	N/ A
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	

RISKS AND OPPORTUNITIES ASSESSMENT (ROA) - BUSINESS PROCESS

DESCRIPTION OF OPPORTUNITY	OPPORTUNITY ASSESSMENT												ROA
	I - STRAT	II - COMP	III - PROD	IV - CIA	V - CMA	VI - ROI	VII - BRD	VIII - MAN	IX - AVR	X - BEN	OS	OPPORTUNITY RATING	
Constant communication of different Expertise Alliance and facilitate submission of sustainable extension programs	20	10	15	8	8	2	3	4	8	12	**90**	**Excellent**	**A1**
Standardize Annual Work Plan across Colleges	20	10	20	8	8	2	3	4	8	12	**95**	**Excellent**	**A1**
Provision of additional manpower to monitor the sustainability of the programs in the community	5	10	15	8	8	2	3	2	6	6	**65**	**Fair**	**A2**
Alignment of MOA/ MOU content with BulSU 5-point agenda	20	15	20	8	8	2	3	4	8	12	**100**	**Excellent**	**A1**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**

RISKS AND OPPORTUNITIES ASSESSMENT (ROA) - BUSINESS PROCESS

FACILITIES MANAGEMENT OFFICE
As of March 06, 2017

NO	PROCESS	DESCRIPTION OF RISK	RISK ASSESSMENT					RISK TREATMENT ACTION PLAN (only for Moderate to High Risk)	RESIDUAL RISK					CONTINGENCY PLAN (for Moderate to High Risk after RTAP)
			OCCURRENCE	SEVERITY	CONTROL	RS	RISK RATING		OCCURRENCE	SEVERITY	CONTROL	RS	RESIDUAL RISK LEVEL	
1	Preparation and Implementation of Project	Delayed completion of project due to delayed BAC process; changes of priority of end user; lack of as-built plans; as-built plans not updated; delayed/ changes in preparation of necessary documents, i.e., plans, specifications, PPMP RM	5	2	2	**20**	**Low**	N/ A				**0**	**N/A**	N/ A
		Delayed completion of project due to noncompliance of contractor with the contract	4	2	3	**24**	**Low**	N/ A				**0**	**N/A**	N/ A
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	

RISKS AND OPPORTUNITIES ASSESSMENT (ROA) - BUSINESS PROCESS

DESCRIPTION OF OPPORTUNITY	OPPORTUNITY ASSESSMENT												ROA
	I - STRAT	II - COMP	III - PROD	IV - CIA	V - CMA	VI - ROI	VII - BRD	VIII - MAN	IX - AVR	X - BEN	OS	OPPORTUNITY RATING	
Acquisition of licensed software, i.e. AutoCAD, STAAD and other design and estimate software	15	10	20	6	6	6	12	4	6	9	**94**	**Excellent**	**A1**
None											**0**	**N/A**	**N/A**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**

RISKS AND OPPORTUNITIES ASSESSMENT (ROA) - BUSINESS PROCESS

GENDER AND DEVELOPMENT (GAD)
As of March 06, 2017

NO	PROCESS	DESCRIPTION OF RISK	RISK ASSESSMENT					RISK TREATMENT ACTION PLAN (only for Moderate to High Risk)	RESIDUAL RISK					CONTINGENCY PLAN (for Moderate to High Risk after RTAP)
			OCCURRENCE	SEVERITY	CONTROL	RS	RISK RATING		OCCURRENCE	SEVERITY	CONTROL	RS	RESIDUAL RISK LEVEL	
1	Planning, Budgeting and Implementation of GAD activities	Non-endorsement of project to Philippine Commision on Women	1	2	1	**2**	**Low**	N/ A				**0**	**N/A**	N/ A
2	Participation in the activities related to GAD conducted by different agencies (Ladlad, Pagdai, PCW)	lower awareness on GAD related laws and trends	1	1	2	**2**	**Low**	N/ A				**0**	**N/A**	N/ A
3	Conduct if seminars to various interested parties (students, faculties, non-teaching personnel, adopted barangays)	Issuance of COA observation due to non-compliance to GAD plans	2	2	2	**8**	**Low**	N/ A				**0**	**N/A**	N/ A
4	Conduct of consultation and benchmarking (GAD practices) activities on different identified SUCs	Issuance of COA observation due to non-compliance to GAD plans	2	2	2	**8**	**Low**	N/ A				**0**	**N/A**	N/ A
5	Submission of accomplishment report	Non acceptance of future GAD Plans	2	1	2	**4**	**Low**	N/ A				**0**	**N/A**	N/ A
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	

RISKS AND OPPORTUNITIES ASSESSMENT (ROA) - BUSINESS PROCESS

DESCRIPTION OF OPPORTUNITY	OPPORTUNITY ASSESSMENT												ROA
	I - STRAT	II - COMP	III - PROD	IV - CIA	V - CMA	VI - ROI	VII - BRD	VIII - MAN	IX - AVR	X - BEN	OS	OPPORTUNITY RATING	
Inclusion of other stakeholders in future GAD activites	15	15	15	6	6	4	9	4	6	12	**92**	**Excellent**	**A1**
None											**0**	**N/A**	**N/A**
None											**0**	**N/A**	**N/A**
None											**0**	**N/A**	**N/A**
None											**0**	**N/A**	**N/A**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**

RISKS AND OPPORTUNITIES ASSESSMENT (ROA) - BUSINESS PROCESS

HUMAN RESOURCES
As of March 06, 2017

NO	PROCESS	DESCRIPTION OF RISK	RISK ASSESSMENT					RISK TREATMENT ACTION PLAN (only for Moderate to High Risk)	RESIDUAL RISK					CONTINGENCY PLAN (for Moderate to High Risk after RTAP)
			OCCURRENCE	SEVERITY	CONTROL	RS	RISK RATING		OCCURRENCE	SEVERITY	CONTROL	RS	RESIDUAL RISK LEVEL	
1	Compensation and benefits of non-tenured teaching and non-teaching personnel	University loses the opportunity to attract competitive personnel due to low compensation package	5	1	2	**10**	**Low**	N/ A				**0**	**N/A**	N/ A
		Dissatisfaction of personnel due to delayed release of compensation and benefits	5	2	2	**20**	**Low**	N/ A				**0**	**N/A**	N/ A
2	Availability of plantilla positions	High attrition rate (turnover) due to lack of plantilla positions	5	1	3	**15**	**Low**	N/ A				**0**	**N/A**	N/ A
3	Availability of manpower	Additional load/ task to personnel due to limited manpower	5	1	2	**10**	**Low**	N/ A				**0**	**N/A**	N/ A
4	Implementation of HRIS	Delayed retrieval of employee information due to incomplete implementation of HRIS	5	1	2	**10**	**Low**	N/ A				**0**	**N/A**	N/ A
5	Proximity of BulSU to Provincial Hospital	Exposure of faculty, staff and students to health hazards due to open burning of wastes of Hospital	1	3	4	**12**	**Low**	N/ A				**0**	**N/A**	N/ A
6	Recruitment and selection of staff	Recruitment of personnel through Contract of service or Employee by Job Order instead of full-time employment	5	4	3	**60**	**Moderate**	Regular renewal of contract of service/ job order of staff	4	3	2	**24**	**Low**	N/ A
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	

RISKS AND OPPORTUNITIES ASSESSMENT (ROA) - BUSINESS PROCESS

DESCRIPTION OF OPPORTUNITY	OPPORTUNITY ASSESSMENT												ROA
	I - STRAT	II - COMP	III - PROD	IV - CIA	V - CMA	VI - ROI	VII - BRD	VIII - MAN	IX - AVR	X - BEN	OS	OPPORTUNITY RATING	
											0	N/A	N/A
Submission of faculty loading, estimates of honoraria, and official time at least a month prior to start of classes	10	10	20	8	8	2	3	4	8	9	82	Fair	A2
-											0	N/A	N/A
											0	N/A	N/A
											0	N/A	N/A
Coordinate issue with the Provincial Hospital and Provincial Government	15	20	10	8	8	2	3	4	8	12	90	Excellent	A1
Propose additional plantilla positions of academic personnel to DBM/ PASUC/ CHED	20	20	20	8	8	2	6	4	8	12	108	Excellent	B1
											0	N/A	FALSE
											0	N/A	FALSE
											0	N/A	FALSE
											0	N/A	FALSE
											0	N/A	FALSE
											0	N/A	FALSE

RISKS AND OPPORTUNITIES ASSESSMENT (ROA) - BUSINESS PROCESS

INTERNATIONAL AFFAIRS
As of March 06, 2017

NO	PROCESS	DESCRIPTION OF RISK	RISK ASSESSMENT					RISK TREATMENT ACTION PLAN (only for Moderate to High Risk)	RESIDUAL RISK					CONTINGENCY PLAN (for Moderate to High Risk after RTAP)
			OCCURRENCE	SEVERITY	CONTROL	RS	RISK RATING		OCCURRENCE	SEVERITY	CONTROL	RS	RESIDUAL RISK LEVEL	
1	Recognition/ Accreditation/ Registry to International Organization	Noncompliance assessment of new programs to international standards	2	1	2	**4**	**Low**	N/ A				**0**	**N/A**	N/ A
2	Creative Capacity Building of Human Resources	Non-ready internal and external Human Resources for global activity	2	1	4	**8**	**Low**	N/ A				**0**	**N/A**	N/ A
3	Program Assessment and Compliance	Closure/ Phasing out of international programs due to noncompliance to requirements	2	1	2	**4**	**Low**	N/ A				**0**	**N/A**	N/ A
4	University-wide Information Dissemination	Missed out information for Human Resource development and institutional capacity building	4	1	2	**8**	**Low**	N/ A				**0**	**N/A**	N/ A
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	

RISKS AND OPPORTUNITIES ASSESSMENT (ROA) - BUSINESS PROCESS

DESCRIPTION OF OPPORTUNITY	OPPORTUNITY ASSESSMENT												ROA
	I - STRAT	II - COMP	III - PROD	IV - CIA	V - CMA	VI - ROI	VII - BRD	VIII - MAN	IX - AVR	X - BEN	OS	OPPORTUNITY RATING	
Groundwork preparation for national and/ or international recognition	20	15	20	8	8	6	12	4	8	9	**110**	**Excellent**	**A1**
Continuous capability building	20	20	20	8	8	8	12	3	6	9	**114**	**Excellent**	**A1**
Accreditation of concerned programs of BulSU. Review of all existing international programs. Engagement to new undertakings with compliance to regulatory bodies	20	20	20	6	4	6	12	2	6	12	**108**	**Excellent**	**A1**
Creation of University online resources for international whatabouts together with the classical approach to communicate information	20	15	20	8	6	8	12	4	8	12	**113**	**Excellent**	**A1**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**

RISKS AND OPPORTUNITIES ASSESSMENT (ROA) - BUSINESS PROCESS

INTERNAL QUALITY ASSURANCE UNIT
As of March 06, 2017

NO	PROCESS	DESCRIPTION OF RISK	RISK ASSESSMENT					RISK TREATMENT ACTION PLAN (only for Moderate to High Risk)	RESIDUAL RISK					CONTINGENCY PLAN (for Moderate to High Risk after RTAP)
			OCCURRENCE	SEVERITY	CONTROL	RS	RISK RATING		OCCURRENCE	SEVERITY	CONTROL	RS	RESIDUAL RISK LEVEL	
1	Program and Institutional Accreditation of BulSU by AACUP	Non-attainment of desired SUC level due to non-accreditation of programs of BuLSU	3	3	2	**18**	**Low**	N/ A				**0**	**N/A**	N/ A
		Performance-based Bonus may be affected due to non-accreditation of programs of BuLSU	4	2	2	**16**	**Low**	N/ A				**0**	**N/A**	N/ A
		Non-attainment of COD/ COE due to non-accreditation of programs of BuLSU	3	1	2	**6**	**Low**	N/ A				**0**	**N/A**	N/ A
		BulSU will be less prioritized in the budget allocation for State Colleges/ University by the National Government	1	4	1	**4**	**Low**	N/ A				**0**	**N/A**	N/ A
2	ISO 9001:2015 (QMS) Certification of BulSU	BulSU not recommended for certification due to major nonconformity during certification/ surveillance audit	4	3	2	**24**	**Low**	N/ A				**0**	**N/A**	N/ A
3	Pursuing Awards and Recognitions for BulSU	No additional points for SUC leveling due to no awards and recognitions gained	3	2	2	**12**	**Low**	N/ A				**0**	**N/A**	N/ A
4	Institutional Sustainability Assessment (ISA) by CHED					**0**	**N/A**	N/ A				**0**	**N/A**	N/ A
5	Regional Quality Assessment Team - Program-compliant (CHED)					**0**	**N/A**	N/ A				**0**	**N/A**	N/ A
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	

RISKS AND OPPORTUNITIES ASSESSMENT (ROA) - BUSINESS PROCESS

DESCRIPTION OF OPPORTUNITY	OPPORTUNITY ASSESSMENT												ROA
	I - STRAT	II - COMP	III - PROD	IV - CIA	V - CMA	VI - ROI	VII - BRD	VIII - MAN	IX - AVR	X - BEN	OS	OPPORTUNITY RATING	
Compliance to the recommendations given by AACUP during their initial assessment	20	15	20	2	2	6	9	2	6	12	**94**	**Excellent**	**A1**
"Everyday is Accreditation Day" mind-conditioning across BulSU	20	15	20	2	2	6	9	2	6	12	**94**	**Excellent**	**A1**
None											**0**	**N/A**	**N/A**
None											**0**	**N/A**	**N/A**
None											**0**	**N/A**	**N/A**
Pursue Philippine Quality Award (PQA)	20	15	20	2	4	2	9	4	6	12	**94**	**Excellent**	**A1**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**

RISKS AND OPPORTUNITIES ASSESSMENT (ROA) - BUSINESS PROCESS

LIBRARY
As of March 06, 2017

NO	PROCESS	DESCRIPTION OF RISK	RISK ASSESSMENT					RISK TREATMENT ACTION PLAN (only for Moderate to High Risk)	RESIDUAL RISK					CONTINGENCY PLAN (for Moderate to High Risk after RTAP)
			OCCURRENCE	SEVERITY	CONTROL	RS	RISK RATING		OCCURRENCE	SEVERITY	CONTROL	RS	RESIDUAL RISK LEVEL	
1	Circulation	Limited access to collection due to insufficient number of copies of books	4	2	1	**8**	**Low**	N/ A				**0**	**N/A**	N/ A
		Damaged books due to use/ poor quality of binding	2	2	3	**12**	**Low**	N/ A				**0**	**N/A**	N/ A
2	Catalouging	Limited awareness of BulSU community to available collection due to new acquisitions not encoded in the library system	2	2	1	**4**	**Low**	N/ A				**0**	**N/A**	N/ A
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	

RISKS AND OPPORTUNITIES ASSESSMENT (ROA) - BUSINESS PROCESS

DESCRIPTION OF OPPORTUNITY	OPPORTUNITY ASSESSMENT												ROA
	I - STRAT	II - COMP	III - PROD	IV - CIA	V - CMA	VI - ROI	VII - BRD	VIII - MAN	IX - AVR	X - BEN	OS	OPPORTUNITY RATING	
Establish University Library	15	15	20	4	8	2	6	2	6	12	**90**	**Excellent**	**A1**
											0	**N/A**	**N/A**
											0	**N/A**	**N/A**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**

RISKS AND OPPORTUNITIES ASSESSMENT (ROA) - BUSINESS PROCESS

MEDICAL
As of March 06, 2017

NO	PROCESS	DESCRIPTION OF RISK	RISK ASSESSMENT					RISK TREATMENT ACTION PLAN (only for Moderate to High Risk)	RESIDUAL RISK					CONTINGENCY PLAN (for Moderate to High Risk after RTAP)
			OCCURRENCE	SEVERITY	CONTROL	RS	RISK RATING		OCCURRENCE	SEVERITY	CONTROL	RS	RESIDUAL RISK LEVEL	
1	Health profiles of faculty, and staff	Medical information not readily	1	1	2	2	Low					0	N/A	
		Former employees requesting for	1	1	2	2	Low					0	N/A	
2	Access to student health profiles	Medical information not readily	1	1	2	2	Low					0	N/A	
3	Issuance of medical certificates	Requestor (students/ faculty) not	1	1	2	2	Low					0	N/A	
4	Dental services	Not able to serve entire	5	1	3	15	Low					0	N/A	
						0	N/A					0	N/A	
						0	N/A					0	N/A	
						0	N/A					0	N/A	
						0	N/A					0	N/A	
						0	N/A					0	N/A	
						0	N/A					0	N/A	
						0	N/A					0	N/A	
						0	N/A					0	N/A	

RISKS AND OPPORTUNITIES ASSESSMENT (ROA) - BUSINESS PROCESS

DESCRIPTION OF OPPORTUNITY	OPPORTUNITY ASSESSMENT												ROA
	I - STRAT	II - COMP	III - PROD	IV - CIA	V - CMA	VI - ROI	VII - BRD	VIII - MAN	IX - AVR	X - BEN	OS	OPPORTUNITY RATING	
Conduct annual medical											0	N/A	N/A
											0	N/A	N/A
MIS to provide training and access											0	N/A	N/A
											0	N/A	N/A
											0	N/A	N/A
											0	N/A	FALSE
											0	N/A	FALSE
											0	N/A	FALSE
											0	N/A	FALSE
											0	N/A	FALSE
											0	N/A	FALSE
											0	N/A	FALSE
											0	N/A	FALSE

RISKS AND OPPORTUNITIES ASSESSMENT (ROA) - BUSINESS PROCESS

MANAGEMENT INFORMATION SYSTEM (MIS)
As of March 06, 2017

NO	PROCESS	DESCRIPTION OF RISK	RISK ASSESSMENT					RISK TREATMENT ACTION PLAN (only for Moderate to High Risk)	RESIDUAL RISK					CONTINGENCY PLAN (for Moderate to High Risk after RTAP)
			OCCURRENCE	SEVERITY	CONTROL	RS	RISK RATING		OCCURRENCE	SEVERITY	CONTROL	RS	RESIDUAL RISK LEVEL	
1	Enrollment	Disruption of enrollment due to shutdown of network/ server	1	3	2	6	Low	N/A				0	N/A	N/A
2	Grade Encoding	Delayed grade encoding due to shutdown of network/ server	1	3	2	6	Low	N/A				0	N/A	N/A
3	Maintenance of Network Infrastructure	Disruption of BulSU operations due to shutdown of networks/ servers, communication system and WiFi	1	3	2	6	Low	N/A				0	N/A	N/A
						0	N/A					0	N/A	
						0	N/A					0	N/A	
						0	N/A					0	N/A	
						0	N/A					0	N/A	
						0	N/A					0	N/A	
						0	N/A					0	N/A	
						0	N/A					0	N/A	
						0	N/A					0	N/A	
						0	N/A					0	N/A	
						0	N/A					0	N/A	

RISKS AND OPPORTUNITIES ASSESSMENT (ROA) - BUSINESS PROCESS

DESCRIPTION OF OPPORTUNITY	OPPORTUNITY ASSESSMENT												ROA
	I - STRAT	II - COMP	III - PROD	IV - CIA	V - CMA	VI - ROI	VII - BRD	VIII - MAN	IX - AVR	X - BEN	OS	OPPORTUNITY RATING	
Redundancy of networks and internet connection	20	15	20	2	4	2	12	2	6	12	**95**	**Excellent**	**A1**
- same as above -											**0**	**N/A**	**N/A**
- same as above -											**0**	**N/A**	**N/A**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**

RISKS AND OPPORTUNITIES ASSESSMENT (ROA) - BUSINESS PROCESS

NATIONAL SERVICE TRAINING PROGRAM (NSTP)
As of March 06, 2017

NO	PROCESS	DESCRIPTION OF RISK	RISK ASSESSMENT					RISK TREATMENT ACTION PLAN (only for Moderate to High Risk)	RESIDUAL RISK					CONTINGENCY PLAN (for Moderate to High Risk after RTAP)
			OCCURRENCE	SEVERITY	CONTROL	RS	RISK RATING		OCCURRENCE	SEVERITY	CONTROL	RS	RESIDUAL RISK LEVEL	
1	**NSTP** (ROTC, CWTS)	Threats to safety and security of students during NSTP-related (imersion) activities	2	3	3	**18**	**Low**	N/ A				**0**	**N/A**	N/ A
		Medical emergencies/ injury during ROTC and CWTS activities	2	1	2	**4**	**Low**	N/ A				**0**	**N/A**	N/ A
		Complaints from parents/ students and other interested parties during ROTC and CWTS activities	3	3	1	**9**	**Low**	N/ A				**0**	**N/A**	N/ A
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	

RISKS AND OPPORTUNITIES ASSESSMENT (ROA) - BUSINESS PROCESS

DESCRIPTION OF OPPORTUNITY	OPPORTUNITY ASSESSMENT												ROA
	I - STRAT	II - COMP	III - PROD	IV - CIA	V - CMA	VI - ROI	VII - BRD	VIII - MAN	IX - AVR	X - BEN	OS	OPPORTUNITY RATING	
None											0	N/A	N/A
None											0	N/A	N/A
None											0	N/A	N/A
											0	N/A	FALSE
											0	N/A	FALSE
											0	N/A	FALSE
											0	N/A	FALSE
											0	N/A	FALSE
											0	N/A	FALSE
											0	N/A	FALSE
											0	N/A	FALSE
											0	N/A	FALSE
											0	N/A	FALSE

RISKS AND OPPORTUNITIES ASSESSMENT (ROA) - BUSINESS PROCESS

PLANNING AND DEVELOPMENT OFFICE
As of March 06, 2017

NO	PROCESS	DESCRIPTION OF RISK	RISK ASSESSMENT					RISK TREATMENT ACTION PLAN (only for Moderate to High Risk)	RESIDUAL RISK					CONTINGENCY PLAN (for Moderate to High Risk after RTAP)
			OCCURRENCE	SEVERITY	CONTROL	RS	RISK RATING		OCCURRENCE	SEVERITY	CONTROL	RS	RESIDUAL RISK LEVEL	
1	**Planning** - Generation of Strategic Plan - Publication and Cascading of Institutional Stategic Plans - Assist in the Formulation of Strategic Plan	Budgetary difficulties due to no established plans to be reviewed by the National Government	1	5	1	**5**	**Low**	N/ A				**0**	**N/A**	N/ A
		No clear strategic direction to drive BulSU	1	5	1	**5**	**Low**	N/ A				**0**	**N/A**	N/ A
2	**Development** - Implementation of Articulated Plans and Monitoring of Programs and Projects related to Strategic Plans - Consolidation and Publication of Annual Performance Report - SUC leveling - PBB campaign	Denial of budgetary allocation due to late/ non-submission of reports required by the National Government	1	1	1	**1**	**Low**	N/ A				**0**	**N/A**	N/ A
		Missed opportunities (financial assistance) due to late/ non-submission of proposals to the National Government	1	1	1	**1**	**Low**	N/ A				**0**	**N/A**	N/ A
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	

RISKS AND OPPORTUNITIES ASSESSMENT (ROA) - BUSINESS PROCESS

DESCRIPTION OF OPPORTUNITY	OPPORTUNITY ASSESSMENT												ROA
	I - STRAT	II - COMP	III - PROD	IV - CIA	V - CMA	VI - ROI	VII - BRD	VIII - MAN	IX - AVR	X - BEN	OS	OPPORTUNITY RATING	
Policy Clarification and Empowerment - Authorizing the involvement of the Office in major areas of concerns of other departments/ offices/ functions, i.e., planning sessions	20	10	20	8	8	2	3	4	8	9	**92**	**Excellent**	**A1**
None											**0**	**N/A**	**N/A**
None											**0**	**N/A**	**N/A**
None											**0**	**N/A**	**N/A**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**

RISKS AND OPPORTUNITIES ASSESSMENT (ROA) - BUSINESS PROCESS

PROJECT MANAGEMENT OFFICE
As of March 06, 2017

NO	PROCESS	DESCRIPTION OF RISK	RISK ASSESSMENT					RISK TREATMENT ACTION PLAN (only for Moderate to High Risk)	RESIDUAL RISK					CONTINGENCY PLAN (for Moderate to High Risk after RTAP)
			OCCURRENCE	SEVERITY	CONTROL	RS	RISK RATING		OCCURRENCE	SEVERITY	CONTROL	RS	RESIDUAL RISK LEVEL	
1	Evaluation and Preparation of PPMP INFRA for budget approval	No budget for implementation of new infrastructure projects due to delayed preparation of PPMP INFRA proposal	4	2	2	**16**	**Low**	N/ A				**0**	**N/A**	N/A
2	Preparation and Submission of PPMP INFRA Projects: - Design Documents - Design Analysis - Program of Works - Approved Budget - Specifications	Delayed/ NO bidding process due to delayed preparation and submission of PPMP INFRA projects	1	2	2	**4**	**Low**	N/ A				**0**	**N/A**	N/A
3	Implementation, Supervision and Monitoring PPMP INFRA Project Construction	Delayed implementation/ completion of projects due to noncompliance of contractors with the construction specifications/ contract	5	3	3	**45**	**Moderate**	Recommend for termination of contract; Granting of contract to the 2nd/ 3rd lowest bidder				**0**	**N/A**	N/A
		Injury and/ or ill health including fatality/ damage to property due to unsafe acts/ conditions of contractors during construction	2	3	2	**12**	**Low**	N/ A				**0**	**N/A**	N/A
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	

RISKS AND OPPORTUNITIES ASSESSMENT (ROA) - BUSINESS PROCESS

DESCRIPTION OF OPPORTUNITY	OPPORTUNITY ASSESSMENT												ROA
	I - STRAT	II - COMP	III - PROD	IV - CIA	V - CMA	VI - ROI	VII - BRD	VIII - MAN	IX - AVR	X - BEN	OS	OPPORTUNITY RATING	
None											0	N/A	N/A
Provision of relevant seminars to PMO personnel, i.e., engineering and architecture related-seminars, safety	10	15	15	6	6	4	3	2	6	6	73	Fair	A2
None											0	N/A	N/A
None											0	N/A	N/A
											0	N/A	FALSE
											0	N/A	FALSE
											0	N/A	FALSE
											0	N/A	FALSE
											0	N/A	FALSE
											0	N/A	FALSE
											0	N/A	FALSE
											0	N/A	FALSE
											0	N/A	FALSE

RISKS AND OPPORTUNITIES ASSESSMENT (ROA) - BUSINESS PROCESS

PROCUREMENT
As of March 06, 2017

NO	PROCESS	DESCRIPTION OF RISK	RISK ASSESSMENT					RISK TREATMENT ACTION PLAN (only for Moderate to High Risk)	RESIDUAL RISK					CONTINGENCY PLAN (for Moderate to High Risk after RTAP)
			OCCURRENCE	SEVERITY	CONTROL	RS	RISK RATING		OCCURRENCE	SEVERITY	CONTROL	RS	RESIDUAL RISK LEVEL	
1	Procurement Process	Delayed implementation of the project/ program due to delayed provision of goods and services/ failure of bidding/ poor planning/ poor performance of external providers/ delayed approval of relevant functions/ technical specifications not immediately available/ poor coordination of end-users	5	2	3	**30**	**Moderate**	Facilitate procurement	5	2	2	**20**	**Low**	**N/ A**
		Not able to procure goods and services due to inadequate budget allocation and lack of supplier	5	2	3	**30**	**Moderate**	Advise end-users to provide supplemental budget; No procurement	5	2	2	**20**	**Low**	N/ A
		Procurement process not adequately monitored due to manual procurement	5	1	2	**10**	**Low**	N/ A				**0**	**N/A**	N/ A
		Procurement records not easily retrievable due to current filing system	5	1	2	**10**	**Low**	N/ A				**0**	**N/A**	N/ A
		Working environment not conducive due to inadequate office space	5	1	2	**10**	**Low**	N/ A				**0**	**N/A**	N/ A
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	

RISKS AND OPPORTUNITIES ASSESSMENT (ROA) - BUSINESS PROCESS

DESCRIPTION OF OPPORTUNITY	OPPORTUNITY ASSESSMENT												ROA
	I - STRAT	II - COMP	III - PROD	IV - CIA	V - CMA	VI - ROI	VII - BRD	VIII - MAN	IX - AVR	X - BEN	OS	OPPORTUNITY RATING	
Improve procurement plan and University plan	15	10	20	8	8	2	9	3	8	12	**95**	**Excellent**	**B1**
None											**0**	**N/A**	**N/A**
System/ program for procurement	15	10	20	2	2	2	9	3	8	12	**83**	**Fair**	**A2**
Improve filing system of procurement records	15	10	20	8	8	2	9	3	8	12	**95**	**Excellent**	**A1**
											0	**N/A**	**N/A**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**

RISKS AND OPPORTUNITIES ASSESSMENT (ROA) - BUSINESS PROCESS

RECORDS OFFICE
As of March 06, 2017

NO	PROCESS	DESCRIPTION OF RISK	RISK ASSESSMENT					RISK TREATMENT ACTION PLAN (only for Moderate to High Risk)	RESIDUAL RISK					CONTINGENCY PLAN (for Moderate to High Risk after RTAP)
			OCCURRENCE	SEVERITY	CONTROL	RS	RISK RATING		OCCURRENCE	SEVERITY	CONTROL	RS	RESIDUAL RISK LEVEL	
1	Sufficiency of space and filing cabinets for record keeping	Loss of records due to insufficient space or lack of filing cabinets and scarcity/ lack of manpower	2	2	2	8	Low	N/ A				0	N/A	N/ A
2	Disposal of records or old files	Overcrowded cabinets resulting insufficient storage space	4	1	2	8	Low	N/ A				0	N/A	N/ A
						0	N/A					0	N/A	
						0	N/A					0	N/A	
						0	N/A					0	N/A	
						0	N/A					0	N/A	
						0	N/A					0	N/A	
						0	N/A					0	N/A	
						0	N/A					0	N/A	
						0	N/A					0	N/A	
						0	N/A					0	N/A	
						0	N/A					0	N/A	

RISKS AND OPPORTUNITIES ASSESSMENT (ROA) - BUSINESS PROCESS

DESCRIPTION OF OPPORTUNITY	OPPORTUNITY ASSESSMENT												ROA
	I - STRAT	II - COMP	III - PROD	IV - CIA	V - CMA	VI - ROI	VII - BRD	VIII - MAN	IX - AVR	X - BEN	OS	OPPORTUNITY RATING	
Provide Archives Room for old and perpetual files	5	20	20	2	6	2	9	2	6	12	**84**	**Fair**	**A2**
Return 201 file to all separated faculties and employees;	5	20	20	6	6	2	9	4	8	12	**92**	**Excellent**	**A1**
Create e-copies of the files	5	20	20	6	6	2	12	4	6	12	**93**	**Excellent**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**

RISKS AND OPPORTUNITIES ASSESSMENT (ROA) - BUSINESS PROCESS

REGISTRAR
As of March 06, 2017

NO	PROCESS	DESCRIPTION OF RISK	RISK ASSESSMENT					RISK TREATMENT ACTION PLAN (only for Moderate to High Risk)	RESIDUAL RISK					CONTINGENCY PLAN (for Moderate to High Risk after RTAP)
			OCCURRENCE	SEVERITY	CONTROL	RS	RISK RATING		OCCURRENCE	SEVERITY	CONTROL	RS	RESIDUAL RISK LEVEL	
1	Issuance of Academic Records of Students such as TOR, Diploma, Certifications	Complaint from student due to delayed issuance of academic records	5	2	2	**20**	**Low**	N/ A				**0**	**N/A**	N/A
		Reputation of the university maybe affected due to delayed issuance of academic records	3	2	2	**12**	**Low**	N/ A				**0**	**N/A**	N/A
		Affects employability of graduates due to delayed issuance of academic records	4	2	2	**16**	**Low**	N/ A				**0**	**N/A**	N/A
2	Issuance of Transfer Credentials	Complaints from student due to delayed issuance of transfer credentials	4	2	2	**16**	**Low**	N/ A				**0**	**N/A**	N/A
3	Enrollment	Complaints from student due to long queuing during enrollment	5	2	2	**20**	**Low**	N/ A				**0**	**N/A**	N/A
		Changing of approved schedule by the faculty (internal arrangement)	5	3	3	**45**	**Moderate**	Advise students to secure justification from faculty of the changes implemented	3	2	3	**18**	**Low**	
		Unauthorized changing of schedule/ section by the students	4	3	2	**24**	**Low**	N/ A				**0**	**N/A**	
		Exceeding the desired class size due to large number (big) of enrollment	5	2	3	**30**	**Moderate**	Class size limit	4	2	3	**24**	**Low**	
4	Graduation	Unqualified student included in the graduation due to lapses in the evaluation of candidates for graduation	1	2	1	**2**	**Low**	N/ A				**0**	**N/A**	
5	Student Records Recordkeeping	Student records not readily available upon request, i.e., loss, damaged	5	2	2	**20**	**Low**	N/ A				**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	

RISKS AND OPPORTUNITIES ASSESSMENT (ROA) - BUSINESS PROCESS

DESCRIPTION OF OPPORTUNITY	OPPORTUNITY ASSESSMENT												ROA
	I - STRAT	II - COMP	III - PROD	IV - CIA	V - CMA	VI - ROI	VII - BRD	VIII - MAN	IX - AVR	X - BEN	OS	OPPORTUNITY RATING	
Provision of additional manpower and service windows	10	10	20	6	4	2	6	3	6	12	**79**	**Fair**	**A2**
-same as above-											**0**	**N/A**	**N/A**
-same as above-											**0**	**N/A**	**N/A**
Provision of additional manpower and service windows											**0**	**N/A**	**N/A**
Implementation of Online enrollment system	20	15	20	4	8	6	9	4	6	12	**104**	**Excellent**	**A1**
-same as above-											**0**	**N/A**	**N/A**
-same as above-											**0**	**N/A**	**N/A**
-same as above-											**0**	**N/A**	**N/A**
Provision of additional manpower and service windows											**0**	**N/A**	**N/A**
Provision of adequate and appropriate records office; Digitization (scanning) of old student records (2006 earlier)	10	15	20	2	6	6	9	4	6	12	**90**	**Excellent**	**A1**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**

RISKS AND OPPORTUNITIES ASSESSMENT (ROA) - BUSINESS PROCESS

SECURITY UNIT
As of March 06, 2017

NO	PROCESS	DESCRIPTION OF RISK	RISK ASSESSMENT					RISK TREATMENT ACTION PLAN (only for Moderate to High Risk)	RESIDUAL RISK					CONTINGENCY PLAN (for Moderate to High Risk after RTAP)
			OCCURRENCE	SEVERITY	CONTROL	RS	RISK RATING		OCCURRENCE	SEVERITY	CONTROL	RS	RESIDUAL RISK LEVEL	
1	Provision of security services (access control, surveillance) to BulSU	Safety and Security threats to BulSU community (faculty, staff, students and visitors)	2	3	2	**12**	**Low**	N/ A				**0**	**N/A**	N/ A
		Loss of property (theft)/ Damage to property of BulSU	5	2	3	**30**	**Moderate**	Roving guards; Safekeeping accountability of property per respective function; Reporting of occurrences to PNP and LGU	3	1	2	**6**	**Low**	N/ A
		Stampede due to emergency situations, i.e., bomb threats, fire/ explosion, etc	2	3	1	**6**	**Low**	N/ A				**0**	**N/A**	N/ A
		Criminal offenses within BulSU	1	4	2	**8**	**Low**	N/ A				**0**	**N/A**	N/ A
		Terrorism	1	5	5	**25**	**Low**	N/ A				**0**	**N/A**	N/ A
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	

RISKS AND OPPORTUNITIES ASSESSMENT (ROA) - BUSINESS PROCESS

DESCRIPTION OF OPPORTUNITY	OPPORTUNITY ASSESSMENT												ROA
	I - STRAT	II - COMP	III - PROD	IV - CIA	V - CMA	VI - ROI	VII - BRD	VIII - MAN	IX - AVR	X - BEN	OS	OPPORTUNITY RATING	
Require security agency to provide competent security workforce on the basis of appropriate trainings/ certifications of security personnel	10	20	10	8	8	2	6	4	8	12	**88**	**Fair**	**A2**
Provide in-house trainings/ seminars to security personnel	10	10	10	8	8	2	6	4	8	12	**78**	**Fair**	**B2**
Establish Security Office to include centralized monitoring of CCTV operations	10	5	10	2	4	2	6	3	6	12	**60**	**Fair**	**A2**
Establish color-coded visitors access cards to installation/ controlled area	10	10	10	8	8	2	6	4	8	12	**78**	**Fair**	**A2**
None											**0**	**N/A**	**N/A**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**

RISKS AND OPPORTUNITIES ASSESSMENT (ROA) - BUSINESS PROCESS

STUDENT AFFAIRS
As of March 06, 2017

NO	PROCESS	DESCRIPTION OF RISK	RISK ASSESSMENT					RISK TREATMENT ACTION PLAN (only for Moderate to High Risk)	RESIDUAL RISK					CONTINGENCY PLAN (for Moderate to High Risk after RTAP)
			OCCURRENCE	SEVERITY	CONTROL	RS	RISK RATING		OCCURRENCE	SEVERITY	CONTROL	RS	RESIDUAL RISK LEVEL	
1	**Student Welfare** - Student/ Employee Insurance Claim	Complaints from the students	4	1	2	**8**	**Low**	N/ A				**0**	**N/A**	N/ A
		Noncompliance of insurance provider to agreement	4	3	1	**12**	**Low**	N/ A				**0**	**N/A**	N/ A
2	**Student Welfare** - Student Grievance	Complaints (grievance) of the students not dealt with accordingly	1	1	2	**2**	**Low**	N/ A				**0**	**N/A**	N/ A
		Negative treatment of the respondent to the identity of students	2	1	3	**6**	**Low**	N/ A				**0**	**N/A**	N/ A
3	**Student Internship** - Participation of student interns in the Career Orientation Program - Attendance of Parents of Student-interns in the Parent's Orientation Program - Career Counseling - Participation of Students in the Personality Development Seminar - Participation of sophomore students in Sophomore Talks	BulSU's image may be affected due to poor performance of students during internship	3	4	3	**36**	**Moderate**	Provide orientation prior internship; Coordination with the company on the performance evaluation of students	3	4	2	**24**	**Low**	
4	Guidance Center					**0**	**N/A**	N/ A				**0**	**N/A**	
5	**Public Employment Service Office** - Coordination/ Participation of partner companies, DOLE, LGUs, OWWAand respective Colleges and Satellite Campuses - Participation of graduating students in LEGS/ PEOS, LRA, SRA and Job Fairs - Issuance of referrals to the graduates (job seekers) - Posting of Labor Market Information (LMI)	Low placement rate of graduates (below 4000/ year)	3	3	4	**36**	**Moderate**	Provide list of graduates to companies; Participation in job fairs in other provinces; Invite Local Recruitment Agency (LRA)	3	4	2	**24**	**Low**	

RISKS AND OPPORTUNITIES ASSESSMENT (ROA) - BUSINESS PROCESS

6	**Student Organizations -**	Unrecognized student organizations				**0**	**N/A**					**0**	**N/A**	
7	**Student Publication Information -**	Insufficient funds for publication				**0**	**N/A**					**0**	**N/A**	
8	**Culture and the Arts Affairs -**					**0**	**N/A**					**0**	**N/A**	
9	**Admissions**	Violation in the Admissions Policy due to external and internal politics	5	2	3	**30**	**Moderate**	Adherence to Admissions Policy				**0**	**N/A**	
10	**Socio-Community Involvement Office -**					**0**	**N/A**					**0**	**N/A**	
11	**Scholarship Office -**	Insufficient funds for scholarships and financial assistance	5	2	4	**40**	**Moderate**	Request funds from benefactors, private entities and government entities				**0**	**N/A**	

RISKS AND OPPORTUNITIES ASSESSMENT (ROA) - BUSINESS PROCESS

DESCRIPTION OF OPPORTUNITY	OPPORTUNITY ASSESSMENT												ROA
	I - STRAT	II - COMP	III - PROD	IV - CIA	V - CMA	VI - ROI	VII - BRD	VIII - MAN	IX - AVR	X - BEN	OS	OPPORTUNITY RATING	
Expansion of coverage of insurance to include illness	20	15	20	2	2	2	6	2	6	9	**84**	**Fair**	**A2**
None											**0**	**N/A**	**N/A**
None											**0**	**N/A**	**N/A**
Institutionalize internship programs (pre, during and post internship)											**0**	**N/A**	**N/A**
None											**0**	**N/A**	**FALSE**
None											**0**	**N/A**	**N/A**

RISKS AND OPPORTUNITIES ASSESSMENT (ROA) - BUSINESS PROCESS

Online application/ transaction											**0**	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
Modify and validate test items											**0**	**N/A**	**N/A**
											0	**N/A**	**FALSE**
Strengthen scholarship concerns/ information dissemination within BulSU											**0**	**N/A**	**N/A**

RISKS AND OPPORTUNITIES ASSESSMENT (ROA) - BUSINESS PROCESS

SUPPLY OFFICE
As of March 06, 2017

NO	PROCESS	DESCRIPTION OF RISK	RISK ASSESSMENT					RISK TREATMENT ACTION PLAN (only for Moderate to High Risk)	RESIDUAL RISK					CONTINGENCY PLAN (for Moderate to High Risk after RTAP)
			OCCURRENCE	SEVERITY	CONTROL	RS	RISK RATING		OCCURRENCE	SEVERITY	CONTROL	RS	RESIDUAL RISK LEVEL	
1	Policies and procedures inventory management	Discrepancy in records of Accounting and Supply Office that will lead to audit observation memorandum from COA	5	3	3	**45**	**Moderate**	Conduct inventory of all equipment and semi-expendable items issued to faculties	3	1	1	**3**	**Low**	N/A
2	Availability of supplies and materials	Disruption of activities, programs and operations due to unavailable supplies and materials	5	3	2	**30**	**Moderate**	Emergency purchase	4	1	2	**8**	**Low**	N/A
3	Adequacy of storage/ warehouse for disposal and transfer of equipment	Damage to properties that will lead to depreciation in value of disposed/ condemned equipment due to inadequate storage/ warehouse	5	1	3	**15**	**Low**	N/ A				**0**	**N/A**	N/A
4	Functional Inventory Management System from Prince Tech	Voluminous work/ Low productivity due to Inventory Management System not fully functional (manual inventory)	5	1	2	**10**	**Low**	N/ A				**0**	**N/A**	N/A
5	Registration and Insurance of University Vehicles	Additional expenses due to no insurance Penalty due to delayed registration	1	1	1	**1**	**Low**	N/ A				**0**	**N/A**	N/A
6	Issuance of Purchase Order for gasoline	Cost of gasoline to be shouldered by end-user due to non-availment of PO for gasoline	5	1	1	**5**	**Low**	N/ A				**0**	**N/A**	N/A
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	

RISKS AND OPPORTUNITIES ASSESSMENT (ROA) - BUSINESS PROCESS

DESCRIPTION OF OPPORTUNITY	OPPORTUNITY ASSESSMENT												ROA
	I - STRAT	II - COMP	III - PROD	IV - CIA	V - CMA	VI - ROI	VII - BRD	VIII - MAN	IX - AVR	X - BEN	OS	OPPORTUNITY RATING	
Establish written policies and procedures on inventory management	5	10	20	8	8	2	3	4	8	9	**77**	**Fair**	**B2**
Construction of additional storage/ warehouse	5	10	20	2	6	8	3	3	6	9	**72**	**Fair**	**B2**
None											**0**	**N/A**	**N/A**
None											**0**	**N/A**	**N/A**
None											**0**	**N/A**	**N/A**
None											**0**	**N/A**	**N/A**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**

RISKS AND OPPORTUNITIES ASSESSMENT (ROA) - BUSINESS PROCESS

TRAINING OFFICE
As of March 06, 2017

NO	PROCESS	DESCRIPTION OF RISK	RISK ASSESSMENT					RISK TREATMENT ACTION PLAN (only for Moderate to High Risk)	RESIDUAL RISK					CONTINGENCY PLAN (for Moderate to High Risk after RTAP)
			OCCURRENCE	SEVERITY	CONTROL	RS	RISK RATING		OCCURRENCE	SEVERITY	CONTROL	RS	RESIDUAL RISK LEVEL	
1	Training (1) Training needs analysis (2) Identification of training programs (3) Provision of trainings and other related activities to address competency requirements	BulSU personnel are not provided with adequate competency related to their job/ function due to competency needs are not identified and addressed/ provided	5	2	3	**30**	**Moderate**	Delineate the responsibilities of the functions related to training and development (Training Office, CLIP, Office of Faculty and Staff Development) and establish guidelines	4	2	2	**16**	**Low**	N/ A
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	
						0	**N/A**					**0**	**N/A**	

RISKS AND OPPORTUNITIES ASSESSMENT (ROA) - BUSINESS PROCESS

DESCRIPTION OF OPPORTUNITY	OPPORTUNITY ASSESSMENT												ROA
	I - STRAT	II - COMP	III - PROD	IV - CIA	V - CMA	VI - ROI	VII - BRD	VIII - MAN	IX - AVR	X - BEN	OS	OPPORTUNITY RATING	
Establish online training program for BulSU faculty and staff	15	10	20	6	6	8	6	4	8	9	**92**	**Excellent**	**B1**
Establish linkages with training organizations in line with providing appropriate and effective training to personnel and staff	15	10	20	8	8	2	6	4	8	9	**90**	**Excellent**	**FALSE**
Provision of CPD/ CPEs for faculty and staff	5	20	20	2	2	6	6	2	6	9	**78**	**Fair**	**FALSE**
Provide Training Office with appropriate facility/ office for proper coordination and go-to place for training-related concerns/ activities	5	10	20	2	6	2	3	2	6	9	**65**	**Fair**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**
											0	**N/A**	**FALSE**