

5. Presentation of Risk Assessment (RA) and Risk Management Plan (RMP)

For the Local Chief Executive, the management and other concerned offices to be informed of the results of RA and RMP, there is a need to present such results before the stakeholder. This is also the opportunity that they will be informed of their respective roles in ensuring that the RA and RMP will be implemented.

Office or Division:	Provincial Administrator's Office			
Classification:	Simple			
Type of Transaction:	G2B			
Who may avail:	Provincial Offices of Davao del Norte			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Reply letter from concerned office relative to the presentation of RA and RMP reports (1 original)		From the concerned office subject to audit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Subject office-auditee submit reply letter relative to the presentation of RA and RMP to PADO- IASD	1.1 Receive, log and forward reply letter from concerned office relative to the presentation of RA and RMP reports		(Under Normal circumstances) 5 minutes	<i>Internal Auditing Assistant</i> PADO-IAS Admin.
	1.2 Conduct preliminaries with the concerned office		1 hour	<i>Internal Auditor IV</i> PADO-IAS Head
	1.3 Present and discuss the content of RA and RMP reports		1 hour	<i>Internal Auditor I, II</i> IAS Technical Staff
	1.4 Let the concerned office Head, Provincial Administrator and Local Chief Executive, affix their signature to the reports presented		30 minutes	<i>Internal Auditor I, II</i> IAS Technical Staff

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.5 Submit copy to the concerned office, and forward IAS copy to IAS admin		(Under Normal circumstances) 5minutes	Internal Auditor I, II PADO-IAS Technical Staff
	1.6 Reproduce and book bind 2 copies		2 minutes	<i>Internal Auditing Assistant</i> PADO-IAS Admin.
	TOTAL:	None	3 hours and 5 minutes	