



**VISAYAS**  
STATE UNIVERSITY



**OFFICE OF THE DEAN OF STUDENTS**  
INSTITUTIONAL DEVELOPMENT  
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## RISK Monitoring form

Year: 2021  
Office/Unit: OFFICE OF THE DEAN OF STUDENTS

### A. KEY RESULT AREA/ACTIVITY/PROCESS

ISSUES	RISK	(3)			(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)		
		(4) SE V	(5) OC C	(6) DE T	RISK PRIORITY NUMBER BEFORE MONITORI NG	RISK PRIORITY NUMBER BEFORE MONITORI NG	ACTION PLAN (Risks)	Current STATUS (Action Plan)	(10) SE V	(11) OC C	(12) DE T	RISK PRIORITY NUMBER DURING MONITORI NG	LEVEL OF EFFECTIVEN ESS OF ACTION PLAN	Recommendat ion	
<b>Internal (Weaknesses)</b>	<b>External (Threats)</b>														
<b>ODS-W1- 21-01 Low salary cap for guidance counsellors offered in other agencies for RGCS</b>	<b>ODS-T1- 21-01 High salary grade offered in other agencies for RGCS</b>	<b>ODS-RISK1-21- 01 Cannot attract more RGCS applicants</b>	<b>ODS-APR1-21- 01 Crafting policies for affiliation of RGCS assigned to other units</b>	<b>Recruited affiliation of 2 RGCS</b>	<b>Reposting of vacancies of RGCS in various schools offering Guidance and Counseling</b>	<b>3</b>	<b>4</b>	<b>3</b>	<b>36</b>	<b>3</b>	<b>4</b>	<b>2</b>	<b>24</b>	<b>Slightly effective</b>	
		<b>ODS- APR1-21- 02 Crafting policies for offering RGCS with academic rank</b>			<b>Link with professional organizations for advertising vacancies</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>18</b>	<b>Same as above (ODS-</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>12</b>	
		<b>ODS-RISK1-21- 02 Transfer of RGCS to other agencies</b>													

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		offering higher salary				APR1-21-01 & 02					
<b>ODS-W1-21-02</b> Insufficient number of licensed guidance counselor s to meet the increasing student population and CMO 9/s2013	<b>ODS-RISK1-21-03</b> The quality of guidance and counseling services is short-chained	3	4	3	36	<b>ODS-CP1-21-02</b> Establishment of peer support system (Junior DBGF)	2	3	2	12	
<b>ODS-W1-21-03</b> Multi-function of Guidance Counselor s that hinders the quality of programs	<b>ODS-RISK1-21-04</b> Welfare services may not be provided on time when needed	2	3	3	18	<b>ODS-CP1-21-02</b> Establishment of peer support system (Junior DBGF)	same	2	3	2	12
	<b>ODS-APR1-21-03</b> Request for deployment or recruitment of one Administrator on staff to handle non-confidential tasks	2	3	3	18						

and services															
	ODS-RISK1-21-06 Burnt-out Guidance Counselors					ODS-CP1-21-03 Conduct a monthly wellness session at least twice a month		ODS-APR1-21-04 Draft Feasibility Study is initially made		Allows face to face when the University will open its gate, for students					
ODS-W1-21-04 The guidance office is not strategically located	ODS-RISK1-21-07 Low number of clients esp. low walk-in clients	3	4	3	36	ODS-GUIDANCE CENTER at the LEARNING RESOURCE CENTER (LRC)	ODS-APR2-21-01 Create a committee to draft the revision of the student handbook	ODS-APR2-21-01 Request for copy of Student Handbook from other HEIs	Download sample of Student Handbook from other school	ODS-T2-21-01 Same	3	4	3	36	Immediately create a committee to revise the Student Handbook
ODS-W2-21-01 The existing revision is based from ViSCA Code still	ODS-W2-21-01 The existing revision is based from ViSCA Code still	3	4	3	36	ODS-APR2-21-01 Request for copy of Student Handbook from other HEIs	ODS-APR2-21-01 Request for copy of Student Handbook from other HEIs	ODS-APR2-21-01 Request for copy of Student Handbook from other HEIs	Download sample of Student Handbook from other school	ODS-T2-21-02 New laws such as Safe Space Act, UniFAST and specific CMOs are not incorporated yet but required in the IRR	3	4	2	24	Immediately create a committee to revise the Student Handbook

	<b>ODS-W3-21-01</b> Delayed submission of grades or settlement of pending grades on time	<b>ODS-T3-21-01</b> Possible cut off of externally funded scholarship grant due to delayed submission of grades on time	<b>ODS-RISK3-21-01</b> Delayed granting of scholarship award	3	3	3	27	<b>ODS-APR3-21-01</b> Coordinate with VPAA for the issuance of a reminder memo for submission of grades on time	3	2	3	18	<b>Constant inform the OVPA of the status of grades</b>
		<b>ODS-RISK3-21-02</b> Applicant not awarded	3	3	3	27	<b>Same as above</b>	3	2	3	18	<b>same</b>	
	<b>ODS-W4-21-01</b> Deficient in requirements for renewal of recognition	<b>ODS-RISK4-21-01</b> The concerned student organization may be given a Probationary Status of recognition	2	2	2	8	<b>ODS-APR4-21-01</b> Regular follow-up for submission of documents	2	2	2	8		
	<b>ODS-W5-21-01</b> The office is handled by one person, i.e. the head only, who is burdened and that hinders effective delivery of services	<b>ODS-RISK5-21-01</b> Poor delivery of service	3	4	3	36	<b>ODS-APR5-21-01</b> Request for deployment or recruitment of one Administrative staff to assist the Head	3	4	3	36	<b>Immediately make a request for additional manpower</b>	
	<b>ODS-W5-21-02</b> No office is provided to student organizations	<b>ODS-RISK5-21-02</b> Loss of pertinent organizations' records/documents	3	3	3	27	<b>ODS-APR5-21-02</b> Draft proposal for the incorporation of space for the	3	3	3	27		

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ODS-W5- 21-03 No Student Center established for exclusive use and manage by students	ODS-RISK5-21- 03 Conflict of the use of existing venues in the campus	3	3	3	27	ODS- APR5-21- 03 Draft proposal for the incorporatio n of space for the Student Center in the LRC	student organizatio ns in the LRC	Same	2	2	2	8
ODS-W5- 21-04 Low community outreach off- campus programs conducted by student organizatio ns	ODS-RISK5-21- 04 Difficulty in complying all the requirements on time	3	2	3	18	ODS- APR5-21- 04 The OSDS collaborate s with the appropriate units in the university to facilitate of community service programs of student organizatio ns (e.g. donations, seminars to be inside the campus,etc )	6 out of 5 activities conducted by student organizati on related to communit y service inspite of pandemic	2	2	2	8	
ODS-W6- 21-01 Low performing organizatio n	ODS-RISK6-21- 01 None recognition of organization	2	2	2	8	ODS- APR6-21- 01 Continue regular monitoring of student organizatio n	Done monthly	2	2	2	8	

	ODS-W6- 21-02 Uncultivate d leadership values	ODS-RISK6-21- 02 Mediocrity	2	2	2	8	ODS- APR6-21- 02 Develop value restoration program conduct seminars for student organizatio n's incorporatin g VRP in the organizatio n's activities	Materials have been made but no seminar yet conducted	2	2	2	8
	ODS-W7- 21-01 The office is handled by the head only who is burdened and that hinders effective delivery of services	ODS-RISK7-21- 01 Poor delivery of service	3	3	3	27	ODS- APR7- -21-01 Request for deploy or recruitment of one Administrati ve staff to assist the Hea	No request have been made yet	3	3	3	27
	ODS-W8- 21-01 Existing dormitory combined capacity is not sufficient for increasing student population	ODS-RISK8-21- 01 Students may resort to staying in not conducive places	3	3	3	27	ODS- APR8-21- 01 Propose for accreditatio n of private dormitories and boarding houses	Not done yet	3	3	3	27
	ODS-W8- 21-02 Dormitories and cottages were constructed very long	ODS-RISK8-21- 02 Electrical wirings are too old that may cause fire	3	3	3	27	ODS- APR8-21- 02 Rewiring of all dormitories and cottages	Request is submitted to PPO	3	3	3	27

ago and currently need general repair or renovation to conform with requirements	nts for dormitorie s					ODS-APR8-21-03 Conduct major repair of prioritized dorms			
		ODS-RISK8-21-03 The wooden structures are damaged by termites	3	3	3	27	Same (ODS-APR8-21-03)	3 3 3 18 Request for possible post-construction treatment	
ODS-W8-21-03 Income from the dormitory or cottage fees is not sufficient to support the operation (honorarium, wages, hardware materials, etc)	ODS-RISK8-21-04 Services are not fully delivered to the student residence	3	3	3	27	ODS-APR8-21-04 Request the Administrati on to consider the dormitories under fiduciary category	3 3 3 27 Not done yet due to no income of the dorm	To be made when face to face is allowed	
ODS-W9-21-01 Staff are heavily loaded in administrative functions since there is no administrative staff assigned	ODS-T9-21-01 Enhance Policy for SAS (CMO 9 s2013) stipulates that schools must conduct research related to	ODS-RISK9-21-01 Lack of real picture on the effectiveness of SAS	3	3	3	27	ODS-APR9-21-01 Request the Administrati on for budget of one Administrative staff and budget for the research	3 3 3 27 Have not made a request yet	Make a request
ODS-W8-21-02 The Office has no budget for research	SAS								

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<b>Prepared by:</b>	<b>Reviewed by:</b>	<b>Approved by:</b>
 MANOLO B. LORETO, JR.	 ALELI A. VILLICINO	
Date: December 6, 2021	Date:	Date:

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