



# CALAMBA WATER DISTRICT

Risk Assessment No.: <b>RA-10</b>	SECTION/DEPARTMENT: HR	CONDUCTED BY: <b>Gregoria B. Olea</b>	REVIEWED & APPROVED BY/DATE: E. Panganiban / P. Samiano 1/5/2017	LATEST REVIEWED DATE: Jan. 05, 2017	NEXT REVIEW Jan. 05, 2018
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RISK IDENTIFICATION					RISK EVALUATION			RISK CONTROL/ACTION			RE-RISK EVALUATION			
NO.	ACTIVITY	RISK ORIGIN	POTENTIAL FAILURE	EFFECT	EXISTING CONTROL	L	S	RISL LEVE L/ RPN	ADDITIONAL RISK CONTROL	L	S	RISL LEVE L/ RPN	RESPONSIBLE	INTERFACING DOCUMENT REF./NO
1	Recruitment and Hiring	INTERNAL	Lack of applicants	act later than as plan	utilizing existing staff for the job and position	4	5	20	continue to look for possible applicants through referral schemes, advertising or thru recruitment agencies or by tapping on schools and companies	3	4	12	HR	Recruitment and Hiring Process
									Existing staff will be augmented and training must be provided as needed from available resources					
		EXTERNAL	Not having the right applicants for the right position needed	not able to achieve objectives, expansion plans and projects	to include staff projections with financial forecast that are consolidated	4	5	20	staff structure in place with total numbers of staff in each department should be reviewed periodically to take account of changing needs	3	4	12	HR / PSB	Recruitment and Hiring Process
2	Performance	INTERNAL	High absenteeism	increase cost and loss of productivity	disciplinary actions as per CSC	4	5	20	possible placement / hiring of new staff	3	4	12	HR / Management	Performance evaluation System Process
		INTERNAL	Employing staff who do not have the required competencies or culturally fit to the organization	failure to achieve strategic and operational responsibilities and objectives	regular review and update of policies and procedures	4	5	20	Use variety of assessment methods - interviews, presentations and psychometric testing	3	4	12	HR / Management	Performance evaluation System Process
3	Training	INTERNAL	Reduce opportunity for necessary training; not identified training requirements	Poor staff retention	Provision of training and skill development	4	5	20	Review annual training plan and staff training schedules	3	4	12	HR / Management	Identification of Training needs, Training and Competence Process
		INTERNAL	Inadequate staff to provide high quality service due to resignation, retirement or unavailability of experienced qualified employees	poor service; delay of projects	Hiring of personnel	4	5	20	review annual training plan and staff training schedules	3	4	12	HR / Management	Identification of Training needs, Training and Competence Process
4	HR	INTERNAL	Lack of information on company policy	Potential employee dispute	orientation to newly hired	4	5	20	conduct re-orientation to existing employees	3	4	12	HR / Management	Recruitment and Hiring Process



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	<b>Likelihood of Detection</b>		<b>Severity of Impacts</b>		<b>Note:</b>			<b>Severity/Likelihood</b>						
	SIGNIFICANCE	RANK	SIGNIFICANCE	RANK	L x S = TOTAL (Indicates the risk level)			1	Very low	Almost nil (life end)		<b>RISK LEVEL:</b> 15-25 High 5-12 Medium 1-4 Low		
	Very Low	1	Very Low	1	S - Severity			2	Low	Almost never, emergency (once in 10 years)				
	Low	2	Low	2	L - Likelihood			3	Moderate	From time to time, abnormal (once a year)				
	Moderate	3	Moderate	3	<b>"THE HIGHER THE SCORE THE MORE SIGNIFICANT AS RISK COULD BE"</b>			4	High	Normally occurs, normal (once a week to once a month)				
	High	4	High	4				5	Very high	Frequent (everyday)				
	Very High	5	Very High	5										

No.	Revision Details	Revised Date	No.	Revision Details	Date Revised	No.	Revision Details	Date Revised
1			3			5		
2			4			6		