



CALAMBA WATER DISTRICT

Risk Assessment No.: RA-08	SECTION/DEPARTMENT: PURCHASING	CONDUCTED BY: EDWIN L. CARTAGO	REVIEWED & APPROVED BY/DA: PAULINA A. SAMIANO	LATEST REVIEWED DATE: JANUARY 6, 2017	NEXT REVIEW JANUARY 6, 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	S	L	RISL LEVE L/ RPN	RESPONSIBLE	INTERFACING DOCUMENT REF./NO
1	Supplier Accreditation	INTERNAL	Lack of legal and technical documents	Limited options to procure the requirements	Per R.A. 9184 procedures	2	2	4	Post qualification and/or counter checking of submitted documents by the Contractor	1	2	2	Purchasing Personnel	Purchasing Process
2	Purchase Requisition	INTERNAL	No APP/Budget	Delayed project	Set meeting to approving authority	4	5	20	Thorough review of PPMP and APP	2	3	6	End-user	Purchasing Process
3	Canvassing	INTERNAL	Unclear details of item specifications by Requester	Took long time to do canvassing	Provision of Purchase Requisition Slip Form	2	2	4	Check details of request prior preparing and approving of PR	1	1	1	Purchasing Personnel	Purchasing Process
4	Purchase Order	INTERNAL	Unorganized PO filing/safekeeping	Imbalance PO and accounting records and difficulty in retrieval of PO	Manual recording of PO control numbering	4	5	20	Sort PO as per series of control number	3	4	12	Purchasing Personnel	Purchasing Process
			Items on PO were not followed	Inconsistency in filed request; resources not timely provided	Check existing resources before making a request to purchase	4	5	20	Monitor PO; if served or cancelled	3	4	12	Purchasing Personnel	Purchasing Process
5	Delivery	EXTERNAL	Not being delivered by store/incomplete delivery	Exert effort and sending of personnel to purchase directly on stores	Monitoring of PO balance	1	2	2	Reconciliation of records of ASD/GSD and Finance	1	1	1	Warehouse/Procurement	Purchasing Process
6	Supplier Evaluation	INTERNAL	Not conducting Supplier evaluation	Risk of not able to chased the Supplier if there are possible problems	Conduct Supplier Evaluation	2	3	6	Open to conduct supplier evaluation if necessary	1	2	2	Purchasing Personnel	Purchasing Process