

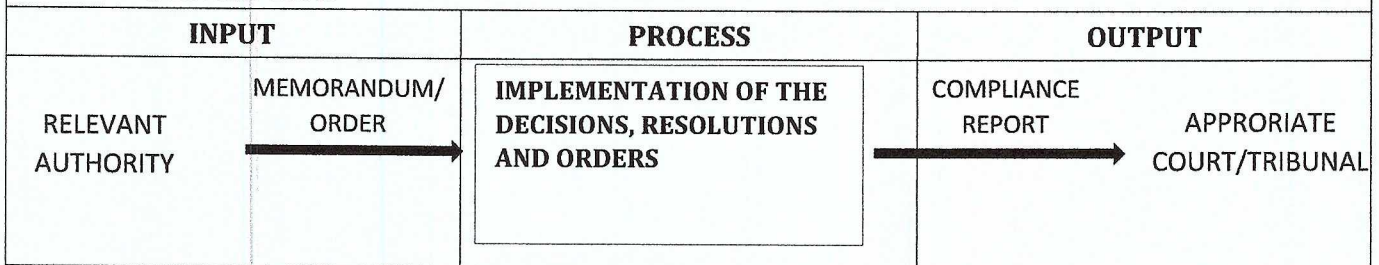


# QUALITY PROCEDURE (QP)

Document Code		
<b>QP-R12-ORD-28</b>		
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<b>PROCEDURE TITLE</b>	<b>IMPLEMENTATION OF THE DECISIONS, RESOLUTIONS AND ORDERS</b>
<b>SCOPE</b>	<p>The process shall include implementation of Decisions, Resolution or Orders of the Office of the Ombudsman, Sandiganbayan, COMELEC or the Office of the President.</p> <p>It shall cover process from the receipt of the authority to implement the decision, resolution or order of appropriate court or tribunal up to submission of compliance reports thereof.</p>
<b>PURPOSE</b>	To define and set quality standards in the implementation of decisions, resolutions and orders of the Office of the Ombudsman, Sandiganbayan, COMELEC or the Office of the President.

**PROCESS DESCRIPTION**



**DESCRIPTIVE STATEMENT:**

The process shall commence from receipt of the Order or Memorandum to implement the decision, resolution or order of appropriate tribunal or quasi-judicial body up to the implementation. Thereafter, Compliance Report shall be submitted to appropriate tribunal from receipt of the Proof of Service.

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	<b>RECORDS OFFICER</b>	RECEIPT AND ROUTING OF MEMORANDUM	<ul style="list-style-type: none"> <li>Refer to the procedure Handling of Incoming and Outgoing Communications</li> </ul>	<ul style="list-style-type: none"> <li>Routing Slip Complaint and/or Endorsement/ Referral</li> <li>QP-R12-FAD-01</li> </ul>
2	<b>REGIONAL DIRECTOR</b>	PROVISION OF INSTRUCTION	<ul style="list-style-type: none"> <li>Immediately refer to the Legal Officer</li> </ul>	





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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
3	LEGAL OFFICER	PREPARATION OF DRAFTS	<ul style="list-style-type: none"> <li>• Check completeness of the documents:               <ul style="list-style-type: none"> <li>▪ Memorandum or Order from USLG; and</li> <li>▪ Copy of the Decision, Order, or Resolution;</li> <li>▪ Annexes, if any</li> </ul> </li> <li>• If found incomplete, immediately notify the Office of the USLG or the Legal Service, DILG Central Office or the appropriate agency</li> <li>• Evaluate or review if there are any, ancillary writs or legal issues that needs to be addressed prior to implementation;</li> <li>• If there are ancillary writs, coordinate with Legal Services for appropriate action</li> <li>• If no there are no pending issues, prepares the ff:               <ul style="list-style-type: none"> <li>▪ Draft Memorandum to PD/CD to Implement the Order</li> <li>▪ Draft Memorandum to Respondent</li> <li>▪ Draft Memorandum/ Letter to Next In-Rank in case</li> </ul> </li> </ul>	Routing Slip  Memorandum or Order from the USLG  Copy of the Decision, Resolution or Order  Draft Memorandum







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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<p>of dismissal order</p> <ul style="list-style-type: none"> <li>▪ For OMB Orders or Decisions prepare draft of Compliance Reports and Certifications to be accomplished by HR of concerned LGU</li> <li>▪ For COMELEC Writs of Execution - draft a letter addressed to the COMELEC Regional Director for coordination/information</li> </ul> <ul style="list-style-type: none"> <li>• Forwards to ARD for initials</li> </ul>	
4	<b>ASSISTANT REGIONAL DIRECTOR</b>	INITIAL REVIEW OF DRAFTS	<ul style="list-style-type: none"> <li>• Review drafts and affix initials if found in order</li> <li>• Forward to RD if found in order, otherwise shall refer the memorandum or order back to Legal Officer with instructions</li> </ul>	<ul style="list-style-type: none"> <li>• Draft Memorandum or Order from the USLG and Copy of the Decision, Resolution or Order</li> </ul>
5	<b>REGIONAL DIRECTOR</b>	REVIEW AND APPROVAL OF ORDER	<ul style="list-style-type: none"> <li>• Affix signature and forward to Records Officer if memorandum/order is found in order, otherwise returns the draft order/memorandum to</li> </ul>	<ul style="list-style-type: none"> <li>• Memorandum /Order</li> <li>• Decision/ Resolution</li> </ul>





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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			Legal Officer with instructions	
6	RECORDS OFFICER (RO)	RELEASE OF ORDERS	<ul style="list-style-type: none"> <li>Refer to the procedure Handling of Incoming and Outgoing Communications</li> </ul>	<ul style="list-style-type: none"> <li>QP-R12-FAD-01</li> </ul>
7	PD/CD	IMPLEMENTATION OF ORDER/DECISIONS/ RESOLUTIONS	<ul style="list-style-type: none"> <li>Upon receipt, call the attention of the MLGOO for coordination with local officials and PNP or AFP, if proper</li> <li>Inform the Regional Office of the date implementation</li> <li>Serve the Certified true copie of the Order/Resolution/ Decision with the Memorandum and other attachments - Implementation must be:               <ol style="list-style-type: none"> <li>Personal Service in the Office or residence of the respondent;</li> <li>In case of refusal, service shall be done by posting of the Order/Memorandum outside the office of the Official</li> </ol> </li> <li>Copies of the Decision/Order and Memorandum shall be furnished to the Office of the LCE and the HR, or the</li> </ul>	<ul style="list-style-type: none"> <li>Proof of Service/ Acknowledgement Receipt</li> </ul>







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			<p>Sanggunian concerned, if member thereof</p> <ul style="list-style-type: none"> <li>• Updated Service Record shall be requested from the HR thru the LCE             <ul style="list-style-type: none"> <li>▪ If emanating from the OMB - serve prepared form by the OMB to the LCE</li> </ul> </li> <li>• For private persons - Service shall be done personally or by Registered Mail if personal service cannot be effected</li> <li>• The following shall serve the orders or decisions :             <ul style="list-style-type: none"> <li>▪ Provinces - RD and/or Legal Officer</li> <li>▪ Municipalities/Cities/Barangays - PD/CD</li> </ul> </li> <li>• The RD/Legal Officer may assist in the service even in Municipalities or Cities whenever warranted or as may be necessary</li> <li>• Retrieve all "Received Copies"</li> <li>• Submit Original Proof Service to the Legal Officer - Regional Office after implementation</li> </ul>	
<b>8</b>	<b>RECORDS OFFICER</b>	<b>RELEASE OF PROOF OF SERVICE</b>	<ul style="list-style-type: none"> <li>• <i>Refer to the procedure Handling of Incoming and Outgoing Communications</i></li> </ul>	<ul style="list-style-type: none"> <li>• QP-R12-FAD-01</li> </ul>





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9	<b>REGIONAL DIRECTOR</b>	PROVISION OF INSTRUCTION	<ul style="list-style-type: none"> <li>Provide instructions and forward to the Legal Officer</li> </ul>	
10	<b>LEGAL OFFICER</b>	PREPARATION OF DRAFT OF COMPLIANCE REPORT	<ul style="list-style-type: none"> <li>Use prescribed form, if any;</li> <li>Attach required documents</li> <li>Provide copies for relevant offices/persons, as follows:               <ol style="list-style-type: none"> <li>USLG and Legal Service, DILg CO - 1 copy each</li> </ol> </li> </ul>	Draft Compliance Report  Proof of Service of the Decision or Order
11	<b>ASSISTANT REGIONAL DIRECTOR</b>	INITIAL REVIEW	<ul style="list-style-type: none"> <li>Check if the following are attached in the Compliance Report:               <ol style="list-style-type: none"> <li>Acknowledgment Receipt</li> <li>Copy of the Decision/Order/Resolution</li> <li>Certifications (for OMB)</li> </ol> </li> <li>In the absence of the ARD, the COS shall perform the function</li> </ul>	
12	<b>REGIONAL DIRECTOR</b>	REVIEW AND APPROVAL	<ul style="list-style-type: none"> <li>Affix signature if found in order. Otherwise, he shall return the draft to the Legal Officer</li> <li>In the absence of the RD, the ARD shall perform the function</li> </ul>	Signed Compliance Report
13	<b>RECORDS SECTION</b>	RELEASES COMPLIANCE REPORT	<ul style="list-style-type: none"> <li><i>Refer to the procedure Handling of Incoming and Outgoing Communications</i></li> </ul>	<ul style="list-style-type: none"> <li>QP-R12-FAD-01</li> </ul>







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<b>14</b>	<b>Process Owner</b>	Retain records	<ul style="list-style-type: none"> <li>• Update the Process Summary Log Sheet</li> <li>• Retain records in accordance with the Control of Retained Documented Information Procedure and the Masterlist of Retained Documented Information</li> </ul>	<ul style="list-style-type: none"> <li>• Process Summary Log Sheet</li> <li>• Control of Documented Information Procedure</li> <li>• Retained Documented Information</li> </ul>
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**Definition of Terms:**

- Ancillary writs – refer to court orders or processes that is attached to the main case

**Legal References:**

- DILG Circular 2010-09
- Revised Rules of Court
- Ombudsman Rules of Court (Administrative Order No. 7)
- Administrative Order No. 22 and 23
- Circular No. 201-07 on Delegation of Authority
- COMELEC Rules of Procedure

Prepared by:		Reviewed by:		Approved by:	
 <b>ATTY. MICHELLE ANNE P. VIEJO</b> Process Owner		 <b>MARIA THERESA BAUTISTA</b> Deputy QMR		 <b>LAILYN A. ORTIZ, CESE</b> Regional QMR	
				 <b>REYNALDO M. BUNGUBUNG, CESO IV</b> Top Management	





Republic of the Philippines  
DILG - REGION 12 (SOCCSKSARGEN)

**QUALITY  
OBJECTIVE (QO)**

Document Code		
<b>QO-QP-R12-ORD-28</b>		
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<b>OFFICE</b>	ORD – LEGAL UNIT
<b>QUALITY PROCEDURE TITLE</b>	<b>IMPLEMENTATION OF THE DECISIONS, RESOLUTIONS AND ORDERS</b>

Function	Key Performance Indicators (KPIs)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (e.g. Tracker, Monitoring Log Sheet, Report, Memo, etc.)
	Objective	Target	Indicator/Formula (if applicable)			
<ul style="list-style-type: none"> <li><b>IMPLEMENTA-TION OF THE DECISIONS, RESOLUTIONS AND ORDERS</b></li> </ul>	<ul style="list-style-type: none"> <li>Timely implement Decisions, Order, &amp; Resolutions</li> </ul>	<ul style="list-style-type: none"> <li>100%</li> </ul>	No. of Order Received Implemented within prescribed time* ----- X 100% No. Of Orders Received  <i>[COMELEC – 5WD from proclamation; Sandiganbayan – 5 WD from receipt; OMB – 30D from receipt of the Order by the CO; OP – 5 WD from receipt]</i>	<ul style="list-style-type: none"> <li>Monthly</li> </ul>	<ul style="list-style-type: none"> <li>Legal Officer</li> </ul>	<ul style="list-style-type: none"> <li>QME, Monitoring Log Sheet</li> </ul>
	<ul style="list-style-type: none"> <li>Submit Compliance Report within 5 WD from implementation</li> </ul>	<ul style="list-style-type: none"> <li>100%</li> </ul>	No. of Order Received with Compliance Report submitted within 5 WD from implementation ----- X 100% No. of Orders implemented due for the month	<ul style="list-style-type: none"> <li>Monthly</li> </ul>	<ul style="list-style-type: none"> <li>Legal Officer</li> </ul>	<ul style="list-style-type: none"> <li>QME, Monitoring Log Sheet</li> </ul>

**DILG XII QMS**



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DILG - REGION 12 (SOCCSKSARGEN)

# QUALITY OBJECTIVE (QO)

Document Code		
<b>QO-QP-R12-ORD-28</b>		
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Prepared by:	Reviewed by:	Approved by:
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DILG XII QMS



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**PROCESS QUALITY MONITORING AND  
 EVALUATION (QME)**

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<b>OFFICE</b>	ORD - LEGAL UNIT
<b>PROCEDURE TITLE</b>	<b>IMPLEMENTATION OF THE DECISIONS, RESOLUTIONS AND ORDERS</b>
<b>OBJECTIVE STATEMENT</b>	1. 100% of Decisions, Order, & Resolutions timely implemented 2. 100% of Compliance Report submitted within 5 WD from implementation
<b>CURRENT PERIOD</b>	

INDICATORS		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
<b>Objective 1: 100% of Decisions, Order, &amp; Resolutions timely implemented</b>														
A	No. of Order Received Implemented within the prescribed time due for the month													
B	No. Of Orders Received due for the month													
C	Formula: $\frac{A}{B} \times 100$ Target Result : 100%													
D	Gap Analysis: (In case the objective is not met, put your analysis why it is not met)													
<b>Objective 2: 100% of Compliance Report submitted within 5 WD from implementation</b>														
A	No. of Order Received with Compliance Report submitted within 5 WD from implementation due for the month													
B	No. of Orders implemented due for the month													
C	Formula: $\frac{A}{B} \times 100$ Target Result : 100%													
D	Gap Analysis: (In case the objective is not met, put your analysis why it is not met)													
Note: For unmet targets of two (2) consecutive periods, concerned Deputy QMR initiate correction and corrective action using the Corrective Action Report (CAR) and attach it to this form.														

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 DILG - REGION 12 (SOCCSKSARGEN)  
**PROCESS QUALITY MONITORING AND  
 EVALUATION (QME)**

Document Code		
<b>QME-QP-R12-ORD-28</b>		
Rev. No.	Eff. Date	Page
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Prepared by:	Noted by:
Process Owner	Division Chief / Deputy Q,MR

Prepared by:	Reviewed by:	Approved by:
<b>ATTY. MICHELLE ANNE P. VIEJO</b> Process Owner	<b>LAILYN A. ORTIZ, CESO V</b> Quality Management Representative	<b>JOSEPHINE CABRIDO-LEYSA, CESO V</b> Top Management

**DILG XII QMS**



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Republic of the Philippines  
DILG - REGION 12 (SOCCSKSARGEN)

# HANDLING INCOMING & OUTGOING COMMUNICATIONS/DOCUMENTS Process Summary Logsheet (PSL)

Document Code		
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- QUALITY OBJECTIVE: 1. 90% of Decisions, Order, & Resolutions timely implemented  
2. 90% of Compliance Report submitted within 5 WD from implementation

FREQUENCY OF MONITORING: **Monthly**

COVERED PERIOD:

Due Date of Submission:

No.	Control No.	Particulars	OBJECTIVE NO. 1							OBJECTIVE NO. 2					
			Date Received	Date Implemented	Date Due	Met	Unmet	Remarks, If unmet	Total No. of days elapsed (5 WD)	Date Implemented	Date Submitted	No. of days (Target= 5 WD)	Met	Unmet	Remarks, If unmet
1															
2															
3															
4															
5															
TOTAL															

Prepared by:	Noted by:
Process Owner	Division Chief/Next Higher Supervisor



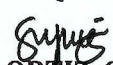
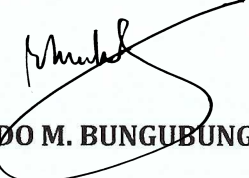




Republic of the Philippines  
DILG - REGION 12 (SOCCSKSARGEN)

# HANDLING INCOMING & OUTGOING COMMUNICATIONS/DOCUMENTS Process Summary Logsheet (PSL)

Document Code		
<b>FM-QP-R12-ORD-28-01</b>		
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Prepared by:		Reviewed by:	Approved by:
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Process Owner	Division Chief/Next Higher Supervisor		





Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
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Division/Unit: **OFFICE OF THE REGIONAL DIRECTOR - LEGAL UNIT**

### MASTER LIST OF INTERNAL DOCUMENTS

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
<b>IMPLEMENTATION OF DECISIONS, RESOLUTIONS, AND ORDERS</b>							
QP-R12-ORD-28	Quality Procedure: IMPLEMENTATION OF DECISIONS, RESOLUTIONS AND ORDERS	10.01.17					
QO-QP-R12-ORD-28	Quality Objective: IMPLEMENTATION OF DECISIONS, RESOLUTIONS AND ORDERS	10.01.17					
QME-QP-R12-ORD-28	Quality Monitoring and Evaluation (QME): IMPLEMENTATION OF DECISIONS, RESOLUTIONS AND ORDERS	10.01.17					
FM-QP-R12-ORD-28-01	IMPLEMENTATION OF DECISIONS, RESOLUTIONS AND ORDERS(PSL) Process Summary Logsheet	10.01.17					
FM-SP-R12-03A-01	Master List of Internal Documents	10.01.17					
FM-SP-R12-03B-01	Master List of External Documents	10.01.17					
FM-SP-R12-03C-01	Master List of Retained Documented Information	10.01.17					
FM-SP-R12-02-01A	Risk Register: Objectives	10.01.17					
FM-SP-R12-02-01B	Risk Register: Process Steps	10.01.17					

Prepared by:	Noted by:
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Division/Unit: **OFFICE OF THE REGIONAL DIRECTOR - LEGAL UNIT**

**MASTER LIST OF EXTERNAL DOCUMENTS**

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		00	01	02	03	04	05
<b>IMPLEMENTATION OF DECISIONS, RESOLUTIONS, AND ORDERS</b>							
	DILG Unnumbered Memorandum dated 14 March 2012						
	Administrative Order No. 07						
	DILG Memorandum Circular No. 2012-01						
	OMB Memorandum Circular No. 01, Series of 2006						
	Local Government Code of 1991						
	The Revised Rules of Court						
	COMELEC Rules of Procedures						

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Division/Unit: **OFFICE THE REGIONAL DIRECTOR - LEGAL UNIT**

### MASTERLIST OF RETAINED DOCUMENTED INFORMATION

DOCUMENT CODE	DOCUMENT TITLE	CUSTODIAN	LOCATION	FILING SYSTEM		RETENTION PERIOD			DISPOSAL
				FOLDER	SCHEME	ACTIVE	STORAGE	TOTAL	
<b>IMPLEMENTATION OF DECISIONS, RESOLUTIONS, AND ORDERS</b>									
QME-QO-QP-R12-ORD-28	Quality Monitoring and Evaluation (QME): IMPLEMENTATION OF DECISIONS, RESOLUTIONS AND ORDERS	Legal Officer	Records Cabinet	QMS folder by procedure	Sequetially	2 yrs		2 yrs from audit	Shredding
FM-QP-R12-ORD-06-01	IMPLEMENTATION OF DECISIONS, RESOLUTIONS AND ORDERS(PSL) Process Summary Logsheets	Legal Officer	Records Cabinet	QMS folder by procedure	Sequetially	2 yrs		2 yrs fr audit	Shredding
	Compliance Report								
	Memorandum to Respondent								

<b>Prepared by:</b>	<b>Noted by:</b>
 <b>ATTY. MICHELLE ANNE P. VIEJO</b> Process Owner	 <b>MARIA THERESA BAUTISTA</b> Division Chief/Next Higher Supervisor





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**RISK REGISTRY**  
**(A) OBJECTIVE RISK ASSESSMENT**

DIVISION: **OFFICE OF THE REGIONAL DIRECTOR - LEGAL UNIT**  
 PROCEDURE: **IMPLEMENTATION OF THE DECISIONS, RESOLUTIONS OR ORDERS**

OBJECTIVE	RELEVANT ISSUE(S)	RELEVANT INTERESTED PARTIES (refer to IP Matrix for Requirements)	POTENTIAL RISK	RISK TRIGGER	CONSEQUENCE (Positive or Negative)	EXISTING RISK CONTROL MEASURE	RISK ASSESSMENT							RISK CONTROL PLAN			
							IMPACT	LIKELIHOOD	DETECTION	RATING	RISK LEVEL (L, M, H)	S, NS	RISK CONTROL ACTION	RPN (Risk Priority No.)	ACTION PLAN (if risk rating is significant)	RESPONSIBLE	TIMELINE
Timely implementation of the Decisions, Resolutions and Orders (of the Quasi Judicial Bodies); Timely submission of Compliance Reports	1. Volatile peace and order situation	Respondent, Client(OMB, Sandiganbayan, COMELEC, Office of the President)	1. Delayed implementation of the Decision, Order, or Resolution; and 2. Danger to life and limbs of the server	Adverse field report on the peace and order situation	1. Non-compliance with the directive to implement Decision, Order or Resolution within the time prescribed; 2. Loss or damage to life or limbs	1. Coordination with the PNP and/or AFP; Service effected thru Registered Mail	5	3	2	12	L	NS	NA	3	NA	NA	NA
							5	2	4	40	M	NS	ALERT	M			
	2. No alternate/under study trained 3. Multiple and simultaneous activities conducted		1. Delayed implementation of the Decision, Order, or Resolution	Focal person/process owner is on travel or is on sick leave	1. Non-compliance with the directive to implement Decision, Order or Resolution within the time prescribed;	1. Notice to the focal person of the urgency of the preparation of the documents for implementation	5	5	1	25	H	S	CONTROL	1	1. Train an under study; or 2) Hire alternate	ORD	1st Qtr, 2018
<b>RISK ASSESSMENT:</b>			<b>RISK RATING</b>	<b>RISK LEVEL</b>	<b>RISK DESCRIPTION</b>	<b>ACTION REQUIRED</b>							<b>RPN</b>				
<b>IMPACT:</b> 1-Insignificant; 2-Minor; 3-Moderate; 4-Major; 5-Extreme			1 - 25	LOW	Not Significant	No further action required (Retain risk by informed decision)								3			
<b>LIKELIHOOD:</b> 1-Rare; 2-Unlikely; 3-Moderate; 4-Likely; 5-Almost Certain			26-40	MODERATE	Not Significant	Alert level but no further action required for now								2			
<b>DETECTION:</b> 1-Very likely; 2-Likely; 3-Low; 4-Remote; 5-Very remote			>40	HIGH	Significant	Control (e.g., Treat/Mitigate Transfer, Terminate)								1			
<b>Risk Rating = Impact X Likelihood X Detection</b>																	

Prepared by:	Reviewed by:	Recommending Approval:	Approved by:
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Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
**REGION XII**

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**RISK REGISTRY**  
**(B) PROCESS RISK ASSESSMENT**

DIVISION: **OFFICE OF THE REGIONAL DIRECTOR – LEGAL UNIT**  
 PROCEDURE: **IMPLEMENTATION OF DECISIONS, ORDERS OR RESOLUTIONS**

PROCESS STEP (Based on the procedure's key process steps)	POTENTIAL RISK	RISK TRIGGER	CONSEQUENCE (Positive or Negative)	EXISTING RISK CONTROL MEASURE	RISK ASSESSMENT								RISK CONTROL PLAN		
					IMPACT	LIKELIHOOD	DETECTION	RATING	RISK LEVEL (L, M, H)	S, NS	RPN (Risk Priority No.)	RISK CONTROL ACTION	ACTION PLAN (if risk rating is significant)	RESPONSIBLE	TIMELINE
	Delayed referral to the Process owner (Legal Officer)	Direct supervisor is on-leave or on-travel	Delayed referral to the Process Owner	RO designating alternate approver	3	2	2	12	L	NS	3	NA	NA	NA	NA
		Delayed referral by the Field Personnel		None	3	2	1	6	L	NS	3	NA	NA	NA	NA
REVIEW/COMMENT	Delayed action on the	Multiple, simultaneous activities; Process owner on sick leave/On-travel; Voluminous request for review	Non-compliance with the QMS standard	None	4	3	1	12	L	NS	3	NA	NA	NA	NA
			Delayed implementation of programs/delayed delivery of services (for contracts and MOAs with LGUs/RLAs)	None	4	3	1	12	L	NS	3	NA	NA	NA	NA
	Onerous responsibilities for the Department; Ultra vires acts by the	Misinterpretation of the provisions of the contract/MOA	Financial losses, unnecessary burdens; AOM by COA; Possible administrative liabilities	None	5	2	4	40	M	NS	2	ALERT	NA	NA	NA
REVIEW AND APPROVAL	Delayed approval of the Documents/requests	Authorized signatory is on-travel/on-leave	Non-compliance with the QMS standard; Delayed implementation of programs/delayed delivery of services (for contracts and MOAs with LGUs/RLAs)	RO designating alternate approver	3	2	2	12	L	NS	3	NA	NA	NA	NA
<b>RISK ASSESSMENT:</b>		<b>RISK RATING</b>	<b>RISK LEVEL</b>	<b>RISK DESCRIPTION</b>	<b>ACTION REQUIRED</b>						<b>RPN</b>				
IMPACT:		1-Insignificant; 2-Minor; 3-	1 - 25	LOW	Not Significant						No further action required (Retain risk by informed decision)	3			
LIKELIHOOD:		1-Rare; 2-Unlikely; 3-	26-40	MODERATE	Not Significant						Alert level but no further action required for now	2			
DETECTION		1 - Very likely; 2 - Likely; 3 -	>40	HIGH	Significant						Control (e.g.. Treat/Mitigate Transfer, Terminate)	1			
<b>Risk Rating = Impact X Likelihood X Detection</b>															

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