

MIAA's RISK REGISTRY MANAGEMENT PROGRAM

MIAA has Policies and Procedures of internal control. This is through the conduct of Internal Quality Audit, and this procedure refers to the documented Internal Quality Audit Procedure. With this, it mentioned that an annual internal audit needs to be performed within the organization.

Another internal control applicable procedure is the Document Control. This procedure is already in place and implemented. This refers to determining documents that are CONTROLLED and UNCONTROLLED. Controlled Documents are called Internal Documents that no need to be distributed outside the organization unless requested from the Authority.

With regards to the Risk Management System, the MIAA has a system in determining and management of risks through the Risk Registry of each Office. Risk Registry is one requirement of the Quality Management System which is formulated, maintained, monitored and continuously improved to gauge the effectiveness of the management system. It was formulated through the Risk Management Process, and the Risk Rating was determined using the color coding from the Risk Matrix

Upon identification of risks, determination of the Severity and Probability, and determination of the Risk Rating, Risk Registries are monitored and continuously improved and managed through the Risk Monitoring Tool and determine Action Plan/s including Opportunities. Upon completion, it is reviewed once a year and as part of the Management Review discussion as the Summary of Risk Assessment and Effectiveness of current control to determine if action plan/s are effective or not.

Moreover, the above Risk Registries are supposed to be reviewed last year 2024 but did not push through brought about by the NAIA-PPP and the takeover of the private Concessionaire to the O&M of the NAIA.

For this year 2025, as part of the ISO-QMS Consultancy Service, the QMS Committee will be recommending only one (1) Risk Management Plan for the whole of MIAA and not the same Risk Registry per Office.

¹Memorandum dated 28 March 2025 from AGM for ADCA

GENERAL MANAGER'S OFFICE RISK REGISTRY

DATE REVIEWED: 01 SEP 2025

Identified Risk	Severity	Severity Rating	Probability	Probability Rating	Current Control	Opportunities	Risk Rating	OPR
STRATEGIC								
Delayed approval of new MIAA organizational structure	Critical	3	Occasional	2	Monitoring of submissions deadlines; follow-up with approving bodies	Engage approving agencies earlier; maintain rolling drafts of plan updates	High	GMO
Changes in MIAA leadership and political priorities	Critical	3	Frequent	3	Briefing kits for new leaders; alignment meetings	Institutionalize transition protocols; create 100-day onboarding plan	Extreme	GMO
Incomplete risk assessment on major projects	Critical	3	Occasional	2	Project evaluation templates; review committee	Require risk assessment meetings; performance scorecards	High	GMO
Misalignment between GMO strategic priorities and operations	Critical	3	Frequent	3	Annual planning sessions	Quarterly alignment meetings; performance scorecards	Extreme	GMO
Delays in high priority infra projects due to external approvals	Critical	3	Occasional	2	Project tracking tools	Early engagement with approving agencies	High	GMO
OPERATIONAL								
Disruption due to local and international events	Catastrophic	4	Occasional	2	Crisis management protocols	Expand Contingency planning; conduct scenario drills	Extreme	GMO
Outdated or unreliable technology	Critical	3	Occasional	2	Scheduled IT maintenance	Implement phased tech upgrades; adopt redundancy systems	High	GMO
Poor delegation or inefficient process	Marginal	2	Frequent	3	Regular management meetings	Process mapping; workflow automation	Medium	GMO
Over-reliance on key individuals for specialized expertise	Marginal	2	Frequent	3	Informal knowledge sharing	Knowledge transfer program; cross training schedules	Medium	GMO
Information gaps during crisis/incident management	Catastrophic	4	Occasional	2	Incident command protocols	Central reporting hotlines ;crisis simulation drills	Extreme	GMO
Delay in decision -making due to multi-layered approvals	Marginal	2	Occasional	2	Standard routing procedures	Delegate authority thresholds;digitize routing	Medium	GMO

Form Q-QMS-F-013

Identified Risk	Severity	Severity Rating	Probability	Probability Rating	Current Control	Opportunities	Risk Rating	OPR
FINANCIAL								
Discrepancy or failure to collect 82.16% revenue share from NNIC	Critical	3	Occasional	2	Monthly Revenue Audits	Automate collection monitoring; require independent verification	High	GMO
Fraud and mismanagement of revenues	Catastrophic	4	Occasional	2	Internal Audit; cash handling protocols	Introduce mandatory job rotation for finance staff	Extreme	GMO
Budgeting and forecasting errors	Critical	3	Occasional	2	Annual budget review; Finance department validation	Strengthen revenue and expense tracking; Quarterly re-forecasting; scenario-based planning	High	GMO
Cost of settlements due to delays/legal exposure	Critical	3	Occasional	2	Legal reviews before contract signing	Early dispute resolution mechanism	High	GMO
REPUTATIONAL								
Negative media coverage or social media post	Critical	3	Frequent	3	Central communications office	Media engagement plan; crisis comms team	Extreme	GMO
Insufficient stakeholder engagement before policy/ fee changes	Critical	3	Occasional	2	Ad hoc consultations	Structured consultation plan; advance advisories	High	GMO
Public backlash from misinformation	Critical	3	Frequent	3	Press release	Pre-approved key messages; social media monitoring	Extreme	GMO
Erosion of employee morale due to unclear policy changes	Marginal	2	Frequent	3	HR advisories	Town halls; feedback channels	Medium	GMO

Identified Risk	Severity	Severity Rating	Probability	Probability Rating	Current Control	Opportunities	Risk Rating	OPR
LEGAL AND COMPLIANCE								
Inconsistent monitoring of PPP concessionaire compliance	Critical	3	Frequent	3	PPP contract oversight by Legal Office and Finance Department	Dedicated PPP monitoring unit; compliance dash board	Extreme	GMO
Legal exposure from unclear contracts	Critical	3	Occasional	2	Legal review of major contracts	Standard review Checklist; contracts repository	High	GMO
Failure to act promptly on audit findings	Critical	3	Occasional	2	Audit recommendation tracker	Assign point persons; Monthly progress updates	High	GMO
Non-compliance with GCG/DOTr directives	Critical	3	Occasional	2	Compliance monitoring by Legal office	Compliance calendar; quarterly reviews	High	GMO
SECURITY								
Cybersecurity Breach affecting executive communications	Catastrophic	4	Improbable	1	IT security protocols	Multi factor authentication; restricted access	High	GMO
SAFETY								
Information gaps during crisis/incident management	Catastrophic	4	Occasional	2	Incident response protocols	Central reporting hotline; crisis simulation drills	Extreme	GMO
Failure to enforce occupational safety standards	Catastrophic	4	Occasional	2	Regular occupational safety inspections; compliance monitoring with DOLE and CAAP safety guidelines	Enhance safety training programs; conduct quarterly safety audits; Enforce penalties for violation	Extreme	GMO

POLITICAL								
Identified Risk	Severity	Severity Rating	Probability	Probability Rating	Current Control	Opportunities	Risk Rating	OPR
Changes in MIAA leadership and political priorities	Critical	3	Frequent	3	Briefing kits for new leaders; alignment meetings	Institutionalize transition protocols; create 100-days onboarding plan	Extreme	GMO
Interference with management decisions	Critical	3	Occasional	2	Adherence to governance policies; documentation of decision-making process	Strengthen board oversight; stablish clear delegation of authority; maintain decision-making transparency	High	GMO

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AUG 29 2025

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SEP 05 2025