

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

RISK REGISTRY

Department: Corporate Management Services Department

Date Reviewed: August 30, 2023

Section	Identified Risks	Severity	Severity Rating	Probability	Probability Rating	Current Control	Opportunities	Risk Rating
Systems & Procedures Improvement Division	Revocation of ISO certification due to non-monitoring of auditor findings from external auditor.	2021 – Critical 2022 – Critical 2023 - Critical	2021 – 3 2022 – 3 2023 - 3	2021 – Improbable 2022 – Improbable 2023 - Improbable	2021 – 1 2022 – 1 2023 - 1	Close monitoring of action/s taken proposed by OPRs and recommend alternatives, if ineffective. Elevate QMS-level issues, as the need arises	Good credibility of the Agency Opportunity to attend ISO-related training courses	2021 – Medium 2022 – Medium 2023 – Medium
	Penalized by ARTA due to non-compliance to 3-7-20 Day Rule of Ease of Doing Business (RA 11032)	2023 – Critical (NEW)	2023 – 2 (NEW)	2023 – Improbable (NEW)	2023 – 1 (NEW)	Identify type of transaction and strict monitoring of corresponding timeline	Client satisfaction Incentive to employees	2023 – Medium (NEW)
	Air-condition, computers and other electrical appliances that could cause ozone depletion of the environment were left open.	2021 – Marginal 2022- Critical 2023 - Critical	2021 – 2 2022 – 3 2023 - 3	2021 – Occasional 2022 – Improbable 2023 – Frequent	2021 – 2 2022 – 1 2023 - 3	Turning off all equipment in use before the last personnel leaves the office	Energy Conservation	2021 – Medium 2022 – Medium 2023 – High
	Excessive cellphone charging can cause global warming in the environment and can be a massive generator of carbon dioxide	2021 – Marginal 2022 – Marginal 2023 - Critical	2021 – 2 2022 – 2 2023 - 3	2021 – Frequent 2022 – Occasional 2023 - Frequent	2021 – 3 2022 – 2 2023 - 3	Unplug chargers when not in use	Energy Conservation	2021 – High 2022 – Medium 2023 – High
	Wastage of paper due to the amount of scratch paper that can destroy the natural resources	2021 - Critical 2022 – Critical 2023 - Critical	2021 – 3 2022 – 3 2023 - 2	2021 - Occasional 2022 – Occasional 2023 - Improbable	2021 – 2 2022 – 2 2023 - 1	Ensure strict implementation of Memoranda on Paper Consumption Reduction	Decrease Operational Expenses	2021 – High 2022 – High 2023 – Medium
	Non retrieval of confidential Files due to Technological disruption (virus)	2023 - Critical (NEW)	3 (NEW)	2023 -2 Occasional (NEW)	1 (NEW)	Conduct of routinary back up of digital records/ documents and	Client satisfaction And Employee's Incentives	2023 – High (NEW)

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RISK REGISTRY

Department: Airport Operations Department

Date Reviewed: August 30, 2023

Division	Identified Risks	Severity	Severity Rating	Probability	Probability Rating	Current Control	Opportunities	Risk Rating
General Aviation Operations Division	Power shutdown/ failure brought by external factors (MERALCO, etc.) and internal factors (defective breaker, old and faulty electrical wirings, overload, unauthorized connection, etc.)	2022 - Critical 2023 - Marginal	2022 - 3 2023 - 2	2022 - Improbable 2023 - Improbable	2022 - 1 2023 - 1	Replacement of defective circuit breaker Installation of circuit breaker for every office Replacement of old and faulty electrical wirings	Airport Emergency Plan Emergency Response Team Coordination with Electrical Division Back-up Generators and Emergency Lights along GAA and selective offices	2022 - Medium 2023 - Low
	Collapse of hangar/ structure or part of it due to strong earthquake	2022 - Critical 2023 - Marginal	2022 - 3 2023 - 2	2022 - Improbable 2023 - Improbable	2022 - 1 2023 - 1	Upgrading of hangar and/or reinforcing structural integrity	Drills Conduct Awareness Airport Emergency Plan Emergency Response Team (ERT)	2022 - Medium 2023 - Low
	Possible death due to collapse of hangar or structure or part of it	2022 - Critical 2023 - Marginal	2022 - 3 2023 - 2	2022 - Improbable 2023 - Improbable	2022 - 1 2023 - 1	Upgrading and procuring of medical transportation, equipment, and additional personnel	Drills Conduct Awareness Airport Emergency Plan Emergency Response Team (ERT)	2022 - Medium 2023 - Low
	Fuel/oil spillage at GAA may cause damage to aircraft,					Issuances of Advisories	Conduct of AMA/Safety Awareness on Fuel	

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<p>equipment, health-issue to human, and environment (ground/soil and water pollution)</p>	<p>2022 - Marginal 2023 - Marginal</p>	<p>2022 - 2 2023 - 2</p>	<p>2022 - Occasional 2023 - Improbable</p>	<p>2022 - 2 2023 - 1</p>	<p>and Memorandum Circulars on Oil Spillage and FODs at Airside Area with corresponding fines and penalties</p>	<p>Handling Installation of Safety Signages at GAA</p> <p>Constant oil spillage cleaning of PGD personnel</p> <p>Regular monitoring of GAA by GAOD</p>	<p>2022 - Medium 2023 - Low</p>
<p>Fire hazard/damage to human, equipment, offices, and other facilities due to lack or defective water sprinkler</p>	<p>2022 - Critical 2023 - Marginal</p>	<p>2022 - 3 2023 - 3</p>	<p>2022 - Improbable 2023 - Improbable</p>	<p>2022 - 1 2023 - 1</p>	<p>Daily monitoring and inspection of Water Sprinkler System</p> <p>Constant coordination with Mechanical Div. and other concerned offices</p>	<p>Installation of additional water sprinkler and/or upgrading of water sprinkler system</p>	<p>2022 - Medium 2023 - Low</p>
<p>Aircraft crash landing due to presence of Foreign Object Debris (FOD) at General Aviation Area</p>	<p>2022 - Catastrophic 2023 - Critical</p>	<p>2022 - 4 2023 - 3</p>	<p>2022 - Improbable 2023 - Improbable</p>	<p>2022 - 1 2023 - 1</p>	<p>24/7 monitoring of an FOD-free GAA</p> <p>Airport Emergency Plan, and ERT</p>	<p>Crafting of Airport FOD Policy with heavy penalties and procurement of FOD removal equipment</p>	<p>2022 - High 2023 - Medium</p>
<p>Aircraft or ground equipment incident / accident may occur on the aircraft activity & GenAv operations due to inoperative or lack of floodlights, defective batteries and other support fixtures and equipment, among others</p>	<p>2022 - Critical 2023 - Critical</p>	<p>2022 - 3 2023 - 3</p>	<p>2022 - Occasional 2023 - Improbable</p>	<p>2022 - 2 2023 - 1</p>	<p>Daily monitoring and inspection of floodlight system</p> <p>Constant coordination with Electrical Div. for preventive maintenance</p> <p>Proper maintenance frequently</p>	<p>Coordinate with Electrical Div. for replacement of outdated lighting fixtures and other support devices and equipment, among others</p> <p>Lessen the reported incident / accident due to human error</p>	<p>2022 - High 2023 - Medium</p>
<p>Air-condition, computers and other electrical appliances that could cause ozone depletion of the environment were left open.</p>	<p>2022 - Marginal 2023 - Marginal</p>	<p>2022 - 2 2023 - 2</p>	<p>2022 - Improbable 2023 - Improbable</p>	<p>2022 - 1 2023 - 1</p>	<p>Turning off all equipment in use before the last personnel leaves the office</p>	<p>Energy Conservation</p>	<p>2022 - Low 2023 - Low</p>
<p>Excessive cellphone charging can cause</p>				<p>2022 - 1</p>			

global warming in the environment and depletion of resources	2022 - Negligible 2023 - Negligible	2022 - 1 2023 - 1	2022 - Improbable 2023 - Improbable	2023 - 1	Unplug chargers when not in use	Energy Conservation	2022 - Low 2023 - Low
Wastage of paper due to the amount of scratch paper that can destroy the natural resources.	2022 - Negligible 2023 - Negligible	2022 - 1 2023 - 1	2022 - Improbable 2023 - Improbable	2022 - 1 2023 - 1	MC on Paper Use Reduction	Reduce Procurement of Paper	2022 - Low 2023 - Low
The vehicle's engine is turned on even when parked in the parking area which can cause noise and air pollution	2022 - Negligible 2023 - Negligible	2022 - 1 2023 - 1	2022 - Improbable 2023 - Improbable	2022 - 1 2023 - 1	Rationalized use of vehicle	Educate and recommend Seminar addressing noise and air pollution	2022 - Low 2023 - Low
Presence of soft spots / potholes / pavement depressions at GAA's apron/ramp that may result to incident / accident or damage to aircraft/cargo	2022 - Critical 2023 - Marginal	2022 - 3 2023 - 2	2022 - Improbable 2023 - Improbable	2022 - 1 2023 - 1	24/7 Monitoring of GAA Ramp Area Coordination with Airport Ground and Safety Div., General Services Div., and Airside Police Div. • Seek assistance, if necessary, from concerned offices	Regular monitoring of GAA and ramp/apron area Improvement of security fence surrounding the airport's airside area	2022 - Medium 2023 - Low
Overgrown vegetation, Violation of 3-meter clearance (for ASIO only)	2022 - Negligible 2023 - Negligible	2022 - 1 2023 - 1	2022 - Improbable 2023 - Improbable	2022 - 1 2023 - 1	24/7 monitoring of GAA to prevent aircraft accident and passenger injury Prevent illegal entry of non-GAA personnel	Constant coordination with AGOSD, PGD, and ASIO	2022 - Low 2023 - Low
Damage to property and health issues due to Volcanic Ashfall	2022 - Critical 2023 - Critical	2022 - 3 2023 - 3	2022 - Improbable 2023 - Improbable	2022 - 1 2023 - 1	Issuance of Advisory Airport Emergency Plan Emergency Response Team (ERT)	Include conduction of Awareness in Health and Safety Program Improve/Modify AEP to include Volcanic Eruption and Ashfall	2022 - Medium 2023 - Medium
Presence of stray animals and FODs					Monitor 24/7 presence		

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with the GAA may result to damages to facilities, cargoes, office supplies & equipment, and affect individual's health and safety.	2022 - Marginal 2023 - Marginal	2022 - 2 2023 - 2	2022 - Improbable 2023 - Improbable	2022 - 1 2023 - 1	of pests/stray animals and FODs Availability 24/7 of cat and mouse traps to place in areas needing those (c/o AGOSD)	24/7 monitoring of GAA Coordination with AGOSD Safety Section	2022 - Low 2023 - Low
Health issues and injury to human due to Hazardous Materials/Chemicals	2022 - Critical 2023 - Critical	2022 - 3 2023 - 3	2022 - Improbable 2023 - Improbable	2022 - 1 2023 - 1	Airport Emergency Plan Emergency Response Team Availability of Material Safety Data Sheet (MSDS) Immediate coordination with Terminal Safety Services (TSS) and Medical Division Compliance Standards (Regulatory requirements, IATA, ICAO, etc.)	Conduction of Awareness on Hazardous Materials (HazMat) Availability of Personal Protective Equipment (PPE)	2022 - Medium 2023 - Medium
Material Recovery Facilities / improper garbage disposal – the unclean and unsanitary condition may result to foul odor and presence of pests and stray animals, which are hazardous to health and safety	2022 - Marginal 2023 - Marginal	2022 - 2 2023 - 2	2022 - Improbable 2023 - Improbable	2022 - 1 2023 - 1	Monitor 24/7 for cleanliness and odor-free MRF: Daily garbage hauling, constant coordination with General Services Div. and Contracted Garbage Hauling Services and other concerned offices	Twice a day garbage collection/hauling at GAA (Day Time and Nighttime) Expansion of MRF	2022 - Low 2023 - Low
Damage to property and injury to human due to Severe Weather Condition	2022 - Critical 2023 - Marginal	2022 - 3 2023 - 2	2022 - Improbable 2023 - Improbable	2022 - 1 2023 - 1	Issuance of Severe Weather Advisory Advise FBOs, Aircraft Operators/Handlers to tie down their aircraft Airport Emergency Plan Emergency Response	Include conduction of Awareness on Severe Weather Condition Regular updating of Airport Emergency Plan, and Memorandum	2022 - Medium 2023 - Low

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						Team (ERT)	Circular on Severe Weather Condition	
	Inconvenience in the workplace that may affect the performance and health of personnel due to defective/old air conditioning system	2022 - Marginal 2023 - Marginal	2022 - 2 2023 - 2	2022 - Improbable 2023 - Improbable	2022 - 1 2023 - 1	Daily monitoring and inspection of air conditioning system. Constant coordination with Mechanical Div. for preventive maintenance (Cleaning of filter, A/C unit etc.)	Coordinate with Mechanical Div. for replacement of air conditioning units before reaching the expiration date	2022 - Low 2023 - Low
	Damage to GAA's apron/ramp in case of leak or burst of water pipeline (damaged or corroded water line) or water ponding due to heavy rain.	2022 - Marginal 2023 - Marginal	2022 - 2 2023 - 2	2022 - Improbable 2023 - Improbable	2022 - 1 2023 - 1	Daily monitoring and inspection of GAA for damaged water pipeline and water ponding Constant coordination with Buildings Div. and other concerned offices for preventive maintenance	Request Maynilad to program for replacement of corroded pipes, and Pavements and Grounds Div. (PGD) for water ponding	2022 - Low 2023 - Low
	Traffic Movement, Electrocutation, Slips & Trips, Falls from Height, Falling Objects, Operation of ground handling Equipment, Workplace Temperature, Strains from Handling Heavy Items, Mishandling of Equipment, Cracked and uneven pavements, etc.	2022 - Critical 2023 - Marginal	2022 - 3 2023 - 2	2022 - Improbable 2023 - Improbable	2022 - 1 2023 - 1	24/7 monitoring of GAA facilities/areas to prevent accident/injury Installation of Occupational Health, Safety, and Traffic Signages Strict implementation of occupational health and safety protocols Constant coordination with concerned OPR	Conduct Awareness on Occupational Health and Safety Procedures w/ GAA Stakeholders	2022 - Medium 2023 - Low

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Airport Ground Operations and Safety Division	Ground personnel accident cause by lightning strike	2021 –Catastrophic 2022 –Catastrophic 2023 –Catastrophic	2021 – 4 2022 – 4 2023 – 4	2021 – Occasional 2022 – Occasional 2023 – Occasional	2021 – 2 2022 – 2 2023 – 2	-Upgrade lightning alert warning system	Improve ground personnel safety/ customer satisfaction	2021 – Extreme 2022 – Extreme 2023 – High
	Delayed, cancellations and diversion of flights due to bird strike incident.	2021 – Critical 2022 – Critical 2023 – Critical	2021 – 3 2022 – 3 2023 – 3	2021 – Frequent 2022 – Occasional 2023 – Occasional	2021 – 3 2022 – 2 2023 – 2	-Conduct awareness seminar to nearby barangays regarding domestic pigeons -Use of starting guns, siren, and pyro	Improve safety on aircraft operations / customer satisfaction	2021 – Extreme 2022 – High 2023 – High
	Possible death due to bird strike incident.	2021 –Catastrophic 2022 –Catastrophic 2023 –Catastrophic	2021 – 4 2022 – 4 2023 – 4	2021 – Occasional 2022 – Occasional 2023 – Improbable	2021 – 2 2022 – 2 2023 – 1	Standby Emergency Response Team	Improve safety on aircraft operations / customer satisfaction	2021 – Extreme 2022 – Extreme 2023 – High
	Air-condition, computers and other electrical appliances that could cause ozone depletion of the environment were left open.	2021 – Marginal 2022 – Marginal 2023 – Marginal	2021 – 2 2022 – 2 2023 – 2	2021 – Occasional 2022 – Occasional 2023 – Frequent	2021 – 2 2022 – 2 2023 – 3	Turning OFF all equipment in use before the last personnel leaves the office	Energy conservation	2021 – Medium 2022 – Medium 2023 – High
	Excessive cellphone charging can cause global warming in the environment and can be a massive generator of carbon dioxide.	2021 – Marginal 2022 – Marginal 2023 – Marginal	2021 – 2 2022 – 2 2023 – 2	2021 – Frequent 2022 – Occasional 2023 – Frequent	2021 – 3 2022 – 2 2023 – 3	-Unplug chargers when not in use -Disallow excessive use of cellphone for personal use while at work	Energy conservation	2021 – High 2022 – High 2023 – High
	Wastage of paper due to the amount of scratch paper that can destroy the natural resources.	2021 – Critical 2022 – Marginal 2023 – Marginal	2021 – 3 2022 – 2 2023 – 2	2021 – Occasional 2022 – Occasional 2023 – Occasional	2021 – 2 2022 – 2 2023 – 2	-Reiterate MC on Paper Use Reduction -Controlled material issuance	Minimal usage of paper / e-document promotion	2021 – High 2022 – Medium 2023 – Medium
	The vehicle's engine	2021 – Marginal	2021 – 2	2021 – Occasional	2021 – 2	Rationalize use of	Fuel Conservation	2021 – Medium

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	is turned on even when parked in the parking lot which can cause noise and air pollution.	2022 – Marginal 2023 – Marginal	2022 – 2 2023 – 2	2022 – Occasional 2023 – Occasional	2022 – 2 2023 – 2	vehicle		2022 – Medium 2023 – Medium
	Presence of stray animals and FODs at runways and taxiways areas that may cause accident to aircraft or personnel.	2023 – Catastrophic	2023 – 4 (NEW)	2023 – Frequent	2023 – 3 (NEW)	-Immediate corrective action to reported/discovered wildlife hazard or FODs -Improvement on the quality of field inspection	Safety improvement for aircraft and ground personnel	2023 – Extreme

JUSTIFICATION for the deletion of Risk Registry #1; as a standard practice on airports, ground operations shall be halted during red lightning alert warning for the safety of the personnel exposed at the ramp area. The risk of flight delays, cancellation or diversions due to red lightning alert in the aerodrome since such events cannot be controlled. At present, the severity and probability of the risk stay the same.

Reviewed and Noted by:


RAFAEL S. REGULAR
 OIC, Assistant General Manager for Operations
 conc. Manager, Airport Operations Department

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RISK REGISTER

Department: Finance Department

Date Reviewed: August 30, 2023

Division	Identified Risks	Severity	Severity Rating	Probability	Probability Rating	Current Control	Opportunities	Risk Rating
Collection	Loss of revenues due to Non-settlement of Accounts by Concessionaires (Undisputed Accounts)	2022-Critical 2023-Critical	2022-3 2023-3	2022-Occasional 2023-Improbable	2022-2 2023-1	Issuance of demand letters to delinquent concessionaires. Strict implementation of sanction against delinquent concessionaires Regular meetings with concessionaires to identify and resolve the issue of non-settlement	Increase in revenue collections	2022-High 2023-Medium
	Loss of revenues due to Non-payment of vehicle parking fee (Terminal Collection Services) - additional risk for parking fee collection	2022-Marginal 2023-Marginal	2022-1 2023-2	2022-Occasional 2023-Improbable	2022-1 2023-1	Incident report of non-payment of vehicle parking fee. Strict implementation of the MIAA Parking rules and Regulations	Increase in parking fee collections	2022-Low 2023-Low
	Shortage of human resources due to illness or quarantine, resignation, or retirement.	2021-Critical 2022-Marginal 2023-Critical	2021-3 2022-2 2023-3	2021-Occasional 2022-Improbable 2023-Occasional	2021-2 2022-1 2023-2	1. Implement Work From Home (WFH) arrangement. 2. Provision of the necessary hardware, software, equipment, and internet connectivity for employees who will be working remotely. 3. Provision of safe working environment for the employees 4. Alternative Working Arrangement 5. Request for Filling up of vacant position. 6. The alternates and designation of personnel who will fill-up the vacated role is identified and put in place for all critical functions.	Prior to leave of absence / resignation / retirement a request for alternate personnel or opening of vacant position should be submitted to personnel to fast-track filling-up of position.	2021-High 2022-High 2023-High
	Air-condition, computers and other electrical appliances that could have an effect to the ozone depletion of the environment were left open.	2021-Negligible 2022-Negligible 2023-Marginal	2021-1 2022-1 2023-2	2021-Improbable 2022-Improbable 2023-Frequent	2021-1 2022-1 2023-3	Shut down/Turn Off when not in used. Posted Reminders to conserve energy	Purchase/use of energy efficient appliances.	2021-Low 2022-Low 2023-High
	Waste of paper that can have an effect to the depletion of natural resources.	2021-Negligible 2022-Negligible 2023-Negligible	2021-1 2022-1 2023-1	2021-Improbable 2022-Improbable 2023-Improbable	2021-1 2022-1 2023-1	Paper recycling and double-sided printing. Paperless and/or online submission of reports, dissemination of information	Use official emails / OneDrive to send information within and outside the organization	2021-Low 2022-Low 2023-Low
	Excessive cellphone charging can cause global warming in the environment and can be a massive generator of carbon dioxide	2021-Negligible 2022-Negligible 2023-Marginal	2021-1 2022-1 2023-2	2021-Improbable 2022-Improbable 2023-Frequent	2021-1 2022-1 2023-3	Unplug unused charger. Posted reminders to remove charger when battery is full or not in use.	Check all electrical wiring.	2021-Low 2022-Low 2023-High

RISK REGISTER

Date Reviewed: August 30, 2023

Department: Finance Department

Division	Identified Risks	Severity	Severity Rating	Probability	Probability Rating	Current Control	Opportunities	Risk Rating
Accounting	Payment of penalty and surcharge due to late filling of tax returns	2021-Critical 2022-Critical 2023-Critical	2021-3 2022-3 2023-3	2021-Occasional 2022-Improbable 2023-Improbable	2021-2 2022-1 2023-1	Early filing of tax returns and better internet connection service.	1. Provision of separate internet connection for tax compliance to BIR. 2. BIR Distinction for Top 100 Companies with On-Time Tax Remittance.	2021-High 2022-Medium 2023-Medium
	Accumulation of accounts receivable due to late processing of bills resulted from delayed transmittal of data from the source (Operation, Electrical, Building, CMD, BRIDD) and system maintenance/malfunctions.	2021-Critical 2022-Critical 2023-Critical	2021-3 2022-3 2023-3	2021-Occasional 2022-Frequent 2023-Frequent	2021-2 2022-3 2023-3	1. Immediate follow-up on the billable data from source. 2. Reiteration on the follow-up of billing instructions duly signed by AGMFA. 3. Full automation of billing processing by removing the need for migration of data from sources.	1. Policy on process cycle time from source to posting in the client's portal and delineation of responsibilities and functions of those involve in the billing process. 2. Ease of doing business by shortening the process cycle time from sources to accounting, then to clients/concessionaires.	2021-High 2022-High 2023-High
	Late processing of Disbursement vouchers which may result to penalties on payments, receive complaints from CRC due to noncompliance to Citizen's Charter (for suppliers/contractors)	2023-Critical (New)	2023-3	2023-Improbable	2023-1	Strict compliance to standard processing time for simple and complex transactions / ARTA Law.	Ease of doing business (Customer Satisfaction).	2023-Medium
	Late issuance of Accounting Clearance to concessionaires which may result to hampered operation of the affected concessionaires, receive complaints from CRC due to noncompliance to Citizen's Charter.	2023-Critical (New)	2023-3	2023-Improbable	2023-1	Strict compliance to standard processing time for simple and complex transactions / ARTA Law.	Ease of doing business (Customer Satisfaction).	2023-Medium

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RISK REGISTER

Date Reviewed: August 30, 2023

Department: Finance Department

Division	Identified Risks	Severity	Severity Rating	Probability	Probability Rating	Current Control	Opportunities	Risk Rating
Accounting	Shortage of human resources due to illness, quarantine, resignation, and promotion/movement.	2021-Critical 2022-Marginal 2023-Critical	2021-3 2022-2 2023-3	2021-Occasional 2022-Improbable 2023-Occasional	2021-2 2022-1 2023-2	1. Implement Work From Home (WFH) arrangement. 2. Provision of the necessary hardware, software, equipment, and internet connectivity for employees who will be working remotely. 3. Provision of safe working environment for the employees. 4. Follow-ups on immediate replacement of personnel (resigned/separated employees).	The chain of command must be clearly identified, and alternates and designation put in place for all critical functions.	2021-High 2022-Low 2023-Medium
	Unattended use of air-conditioners that may lead to excessive use of electricity and have an effect to the ozone depletion of the environment.	2021-Negligible 2022-Negligible 2023-Marginal	2021-1 2022-1 2023-2	2021-Improbable 2022-Improbable 2023-Frequent	2021-1 2022-1 2023-3	Shut down/Turn Off when not in used.	1. Purchase/use of energy efficient appliances. 2. Compliance to DENR and Environmental Laws. 3. Reduced cost of Electricity (Savings to the Authority).	2021-Low 2022-Low 2023-High
	Computers left open that may cause excessive heat and eventually causes fires.	2021-Negligible 2022-Negligible 2023-Critical	2021-1 2022-1 2023-3	2021-Improbable 2022-Improbable 2023-Frequent	2021-1 2022-1 2023-3	1. Shut down/Turn Off when not in use. 2. Remotely shut-down the computer when the task is done. 3. Ask assistance from people at the office to manually turn-on/off the remotely controlled computer.	1. Purchase/use of energy efficient appliances. 2. Compliance to DENR and Environmental Laws. 3. Reduced cost of Electricity (Savings to the Authority).	2021-Low 2022-Low 2023-High
	Use of other electronic devices/appliances (electric fan, coffee maker, microwave, toaster) that could have an effect to the ozone depletion of the environment were left open/unattended.	2021-Negligible 2022-Negligible 2023-Critical	2021-1 2022-1 2023-3	2021-Improbable 2022-Improbable 2023-Frequent	2021-1 2022-1 2023-3	1. Shut down/Turn Off when not in use. 2. Assign dedicated personnel to check devices/appliances at the end of office hours before leaving the office.	1. Purchase/use of energy efficient appliances. 2. Compliance to DENR and Environmental Laws. 3. Reduced cost of Electricity (Savings to the Authority).	2021-Low 2022-Low 2023-Extreme
	Waste of paper that can have an effect to the depletion of natural resources.	2021-Negligible 2022-Negligible 2023-Negligible	2021-1 2022-1 2023-1	2021-Improbable 2022-Improbable 2023-Frequent	2021-1 2022-1 2023-3	Paper recycling and double-sided printing.	1. Paperless and/or online submission of reports. 2. Computerized accounting system. 3. Compliance to DENR and Environmental Laws.	2021-Low 2022-Low 2023-Low

Department: Finance Department


RISK REGISTRY

Date Reviewed: August 30, 2023

Division	Identified Risks	Severity	Severity Rating	Probability	Probability Rating	Current Control	Opportunities	Risk Rating
Accounting	Excessive cellphone charging can cause global warming in the environment and can be a massive generator of carbon dioxide	2021-Negligible 2022-Negligible 2023-Marginal	2021-1 2022-1 2023-2	2021-Improbable 2022-Improbable 2023-Frequent	2021-1 2022-1 2023-3	Unplug unused charger	1. Purchase/use of energy efficient appliances. 2. Compliance to DENR and Environmental Laws. 3. Reduced cost of Electricity (Savings to the Authority).	2021-Low 2022-Low 2023-Medium
	Segregation of waste.	2023-Critical (New)	2023-3	2023-Frequent	2023-3	Provide dedicated trash cans/bins for biodegradable, non-biodegradable, and recyclable wastes	1. Reduce waste. 2. Compliance to DENR and Environmental. 3. More Contribution to recyclables.	2023-High

Reviewed by:

Noted by:


ROBERT A. SIMON, MNSA
Officer-in-Charge
Finance Department


MIRIAM O. ILARDE
Officer-in-Charge
Office of the AGM for Finance and Administration

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RISK REGISTER

Department/Division : Airport Police Department

Date Reviewed: August 31, 2023

Division	Identified Risks	Severity	Severity Rating	Probability	Probability Rating	Current Control	Opportunities	Risk Rating
Airside Police Division	Unlawful acts committed in Security Restricted Area due to unauthorized entry of person (security breach) and/or deadly weapon	2021 – Catastrophic 2022 – Marginal 2023 – Marginal	2021 – 4 2022 – 2 2023 – 2	2021- Occasional 2022- Improbable 2023 – Occasional	2021 – 2 2022 – 1 2023 – 2	1. Strict implementation of security policies at entry points 2. Close supervision of security personnel 3. Advisory in all forms 4. upgrade personnel training	Crime deterrent Maintain highest and professional security standard	2021 – Extreme 2022 – Medium 2023 – Medium
	Possible introduction of any explosive device placed in baggage and/or vehicle left unattended at landside area of passenger terminals	2021 – Catastrophic 2022 – Marginal 2023 – Marginal	2021 – 4 2022 – 2 2023 – 2	2021- Occasional 2022- Improbable 2023 – Occasional	2021 – 2 2022 – 1 2023 – 2	1. Strict implementation of security policies and landside security measures 2. Close supervision of security personnel 3. Advisory in all forms 4. Upgrade personnel training, equipment and capability build-up	Crime deterrent Maintain highest and professional security standard	2021 – Extreme 2022 – Medium 2023 – Medium
	Air-condition, computers and other electrical appliances that could cause ozone depletion of the environment were left open.	2021 – Marginal 2022 Marginal 2023- Marginal	2021 – 2 2022 – 2 2023 – 2	2021- Occasional 2022- Improbable 2023 – Frequent	2021 – 2 2022 – 1 2023 – 3–	Turning off all equipment in use before the last personnel leaves the office	Energy Conservation Zero pollution Increase savings	2021 – Medium 2022 – Medium 2023 – High
	Excessive cellphone charging can cause global warming in the environment and can be a massive generator of carbon	2021 – Marginal 2022 Marginal 2023- Marginal–	2021 – 2 2022 – 2 2023 – 2	2021- Frequent 2022 – Occasional 2023 – Frequent h	2021 – 2 2022 – 2 2023 – 2	Unplug chargers when not in use.	Energy Conservation Zero pollution Increase savings	2021 – Extreme 2022 – Medium 2023 – High
	Wastage of paper due to the amount of scratch paper that can destroy the natural resources.	2021 – Critical 2022 Marginal 2023- Negligible	2021 – 3 2022 – 2 2023 – 1	2021- Occasional 2022- Improbable 2023 – Improbable	2021 – 3 2022 – 2 2023 – 1	MC on Paper Use Reduction Reduce Procurement of Paper	Increase savings	2021 – Extreme 2022 – Medium 2023 – Low

RISK REGISTRY

Department: Electro-Mechanical Department

Date Reviewed: August 30, 2023

Section	Identified Risks	Severity	Severity Rating	Probability	Probability Rating	Current Control	Opportunities	Risk Rating
Mechanical Division	<p>Major customer complaint due to shutdown of the following major equipment:</p> <p>a. Air-conditioning System</p> <p>b. Baggage Handling System</p> <p>c. Passenger Boarding Bridges</p> <p>d. Generator Sets</p> <p>e. Sewage Treatment Plant</p>	<p>2021 - Critical</p> <p>2022 - Critical</p> <p>2023 - Critical</p>	<p>2021 - 3</p> <p>2022 - 3</p> <p>2023 - 3</p>	<p>2021 - Occasional</p> <p>2022 - Occasional</p> <p>2023 - Occasional</p>	<p>2021 - 2</p> <p>2022 - 2</p> <p>2023 - 2</p>	<p>2021 Adhere to scheduled Preventive Maintenance</p> <p>2022 <i>Replacement of 3 Units of Chiller at NAIA Terminal 2</i></p> <p><i>Ongoing upgrading of Baggage Handling System at NAIA Terminal 1</i></p> <p>2023 <i>Supply of Labor and Materials for the Installation of PAUs and AHUs at NAIA Terminal 3</i></p> <p><i>Operation and Maintenance of Baggage Handling System at NAIA Terminal 3</i></p> <p><i>Rehabilitation and Upgrading of Sewage Treatment Plant T1 & T2</i></p> <p><i>Supply and Installation of Package Wastewater Treatment Plant at NAIA Terminal 4</i></p> <p><i>Annual Preventive Maintenance of Generator Sets at NAIA Terminals 1, 2, 3, 4, Balagbag and Flood Control</i></p>	Customer Satisfaction	<p>2021 - High</p> <p>2022 - High</p> <p>2023 - High</p> <div style="text-align: center;"> <p>MIAA IMS</p> <p><i>SPID</i> Office</p> <p><i>Jayul</i> Reviewed by</p> <p><i>11/14/2023 2:07pm</i> Date and Time</p> </div> <p>Control #:</p>

SAMPLE ONLY

Mechanical Division	Loss of revenue due to contractors non-compliant to meet the specified deadline of the project	2021 - Critical 2022- Marginal 2023 - Marginal	2021 - 3 2022-2 2023 - 2	2021 Occasional 2022 Occasional 2023 Occasional	2021 - 2 2022-2 2023 - 2	2021 Imposing of penalties 2021 Imposing of penalties 2023 Imposing of penalties To attend seminars and trainings on government procurement law	Additional revenue and savings	2021 - High 2022 - Medium 2023 - Medium
	Chemical and oil spill that can add pollution to air, water and soil.	2021 - Marginal 2022- Marginal 2023 - Marginal	2021 - 2 2022 - 2 2023 - 2	2021 Occasional 2022 Improbable 2023 Improbable	2021 - 2 2022 - 1 2023 - 1	2021 To have a ready chemical and oil absorbent 2022 To have a secondary spill containment / enclosure at Genset Room 2023 Availability of secondary spill containment at Chemical Storage Room, Spill Kits and enclosure at genset rooms	Opportunity to decrease air, water & soil pollution	2021 - Medium 2022 - Low 2023 - Low
	Excessive use of Oxyacetylene gas that can affect the ozone layer.	2021 - Marginal 2022- Negligible 2023 - Marginal	2021 - 3 2022-1 2023 - 2	2021 Occasional 2022 Improbable 2023 Improbable	2021 - 2 2022-1 2023 - 1	2021 Project Storage Handling facility Securing Hot Work Permit from Fire & Safety 2022 Attend EMS Awareness Seminar 2023 Securing Hot Work Permit from Fire & Safety Attend EMS Awareness Seminar	Opportunity to decrease air pollution	2021 - High 2022 - Low 2023 - Low

RISK REGISTER



DATE
REVIEWED: August 30,
2023

RISK REGISTER

Department: GMO BLOC - INTERNAL AUDIT SERVICES OFFICE (IASO)

Section	Identified Risks	Severity	Severity Rating	Probability	Probability Rating	Current Control	Opportunities	Risk Rating
Internal Audit Services Office	Incorrect payment and non-compliance to processes due to non-conduct of compliance, management and operations audit	2021 - Marginal 2022 - Negligible 2023 - Negligible	2021 - 2 2022 - 1 2023 - 1	2021 - Occasional 2022 - Improbable 2023 - Improbable	2021 - 2 2022 - 1 2023 - 1	Prioritize next audit cycle Request for training/re-tooling Practice professional enhancement	Zero NC during External Audit	2021 - Medium 2022 - Low 2023 - Low
	Overlooked a major process of a certain section that may lead to issuance of Major NC to IASO	2021 - Marginal 2022 - Negligible 2023 - Negligible	2021 - 2 2022 - 1 2023 - 1	2021 - Occasional 2022 - Improbable 2023 - Improbable	2021 - 2 2022 - 1 2023 - 1	Lead Auditor Flexibility Increase number of auditors Request for re-currency Training IQA as a Separate Unit	Zero NC during External Audit	2021 - Medium 2022 - Low 2023 - Low
	Delayed conduct of Internal Audit due to non-availability of auditee/s and auditor/s	2023 - Negligible	2023 - 1	2023 - Improbable	2023 - 1	Request for Training Request for Time Extension	Zero NC during External Audit	2023 - Low
	Air-condition, computer, electronic devices and other electrical appliances that could cause ozone depletion of the environment were left open.	2021 - Marginal 2022 - Negligible 2023 - Marginal	2021 - 2 2022 - 1 2023 - 2	2021 - Occasional 2022 - Occasional 2023 - Frequent	2021 - 2 2022 - 2 2023 - 3	Turning off all equipment in use before the last personnel leaves the office	Energy Conservation	2021 - Medium 2022 - Low 2023 - Low

SAMPLE ONLY

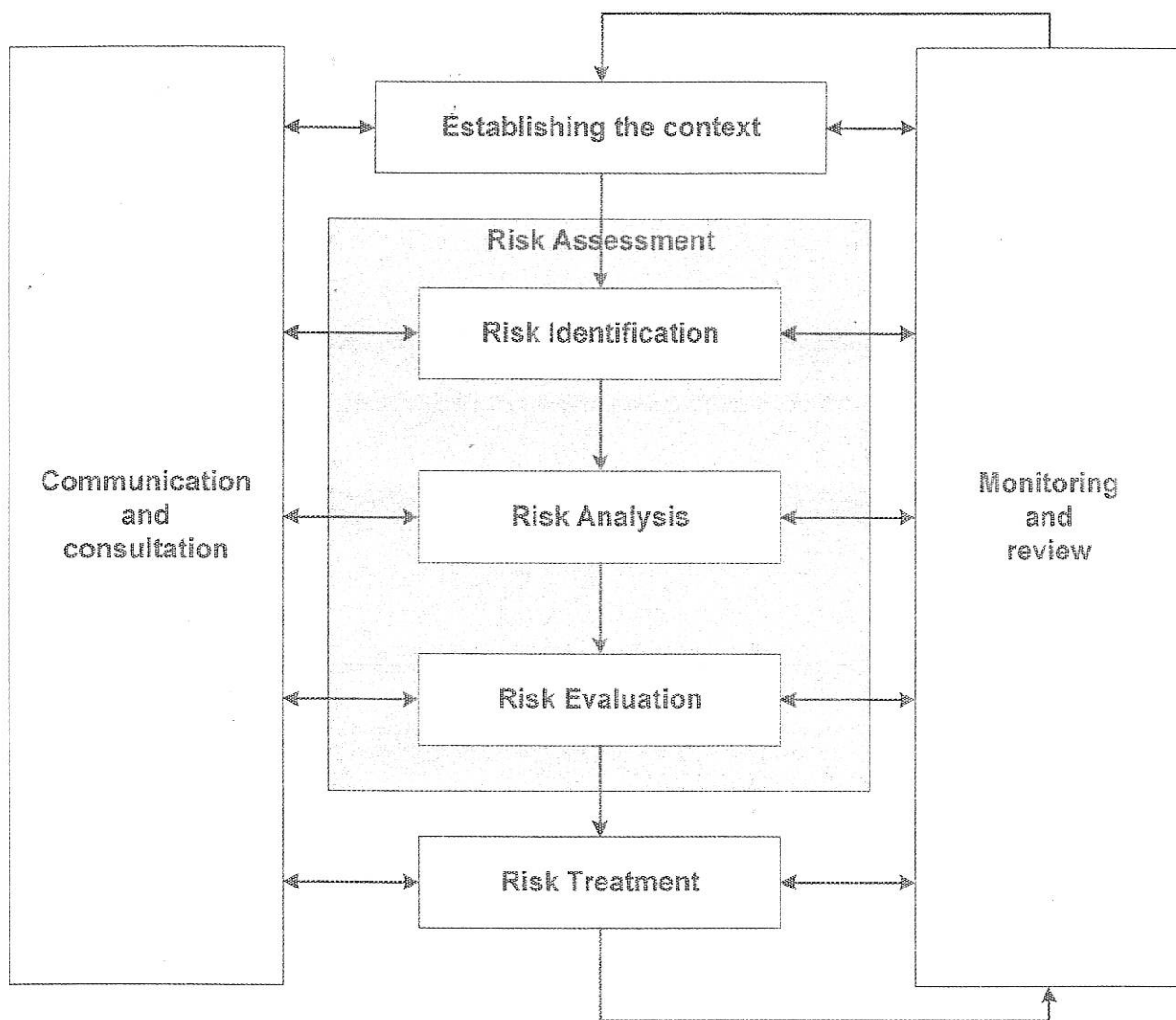
Section	Identified Risks	Severity	Severity Rating	Probability	Probability Rating	Current Control	Opportunities	Risk Rating
	Wastage of paper due to amount of scratch paper that can destroy the natural resources.	2021 - Critical 2022 - Marginal 2023 - Marginal	2021 - 3 2022 - 2 2023 - 2	2021 - Occasional 2022 - Occasional 2023 - Occasional	2021 - 2 2022 - 2 2023 - 2	MC on Paper Use Reduction	Reduction Procurement of Paper Reduction in Operating Expense Help conserve natural resources.	2021 -  2022 - Medium 2023 - Medium
	Insufficient manpower due to contagious illness and quarantine	2021 - Critical 2022 - Marginal 2022 - Marginal	2021 - 3 2022 - 2 2023 - 2	2021 - Occasional 2022 - Improbable 2023 - Improbable	2021 - 2 2022 - 1 2023 - 1	implementation of Health and Safety Protocols Implementation of Alternative Work Arrangement (WFH/4-day workweek)	Healthy Living at Workplace	2021 -  2022 - Low 2023 - Low

Reviewed and Approved by:

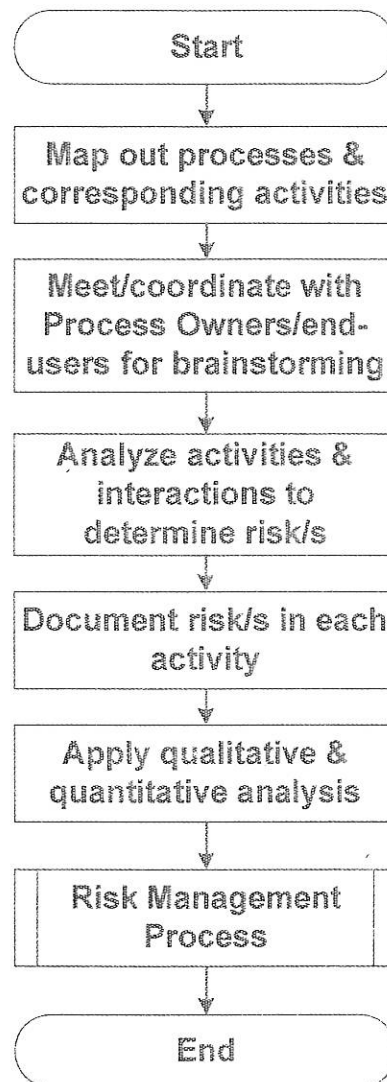

CESAR J. VILLAREAL
 OIC, Internal Audit Services Office
 Head, IQEA

SAMPLE ONLY

RISK MANAGEMENT PROCESS



RISK IDENTIFICATION



Risk Matrix

			SEVERITY			
			1	2	3	4
			NEGLIGIBLE (unimportant; not likely to have a major effect on the operation of the activity; no bodily injury to requiring minor first aid)	MARGINAL (minimal importance; has an effect; on the operation of activity but will not affect the event outcome; requires medical treatment)	CRITICAL (serious/important; will affect the operation of activity in a negative way; suffers serious injuries or medical treatment of minors)	CATASTROPHIC (maximum importance; could result in disaster/death; will affect the operation of the activity in a negative way; death, dismemberment or serious injuries)
PROBABILITY	1	IMPROBABLE (risk has rarely been a problem or never occurred)				
	2	OCCASIONAL (risk will most likely occur)				
	3	FREQUENT (risk will occur, possibly multiple times or has occurred in the past)				

Explanation of Risk Rating		
LOW	MEDIUM	If consequence of activity are LOW/MEDIUM, group is OK to proceed with the activity. It is advised that risk mitigation efforts should be made if MEDIUM.
HIGH		If consequence of activity is HIGH, call for immediate action, seek additional support prior to conduct of activity, process change with sufficient control measures in place. Strict timelines must be established to ensure issues get resolved
EXTREME		In consequence of activity is EXTREME, do not hold activity without prior consultation, process or change immediately and must be addressed on high priority basis with sufficient control measures.

RISK MONITORING TOOL

RISK REGISTRY
Department:

PROCESS	IDENTIFIED RISK	SEVERITY	NO. OF TIMES OCCURRED													REMARKS
			JAN 2024	FEB 2024	MAR 2024	APR 2024	MAY 2024	JUN 2024	JUL 2024	AUG 2024	SEPT 2024	OCT 2024	NOV 2024	DEC 2024	TOTAL	

PREPARED BY:

REVIEWED BY:

NOTED BY:

RISK MONITORING TOOL

RISK REGISTRY

YEAR: September 01, 2023
to July 31, 2024

Department: Admin

DIVISION	IDENTIFIED RISK	SEVERITY	NO. OF TIMES OCCURRED												REMARKS	
			2023				2024									
			SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	TOTAL		
Property Management Division	•Equipment bogged down due to delay in the conduct of pre inspection for various Purchase Request for repair, rehabilitation & replacement of parts for equipment/facilities. •Delay of request due to error in the conduct of pre-inspection for various Purchase Request for repair, rehabilitation & replacement of parts for equipment/facilities may affect project implementation and/or affect airport operations	Negligible	0	0	0	0	0	0	0	0	0	0	0	0		
	Incorrect binning may lead to damage or loss of items and loss of agencies asset	Negligible	0	0	0	0	0	0	0	0	0	0	0	0		
	Air-condition, computers and other electrical appliances that could cause ozone depletion of the environment were left open.	Marginal	3	3	1	0	0	0	0	0	0	0	0	0	Current control has been implemented with due diligence.	
	Excessive cellphone charging can cause global warming in the environment and can be a massive generator of carbon dioxide	Marginal	1	1	0	0	0	0	0	0	0	0	0	0	Current control has been implemented with due diligence.	
	Wastage of paper due to the amount of scratch paper that can destroy the natural resources.	Negligible	0	0	0	0	0	0	0	0	0	0	0	0		
	The vehicle's engine is turned on even when parked in the parking lot which can cause noise and air pollution	Negligible	0	0	0	0	0	0	0	0	0	0	0	0		
	Chemical and oil spill that can add pollution to air, water and soil	Negligible	0	0	0	0	0	0	0	0	0	0	0	0		
	Lack of manpower due to contagious illness and quarantine	Negligible	0	0	0	0	0	0	0	0	0	0	0	0		
	Generation of waste water and water pollution due to improper waste disposal and excessive use of water (New)	Negligible	3	3	0	1	0	0	0	0	0	0	0	0		

Form I-IMS-F-008

Prepared by:


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Reviewed by:


MA. FELISA T. DIZON
Officer-In-Charge,
Property Management Division

RISK MONITORING TOOL

RISK REGISTRY

Department: Corporate Management Services Department (CMSD)


PROCESS	IDENTIFIED RISK	SEVERITY	NO. OF TIMES OCCURRED													REMARKS
			NOV 2023	DEC 2023	JAN 2024	FEB 2024	MAR 2024	APR 2024	MAY 2024	JUNE 2024	JUL 2024	AUG 2024	SEP 2024	OCT 2024	TOTAL	
SPID	Revocation of ISO certification due to non-monitoring of auditor findings from external auditor.	Critical	0	0	0	0	0	0	0	0	0	0			0	
	Penalized by ARTA due to non-compliance to 3-7-20 Day Rule of Ease of Doing Business (RA 11032)	Critical (New)	0	0	0	0	0	0	0	0	0	0			0	
	Air-conditioning, computers, and other electrical appliances that could cause ozone depletion of the environment were left open.	Critical	1	1	0	0	0	0	0	0	0	3			5	As reported by On-Duty JOP
	Excessive cellphone charging can cause global warming in the environment and can be a massive generator of carbon dioxide	Critical	0	0	0	0	0	0	0	0	0	0			0	
	Wastage of paper due to the amount of scratch paper that can destroy the natural resources	Critical	0	0	0	0	0	0	0	0	0	0			0	
	Non retrieval of confidential Files due to Technological disruption (virus)	Critical (New)	0	0	0	0	0	0	0	0	0	0			0	

Psychosocial hazards such as occupational stress	Critical (New)	0	3	0	0	1	0	0	0	0	0			4	- Privatization - Work Related
Obtaining pulmonary disease due to dust pollution	Marginal (New)	0	2	1	0	0	1	0	0	0	9			13	- Cough and Colds
Fluctuating Internet connection that hinders the transmission of information	Critical (New)	10	11	0	5	8	3	0	0	0	0			37	- Reported to MISD


PREPARED BY:


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