



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Cordillera Administrative Region  
DIVISION OF BAGUIO CITY  
Upper Session Road, Military Cut-Off, Baguio City  
Tel. No.: (074) 442-7819



JUN 20 2017

RELEASED

## DIVISION MEMORANDUM


No. 146, s. 2017

To : School Heads/Administrators of Public Schools  
School Child Protection Coordinators/  
Guidance Counselor or Designates  
All other concerned

Subject : **Use of the DepEd-CAR LSIS Child Protection Policy (CPP)  
Data Tool and Transmittal of Reports of Relevant Data Required  
on Child Protection Cases or Incidents**

Date : 16<sup>th</sup> of June, 2017

01. This office aims to establish a uniform process that provides for systematic and participatory mechanism and procedure of gathering relevant data, information and incidents of child protection and bullying cases through the **Legal Service Information System (LSIS) CPP Data Tool**;
02. In this regard, all Child protection Coordinators are required to attend the two hours actual, on-hands training of the Legal Service Information System Data Tool application on **June 27, 2017 (Tuesday) at 3:00 P.M. to 5:00 P.M.** (for elementary) and **June 28, 2017 (Wednesday) at 3:00 P.M. to 5:00 P.M.** (for High School), 3<sup>rd</sup> floor, Division Office Conference Hall;
03. Further, relative to paragraph 2, please bring laptop and extension cords. Likewise, data, information and incidents of child protection and bullying cases for school year 2016-2017;
04. In view of the foregoing, **please submit a hard copy** of child abuse cases or incidents for school year 2016-2017 at the Division office (table of Samuel Bab-anga) on or before **June 22, 2017**.
05. For information and strict compliance.

  
**Federico P. Martin Ed.,D. CESO VI**  
School Division Superintendent  
Office of the Schools Division Superintendent