



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
#82 Military Cut-Off, Baguio City
Tel. No.: 446-6138 Fax: (074) 442-7



DIVISION MEMORANDUM NO. 474, S. 2018

TO : Private School Heads/Administrators
Private Schools' CPP Coordinators, and
All Others Concerned

FROM : **FEDERICO P. MARTIN, Ed.D., C.Ed.D., CESO V**
Schools Division Superintendent

SUBJECT : **Second Workshop on Child Protection Data Tool in Relation to Legal Services Information System (LSIS) for the SY 2018-2019 for the Private Elementary and Secondary Schools of Baguio City**

DATE : September 28, 2018

1. The Legal Unit in partnership with the ICT Unit of the Division Office, will conduct another workshop on Legal Services Information System (LSIS) Child Protection Data for the SY 2018-2019, on October 30, 2018 at 3:00 to 4:30 PM at the DO Training Center, #82 Military Cut-Off, Baguio City;
2. In order for the DO to achieve 100% compliance to the requirements of the Regional Office pursuant to DepEd –CAR Regional Memorandum No. 384.2016 dated December 28, 2016, and Regional Order No. 002.2017 dated May 12, 2017, adherence to attend the activity by a representative, preferably the school head or CPP Coordinator, of every elementary and secondary private school of Baguio City is mandated;
3. Enclosure 1 of this Memorandum provides for the list of what to bring by the participants;
4. Confirmation of attendance is mandatory; to do so, contact Atty. Annette L. Doyaoen at depedbaguiocity@gmail.com;
5. Compliant private schools for the SY 2018-2019 need not attend the said activity, but are still welcome to join in case of some concerns relative to uploading of Intake Sheets. List of said schools is provided in the Enclosure 2 hereof;
6. Immediate and wide dissemination of and strict compliance with this order is directed.


FEDERICO P. MARTIN, Ed.D., C.Ed.D., CESO V
Schools Division Superintendent

LIST OF THINGS TO BRING FOR THE ACTIVITY

At least 1 for each school:

1. Laptop
2. Extension cord
3. Hard or soft copy of DepEd – CAR Regional Memorandum No. 384.2016 dated Dec. 28, 2016 and Regional Order No. 002.2017 dated May 12, 2017 (downloadable from DepEd – CAR website: <http://www.depedcar.ph/> ; <http://www.depedcar.ph/regional-order/ro-no-002-s-2017> ; <http://www.depedcar.ph/regional-memorandum/rm-no-384-s-2016>

DATA NEEDED FOR THE CPP TOOL ENCODING OF SCHOOL PROFILE AND INTAKE SHEET FOR THE SCHOOL YEAR 2018-2019:

i. Required CPP Profile Information

SCHOOL PROFILE

1. Basic School Profile

- a) School Year
- b) School ID
- c) School Name
- d) Address/Contact Number
- e) Classification
- f) Levels Offered
- g) Name of School Head
- h) Name of Guidance Counselor/Designate

2. Enrollment Profile (Number of enrollment by gender and by grade level)

- a. Kinder/Elementary (0-6)
- b. Secondary/Senior High School (7-12)

3. Personnel Profile (Number of personnel and gender)

- a. Teaching (Male | Female)
- b. Non-Teaching (Male | Female)
- c. Others

4. CPP Committee Members (Six (6) Committee Members of the CPP)

- a. Name
- b. Contact Number
- c. Email Address
- d. Position

5. CPP Availability

- a. Type: Bullying
- b. Child Abuse

ii. Report of cases of abuse, violence, exploitation, discrimination, bullying and other related offenses

INTAKE SHEET

A. VICTIM

Victim: Name, Birthdate, Grade, Section, Adviser, Gender
Parent/Guardian/Father/Other Guardian: Name, Occupation, Address, Contact No, Age

B. COMPLAINANT

Name, Relationship to victim, Address, Contact No

C. RESPONDENT

Respondent

D. DETAILS OF THE CASE

Place of Incident
Nature of abuse: Physical/sexual/verbal/psychological
Narration of facts:

E. ACTION TAKEN

Date- Action Details

F. RECOMMENDATIONS/status

G. OTHERS

**LIST OF COMPLIANT PRIVATE ELEMENTARY AND SECONDARY SCHOOLS OF BAGUIO CITY IN
DEPED – CAR’S LEGAL SERVICES INFORMATION SYSTEM RE: CHILD PROTECTION POLICY
(UPDATING OF SCHOOL PROFILE)**

Private Elementary Schools:

1. Academia de Sophia International Inc.
2. Baguio Higher Ground Christian School Inc.
3. Charis Duron Life Project and Christian Academy
4. Metropolitan Baguio Christian Academy
5. Missionary Church of the Living Christ Christian School (with School ID No. 406248)
6. Our Lady of Mt. Carmel Montessori
7. Remnant International College, Inc.
8. Ridgeview Academy of Baguio
9. San Luis King’s Kids Christian Academy
10. St. Elizabeth Montessori School of Baguio City, Inc.
11. Union School International
12. Yesu Maeul Christian Academy

Private Secondary Schools:

1. Baguio Higher Ground Christian School Inc.
2. BSBT College, Inc.
3. UB – Science High School
4. Yesu Maeul Christian Academy