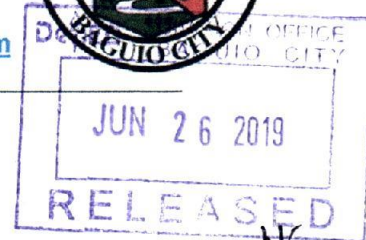




Republic of the Philippines  
DEPARTMENT OF EDUCATION  
CORDILLERA ADMINISTRATIVE REGION  
DIVISION OF BAGUIO CITY

#82 Military Cut-off Road, Baguio City, 2600

Website: [www.depedpines.com](http://www.depedpines.com) | Email: [depedbagueocity@gmail.com](mailto:depedbagueocity@gmail.com)  
Telefax: 442-7819



Office of the Schools Division Superintendent  
Division Memorandum Number 258, s. 2019

TO : OIC Chief – Curriculum Implementation Division  
Schools District Supervisor

Public School Heads  
Private Schools Heads/Administrators  
Public and Private Schools' CPP Coordinators  
Public and Private Schools' ICT Coordinators

All Others Concerned

SUBJECT : **Updating of CPP School Profile and Uploading of Intake Sheets in the Legal Service Information System (LSIS) 2.i for the SY 2019-2020**

DATE : June 26, 2019

1. Pursuant to DepEd – CAR Regional Memorandum No. 384.2016 dated Dec. 28, 2016 and Regional Order No. 002.2017 dated May 12, 2017, and as agreed upon during the SY 2018-2019 LSIS 2.i Workshop, **all public and private elementary and secondary schools of Baguio City** must update their **Child Protection Policy School Profile** within **two (2) months** from the opening of classes; and upload **Intake Sheets** within **three (3) days** from occurrence of bullying incidents, child abuse cases, and/or cases involving children in conflict with the law (CICL) and children at risk (CAR), for the **SY 2019-2020**;
2. CPP data tool can be downloaded from SDO – Baguio City's official website (<http://depedpines.com/2017/06/child-protection-policy-cpp-tool-download-link/>);
3. Send the exported files of the CPP School Profile and Intake Sheets to: [depedbagueocity@gmail.com](mailto:depedbagueocity@gmail.com) or [dennis.daniwis@deped.gov.ph](mailto:dennis.daniwis@deped.gov.ph);
4. Please be reminded that sanctions for failure to comply with the CPP Data Tool and LSIS Internal Guidelines as provided by the afore-cited memorandum and order were likewise provided;
5. For queries and concerns, please contact the Legal Office through Mr. Dennis Daniwis at telephone no. (074) 442-7819;
6. For information and strict compliance.

  
FEDERICO P. MARTIN, EdD, CEEd, CESO V  
Schools Division Superintendent