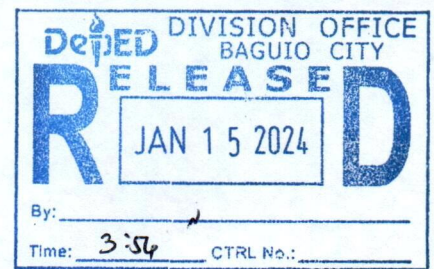




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



15 January 2024

DIVISION MEMORANDUM

No. **027-2024**

**Uploading and Updating of Child Protection Policy (CPP) School Profile,
and Child Protection and Bullying Reports in Legal Services
Information System (LSIS) 3.0 for the School Year 2023-2024; and
Reiteration of Division Memorandum No. 049, s. 2022**

To: Chiefs, CID and SGOD
Public Schools District Supervisors
Public School Heads
Private School Heads/Administrators
School Guidance Counselors/Designates/CPP Coordinators

Division Child Protection Unit (CPU)/Learner Rights and Protection
Office (LRPO)
Division Child Rights in Education Desk (CREDe)
Division CPP Coordinator
Division Youth Formation Officers, and
All Others Concerned

1. Pursuant to the reportorial requirements under DepEd Order No. 40, s. 2012, DepEd Order No.55, s. 2013, and DepEd Order No. 18, s. 2015 in the schools and Schools Division Offices through the Legal Services Information System (LSIS), all school heads and school guidance counselors/designates are reminded and enjoined to update or correct their respective school profiles immediately, and upload all reports of child abuse and bullying incidents in LSIS 3.0 within three (3) days from occurrence/reporting thereof;
2. Likewise, as reiterated in DM No. 049, s. 2022, schools must follow the composition of their Child Protection committees as provided for in DepEd Order No. 40, thus:

"A. The CPC **shall** be composed of the following:

1. School Head/Administrator – Chairperson
2. Guidance Counselor/Teacher – Vice-Chairperson
3. Representative of the Teachers as designated by the Faculty Club;
4. Representative of the Parents as designated by the Parents-Teachers Association



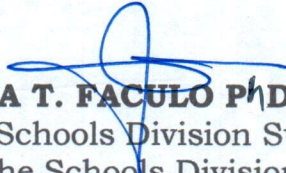
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Address: 82 Military Cut-off Road, Baguio City
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5. Representative of pupils, students and learners as designated by the Supreme Student Council
 6. Representative from the Community as designated by the Punong Barangay, preferably a member of the Barangay Council for the Protection of Children (BCPC).” (emphasis supplied)
3. The Division and School Child Protection coordinators, Division CPU/LRPO and CREDe, through their Secretariat, are directed to monitor the updating and uploading of the schools to ensure that the necessary data and reports would be updated and uploaded within the period required by the guidelines.
4. For concerns and inquiries, kindly contact the Division LRPO - Mr. Jerry Ymson, CPU and CREDe Secretariat – Ms. Augie Pearl A. Simangan and Ms. Arlani B. Buccat at telephone number 442-7819, or the Legal Unit.
5. For strict compliance.



SORAYA T. FACULO PHD, CESO VI
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent



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