



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Wangal, La Trinidad, Benguet




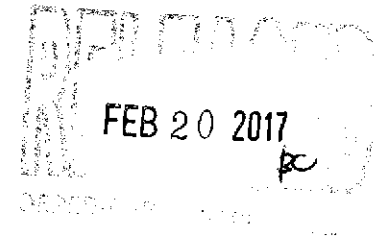
REGIONAL MEMORANDUM

No. 055-2017

DATE : **February 17, 2017**

TO : **Schools Division Superintendents
All other concerned**

From : 
Soraya T. Faculo
Chief Education Supervisor
Officer-in-charge
Office of the Assistant Regional Director



SUBJECT : **WORKSHOP FOR THE CPP DATA TOOL USER'S GUIDE/MANUAL**

1. The Legal Unit and ICT Unit under the Office of the Regional Director will conduct a Workshop for the CPP Data Tool User's Guide/Manual on February 23-24, 2017, venue will be announced later.
2. The objectives of the activity are as follows:
 - i. To ensure the effective and efficient use of the Legal Services Information System (LSIS) 2.0, this activity aims to formulate a user's guide/manual on the utilization of the Child Protection Policy Data Tool to be used by School Heads and the Division Offices.
 - ii. To come up with a simple and clear Instructional e-Manual on how to effectively and efficiently use LSIS-Child Protection Policy Data Tool.

3. Participants to the said activity is as follows:

| Office/Section/Unit | Number of Participants |
|---|------------------------|
| RO Legal Unit | 3 |
| RO ICT Unit | 2 |
| Division's Information Technology Officers | 8 |
| Division's Legal Officer/Administrative Officer | 8 |
| Total | 21 |

4. Accommodation for all the participants will be provided. Participants are expected to be at the venue at 12 noon for the registration.
5. Participants are also advised to bring their laptops to access the LSIS.
6. Travel expenses shall be charged to local funds subject to the existing DepEd and Commission on Audit (COA) rules and regulations.
7. Schools Division Offices shall confirm the attendance of the participants by submitting the same not later than February 21, 2017.
8. For immediate dissemination and compliance.