


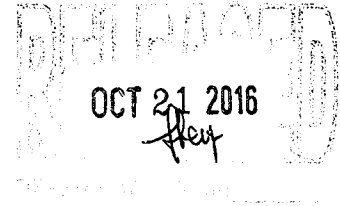


Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Wangal, La Trinidad, Benguet



REGIONAL MEMORANDUM
No. 309-2016

DATE : October 19, 2016
TO : Schools Division Superintendents
All other concerned
From : 
Soraya T. Faculo
Chief Education Supervisor
Officer-in-charge
Office of the Regional Director



SUBJECT : LAUNCHING OF THE LEGAL SERVICES INFORMATION SYSTEM (LSIS) 2.0 AND CAPABILITY BUILDING OF THE MEMBERS OF THE DIVISION'S FORMAL INVESTIGATION COMMITTEE AND REGIONAL / DIVISION CHILD PROTECTION COUNCIL

1. The Legal Unit and ICT Unit under the Office of the Regional Director will launch the LSIS 2.0 on November 7, 2016 AM and capability building of the members of the division's formal investigation committee and regional / division child protection council on November 7, 2016 PM to November 8, 2016.
2. The objectives of the activity are as follows:
 - i. To strengthen and capacitate the members of the Division's Formal Investigation Committee to established and improve processes/ways of handling administrative cases and to have hands on training on how to use the LSIS.
 - ii. To strengthen and capacitate the members of Region/ Division Child Protection Council in accordance with the activities of the RCPC Action Plan for the current year.
 - iii. To launch the Legal Services Information System 2.0 and conduct a hands-on- workshop to ensure the effective and efficient use of the database system.
 - iv. To share to the other regions the functionality of the LSIS which could be adopted by them.

3. Schedule of the concerned participants is as follows:

Office/Section/Unit	Number of Participants
FIRST DAY	
Regional Director and Assistant Regional Director	2
RO Legal Unit	4
Attorney III/Admin Officer	8
SDS and ASDS	16
Representatives from Formal Investigation Committee Members (2 members per division)	15
HRDD Personnel	1



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ICT Unit	2
Region and Division Child Protection Council	
a. Division Representatives per Sector/ DCPC Vice Chairpersons (Teacher's Organization, NAPSHII, PESFA, Student Council, PTA) – 5 per division	40
b. Division Office Focal Person for Child Protection	8
Regional Office Child Protection Focal Person	1
Resource Speaker and their assistants	6
ITO's per division	8
ESSD (Members of Regional Task Force on School Sites Titling)	2
Division's Physical Facilities Coordinators	8
Representatives from the Different DepEd Regional Offices (2 per Region)	34
Regional Office Public Affairs Unit	1
Total	156
SECOND DAY	
Regional Director and Assistant Regional Director	2
RO Legal Unit	4
Attorney III/Admin Officer	8
SDS and ASDS	16
Representatives from Formal Investigation Committee Members (2 members per division)	15
HRDD Personnel	1
Total	48

4. Accommodation for all the participants of the 2nd day except Baguio and Benguet participants will be provided. Check-in should be done on November 7, 2016 at 12:00noon.
5. Participants are expected to be at the venue at 8:00 am for the registration.
6. Participants are also advised to bring their laptops to access the LSIS.
7. Travel expenses shall be charged to local funds subject to the existing DepEd and Commission on Audit (COA) rules and regulations.
8. Schools Division Offices shall confirm the attendance of the participants by submitting the same not later than October 28, 2016.
9. For immediate dissemination and compliance.

ORD/LU/VBF/scl