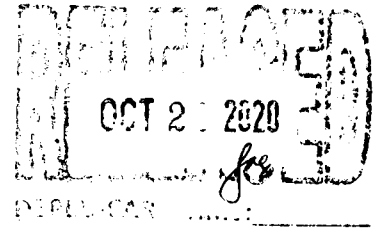




Republic of the Philippines
Department of Education
Cordillera Administrative Region



Office of the Regional Director

REGIONAL MEMORANDUM
343.2020

**DEPED-CAR INTERNAL GUIDELINES ON THE INFORMATION SYSTEM
FOR LEGAL SERVICES**

To: Schools Division Offices
All Private and Public Schools
Learning Centers
All others concerned

1. Department of Education – CAR issues the legal services information system internal guidelines entitled “**DEPED CAR LEGAL SERVICES INFORMATION SYSTEM (LSIS) 3.0 INTERNAL GUIDELINES**” which is the enhanced online information system of the Department of Education-CAR, that manages, monitors, and tracks the progress of the three (3) major legal services of the Regional Office and the Schools Division Offices namely, administrative case management, child protection policy implementation, and school sites titling status monitoring as **Enclosure 1**, and its corresponding Manual as **Enclosure 2**.
2. All regional policies, processes or systems related to learners’ discipline that are inconsistent to this Regional Order are hereby repealed, rescinded, or modified accordingly.
3. This policy shall take effect after 15 days from publication in the DepEd CAR website.
4. Immediate dissemination and strict compliance is directed.


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Quality Management System
DE-50500784 QM15



Republic of the Philippines
Department of Education
Cordillera Administrative Region

Office of the Regional Director

October 21, 2020

APPROVAL SHEET

The attached DEPED CAR LEGAL SERVICES INFORMATION SYSTEM (LSIS) 3.0 INTERNAL GUIDELINES is submitted for review and approval:

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**DEPED CAR LEGAL SERVICES INFORMATION SYSTEM (LSIS) 3.0
INTERNAL GUIDELINES**

I. Rationale

The Department of Education – Cordillera Administrative Region and all the Schools Division Offices through the Legal Unit/Sections aims to provide efficient, proactive and reliable legal services.

There are challenges and difficulties in the management and monitoring of all administrative cases filed against its personnel, child-protection related complaints and cases and school sites ownership issues and concerns of public schools situated within the region. Manual processes and documentations tend to be tedious and time-consuming. ICT innovations and solutions are very consistent in addressing efficiency and reliability of processes and data management.

Administrative cases against public servants are steadily growing and personnel of the Department of Education-Cordillera Administrative Region are not spared. With the inclusion of Administrative Cases in the Legal Services Information System, cases involving personnel of the DepEd-CAR are closely monitored which translates to a speedy and just disposition of these cases and clearing of dockets.

School sites are primordial in the efforts of bringing education to every child consistent with the policy of “no child is left behind”. Hence, it is vital that every school site must be properly documented and eventually titled. The LSIS provides reliable and real-time information to policy makers and planners for school buildings construction and other developments to increase capacity of schools thereby ensuring access to basic education.

One of its missions is to create a child friendly, gender sensitive, safe and motivating environment for all to ensures the safety and welfare of its learners. Through the creation of the Child Protection Policy (CPP), learners are given special protection from all forms of abuse and exploitation, and given proper care, guidance and intervention necessary for their well-being. Pursuant to the DepEd Order No. 40 s. 2012 also known as the Child Protection Policy, DepEd required the adoption of the Child Protection Policies in all public and private schools as well as the establishment of CPP Committees, and the submission of incidents and cases of abuse in any form, exploitation, violence, discrimination and bullying by the schools to the Schools Division and Regional Offices. DepEd Order No. 55 s. 2013, the

Implementing Rules and Regulations of RA 10627, otherwise known as “The Anti-Bullying Act of 2013,” mandated all schools to provide mechanisms to prevent bullying among learners and to maintain relevant data and submit reports on bullying cases.

Several Department issuances were already issued to monitor compliance and implementation of DO 40 s. 2012 and DO 55 s. 2013. To emphasize, DepEd Order No. 68 s. 2014 requires the submission of School-based Child Protection and Anti-Bullying Policies and Reports on relevant information and statistics on bullying and retaliation and other cases covered by DO 40 s. 2012 which the Schools Division Offices and Regional Offices shall monitor every school year and submit the consolidated reports to the Central Office.

In 2016, the Regional Office introduced the first version of the Legal Services Information System (LSIS 1.0) to address administrative case data management and child protection reportorial requirements of the Regional Office and Division Offices required by the Department. After more than a year, the LSIS 1.0 was enhanced to its second version (LSIS 2.0) to cater to child protection policy cases and other related data and school sites titling monitoring. The child protection feature in the LSIS 2.0 was further enhanced and became the LSIS 2.i to include an offline CPP data tool for the schools to facilitate reporting and consolidation of cases. To further enhance the access of the LSIS 2.i, the third version or LSIS 3.0 was conceptualized to automate the reporting, updating and consolidation of child protection data from the School level up to the Regional level process through an on-line internet based information system so that data can be seen real time. The continuing enhancement of the LSIS through the years lead to a more efficient and reliable management of necessary information and data which improves the delivery of legal services in the region.

II. Scope and Purpose

This guideline shall apply to the data and information management of the three (3) major legal services of the Region and Schools Divisions namely, administrative case management, child protection policy implementation, and school sites titling status monitoring encoded in the Legal Services Information System (LSIS) with the purpose to facilitate, automate and further enhance the legal services in the Region through an information system. In addition, the newest version or the LSIS 3.0 provides a web-based platform which aids in reporting, managing, and monitoring complaints, cases, as well as the updating and reporting of child protection data from the School level up to the Regional level.

To effectively implement the system, this policy is promulgated to guide the concerned offices and personnel in the use of the LSIS 3.0.

III. Definition of Terms

1. Legal Services Information System (3.0) - It is an online information system of the Department of Education-CAR, that manages, monitors, and tracks the progress of the three (3) major legal services of the Regional Office and the Schools Division Offices namely, administrative case management, child protection policy implementation, and school sites titling status monitoring.
2. User – a general term referring to the different user rules namely, Legal Service Administrators, Legal Information System Administrators, School Child Protection System Administrator, Limited Access Administrators and Schools Child Protection System Administrator.
3. User Account – shall refer to the account created in the system for a specific user. There shall be one user account per user.
4. Email – shall refer to the DepEd official email for public schools, and school official email for private schools that is used by the user as identification, when logging in the system.
5. Password – a word or a string of characters used for authentication to prove identity to gain access to the system. At least 8 characters, at least one capital letter, at least 1 special character, at least one number, e.g.: *John3-16, Dap-ayan@50*
6. CAPTCHA – is a program that protects websites against bots by generating and grading tests that humans can pass but the computer cannot.
7. Web-based platform – it is a platform that uses internet web technologies to deliver information and services.
8. Audit log – it is a record of events and changes performed by users in the system for purposes of audit.

IV. Policy Statement

Consistent with the national educational policies, plans and standards, among the responsibilities of this Office is to manage the data and information of the Region.

V. User Roles and Accountability

Each user is responsible and accountable in the management of their account and in ensuring confidentiality of its contents.

User accounts will be provided to the Users to facilitate communication on matters regarding administrative and CPP cases and School Site titling. Usernames shall not be passed on to any other persons, and its availability should be restricted to avoid inadvertently allowing other persons to have access to the corresponding account. While the Legal Information System Administrators shall take steps to guard against unauthorized access, it is also the responsibility of the users to exercise due diligence in protecting their username and password.

The following are the different account users and their respective roles:

1. Legal Service Administrator (LSA)

The Legal Service Administrator shall refer to the Regional Director and the Attorney IV (Regional Office), Schools Division Superintendent and Attorney III (SDO). *The LSA* shall monitor and manage the data on administrative cases, child protection, and school site titling status in their respective jurisdiction by performing the following:

a. Administrative Cases:

- i. Add administrative cases within their respective jurisdiction.
- ii. View cases
- iii. Update case information within its jurisdiction - within three (3) working days from the conduct or issuance of an official document from filing of the complaint until implementation of the decision.
- iv. Generate reports - at least quarterly
- v. Generate certificate of no pending case - as needed
- vi. View audit logs
- vii. Upload files (notices, orders, resolutions, decisions, endorsements)

- viii. Sharing of the uploaded files to concerned official/party through google drive
- ix. To authorize LAAs within its jurisdiction

b. Child Protection Policy (CPP)

- i. For SDO LSA, to input the statistical data for CAR and CICL quarterly
- ii. View and monitor the status of CPP of all schools in the region, both public and private as to:
 - (1) CPP School Profile - not later than the end of the 1st month of the school year.
 - (2) Incidents of Bullying - quarterly and annually
 - (3) Incidents of Child Abuse - quarterly and annually except for cases committed by school personnel which is within 72 hours from reporting.
 - (4) Incidents of CAR and CICL - quarterly and annually
- iii. Generate reports (Quarterly and Annual Reports)
 - (1) Enclosure reports from DepEd Memorandum No. 59, s. 2015 (Enclosures 2A,2B, 3A and 3B), and DepEd Memorandum No. 68, s.2014 (Enclosures 2 and 4), and DepEd Order 18, s. 2015 (Appendix D and F).
- iv. View audit logs

c. School Site Titling

- i. For the RO LSA, to view and monitor the status of School Site Titling data and utilization of downloaded funds of all public schools in the region, while for SDO LSA, to update the status of School Site Titling data and utilization of downloaded funds of all public schools in their respective Division.
- ii. Generate reports (quarterly and annual reports)
 - (1) Summary of School Site Titling (by SDO, by status, by level)
 - (2) Summary and breakdown of downloaded funds by SDO
- iii. View audit logs

2. Legal Information System Administrator (LISA)

- a. *Regional Level:* The Legal Information System Administrator shall refer to the Regional IT Officer, Computer Programmer and Computer Technologist. The LISA can manage user

accounts of the Regional LSA, LAA, and Division LISA by performing the following:

- i. Create user accounts upon written authority from the LSA
- ii. Activate & deactivate user accounts upon written request of the user
- iii. Approve password reset request through the system
- iv. Update of user account upon written request of the user
- v. View audit logs

b. *Division Level: The LISA refers to the Division IT Officer.* The LISA can manage user accounts in their respective Division by performing the following:

- i. Create user accounts upon written authority of the LSA
- ii. Create batch user accounts for Schools
- iii. Activate & deactivate user accounts upon written request of the user
- iv. Approve password reset request through the system
- v. Update of user account upon written request of the user
- vi. View audit logs

3. Limited Access Administrator (LAA)

The LAA refers to the personnel who are authorized in writing by the LSA to access and manage the system for a specific purpose or period, namely:

- a. Administrative Case Data Administrator (ACDA) refers to the authorized personnel who manages the administrative cases data and may perform the same role of the LSA specified in this guideline.
- b. Child Protection Coordinator/Focal Person (CPC/CPFC) refers to the authorized personnel who manages the child protection data and may perform the same role of the LSA specified in this guideline.
- c. Schools Sites Titling Coordinator/Focal Person (SSTC/SSTFP) refers to the authorized personnel who manages the school sites titling data and may perform the same role of the LSA specified in this guideline.

4. School Child Protection System Administrator (SCPSA)

The SPSCA refers to the school head or his/her authorized representative preferably the School Child Protection Coordinator/Focal Person (SCPC/SCPFC), or the guidance counselor/designate who shall:

- a. Maintain, complete and update regularly or at least monthly the required information in the LSIS (enclosure reports template in DM No. 59, s. 2015 (Enclosure 1A, 1B and 4), and DM No. 68, s.2014 (Enclosure 1), except for cases against DepEd Personnel which shall be reported within 72 hours from the incident or receipt of a complaint.
- b. Ensure that that names of learners do not appear in the report. Anonymize the data.

VI. Account Creation and Security

1. **Account Creation.** The Legal Information System Administrator (LISA) concerned shall initiate the creation of a user account for all users based on the following available data:
 - a. Authorized DepEd Employees/Private School Employees Account:
 - i. First Name, Middle Name, Last Name
 - ii. Position
 - iii. Title/s
 - iv. Email Address (DepEd email address required for DepEd Employees, and any valid and official g-mail address for private school authorized account user)
 - v. User Role or User Type (LSA, LISA, LAA, CPC/CPFP, SSTC/SSTFP, SCPSA)
 - vi. User Level (Region/Division)
 - vii. Office or address
 - b. School Account:
 - i. **Single User Account Creation**
 - (1) School ID
 - (2) School Email Address (*Official DepEd Email address is required for Public Schools, preferably Gmail for Private Schools e.g.: schoolID@deped.gov.ph or schoolID@gmail.com*)
 - (3) User Role (SCPSA)
 - ii. **Batch User Account Creation**
 - (1) Division LISA shall download the template in Microsoft Excel format and shall enter the correct school IDs and school email addresses. The file shall be uploaded to the system.

A confirmation link will be sent to the user's registered email address for additional data necessary for the account

creation and activation. The link shall display a form that the prospective user must fill up. The form requires the following information:

- Employee ID/ School ID as username
- School Name/Employee name
- Password
 - It must be at least 8 characters, a combination of alphanumeric and at least 1 upper alpha, 1 special character with no spaces
- Contact Number
- Sex (Not Applicable for school account)
- Birth Date (Not Applicable for school account)
- Captcha

2. Account Security.

- a. User accounts will be automatically deactivated after 5 unsuccessful log-in attempts. Only the Legal Information System Administrator concerned has the authority to reactivate user accounts after the request from the user and upon verification.
- b. **Forgot Password.** In case the user forgets his/her password, he/she shall submit a “forgot password request” by entering the registered email address. After the Legal Information System Administrator’s approval, a link to a form will be sent to the user’s email. The user can now supply the new password following the link.
- c. **Update Profile.** The user can change their password and can update their contact information. This feature is available to the user anytime.

VII. Data and Report Management.

It is the responsibility of each user to check their user account regularly to check and update the necessary reports provided in this guideline. The date of update is the official date of submission and receipt of the report.

VIII. Confidentiality and Data Privacy Notice

The right to privacy of a learner shall be respected at all stages of the proceedings. As such, all records and processes shall be considered privileged and confidential.

All concerned duty-bearers shall undertake all measures to protect the identity of the learner and to uphold the confidentiality of all the proceedings, including non-disclosure to the media.

The various data and information, including personal information, from various subjects collected shall only be used for purposes stated in DepEd Order No. 40, s 2012, DO No. 55 s. 2013, and other DepEd issuances.

DepEd-CAR is committed to ensure the free-flow of information as required under the Freedom of Information Act (Executive Order No. 2, s. 2016) and to protect and respect the confidentiality and privacy of these data and information as required under the Data Privacy Act of 2012 (Republic Act No. 10173) in the processing of these data and information

Request for data and information, unless access is denied when such data and information fall under any of the exceptions enshrined in the Constitution, existing law or jurisprudence, shall be guided by the DepEd Freedom of Information Manual (Department Order No. 72, s. 2016).

Only authorized DepEd personnel shall have access to personal information collected, the exchange of which will be facilitated through email and web applications. These will be stored in a database in accordance with government policies, rules, regulations, and guidelines.

Any data-subject has the right to ask for a copy of any personal information that DepEd-CAR holds about him/her, as well as the right to ask for its correction, if found erroneous, or deletion on reasonable grounds. The data-subject may contact legalunit.depedcar@gmail.com or ictu.depedcar@gmail.com.

IX. References:

1. DO No. 40 s. 2012 (*Child Protection Policy*)
2. DO No. 55 s. 2013 (*Implementing Rules and Regulations of the Anti-Bullying Act of 2013*)
3. DO No. 68 s. 2014 (*Submission of School-Based Child Protection and Anti-Bullying Policies and Reports on Compliance*)
4. DO No. 59 s. 2015 (*Change in and Additional Information to DEPED Memorandum No. 68. S. 2014 - Submission of School-Based Child Protection and Anti Bullying Policies and Reports on Compliance*)
5. RM No. 071, s. 2016 (*Adoption and Launching of the Legal Services Information System (LSIS)*)

6. RO No. 002 s. 2017 (*Policy Guidelines on the Use of the DepEd-CAR LSIS Child Protection Policy (CPP) Data Tool and Transmittal of Reports of Relevant Data Required by Pertinent Department Issuances on Child Protection Policy*)

X. Miscellaneous Provision

The LSIS 2.0 internal guidelines pursuant to RM No. 071, s. 2016 - Adoption and Launching of the Legal Services Information System (LSIS) and RO No. 002, s. 2017 are hereby amended.