



REGIONAL ORDER
 No. 002.2017

Date: MAY 12 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**

- To: Regional Office Legal Unit and ICT Unit
 Schools Division Superintendents
 Division Child Protection Coordinators/Focal Persons/Specialists
 Division Information Technology Officers
 School Heads/Administrators of Public and Private Schools
 School Child Protection Committees
 School Child Protection Coordinators/Guidance Counselor or Designates
 School ICT Coordinators
 All others concerned

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1. Pursuant to **DepEd Order No. 40, s. 2012**, the DepEd Child Protection Policy, DepEd mandated the adoption of child protection policies in **all public and private schools**, the establishment of Child Protection Committees in all public and private schools as well as the submission and consolidation of incidents and cases of child abuse, exploitation, violence, discrimination, bullying and other forms of abuse by the schools, division offices and regional offices. **DepEd Order No. 55, 2013**, Implementing Rules and Regulations of RA 10627 otherwise known as "The Anti-Bullying Act of 2013", amended the provision of D.O. 40, s. 2012 relative to bullying cases and maintained the mandated responsibilities of the schools, division offices and regional offices.

Several Department Memoranda and Regional Memoranda were already issued to monitor compliance and implementation of D.O. 40, s. 2012 and D.O. 55, s. 2013. To reiterate, Department Memorandum 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 D.O. 40, s. 2012 which the Schools Division Offices and Regional Offices shall monitor every school year and submit consolidated reports to the Central Office. The schedule of submission is provided in **Department Memorandum No. 59, s. 2015** as follow: **Schools** - One week after the start of the school year; **Schools Division Office** - on or before June 30; and **Regional Office** - on or before July 15.

2. This Office aims to establish a uniform process that provides for systematic and participatory mechanism and procedure of gathering relevant data, information and incidents of child protection and bullying cases through the Legal Services Information System (LSIS) CPP Data Tool;

Contact Numbers (Area Code: 074):

Office of the Regional Director	422-1318	Administrative Division	422-1804	CLMD	422-7096	HRDD	422-9590
Fax	422-4074	Cash Section	423-2215	LRMDS	422-0615	NEAP-R	422-5500
Office of the ARD	422-9590	Payroll Section	424-3993	ESSD	423-2218	PPRD	422-9590
ICT Unit	422-1318	Records Section	423-2213	Finance Division	422-5155	QuAD	422-5187
Public Affairs Unit	422-1318	Supply Section	422-2198	FTAD	424-5187	COA	422-7434
Legal Unit	423-2214	General Services Unit					

3. All Regional Orders, Memoranda or similar issuances inconsistent to this Order are hereby amended.
4. Attached are Enclosures 1 and 2, "*Processes to Facilitate Compliance and Regular Monitoring of Child Protection Policy*", and "*CPP Data Tool Operations Manual*", respectively, for your reference;
5. This Order shall take effect immediately.
6. For information and strict compliance.



BEATRIZ G. TORNO, Ph.D., CESO IV
Asst. Regional Director
Officer-in-Charge
Office of the Regional Director

Encls: As stated

*References: DepEd Order No. 40, s. 2012,
DepEd Order No. 55, s. 2013,
DepEd Memorandum No. 68, s. 2014,
DepEd Memorandum No. 59, s. 2015,
DepEd-CAR Regional Memorandum. No. 384, s. 2016*

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**“Processes to Facilitate Compliance and Regular Monitoring
of Child Protection Policy”**

1. To facilitate compliance and regular monitoring of child protection policy concerns being required by pertinent Department issuances, the following processes shall be observed:
 - a. In lieu of the paper-based reports, all public and private elementary and secondary schools are required to use the CPP Data Tool following the steps and procedure in the enclosed **CPP Data Tool Operations Manual** (enclosure 2) and transmit not later than the schedules provided in this Order the following:
 1. School Year-End Report,
 2. Quarterly Report, and
 3. Necessary updates (e.g. cases where the respondent or person complained of is a school personnel, re-constitution of committees, etc.)
 - b. The SDO shall upload the CPP files submitted by the schools in the LSIS not later than the schedules provided in this Order:
 - c. Below is the schedule of transmittal of the CPP Data Tool and the uploading of data in the LSIS:

CPP Data Tool User	Type of Report	Date of submission/transmittal
Schools: Public Schools and Private School with permit or recognition	1. CPP School Profile starting <u>SY 2017-2018</u>	Not later than one week after the start of the school year.
	2. School Year- end Report starting <u>SY 2016-2017</u> (all Intake Sheets)	Not later than one week after the start of the school year.
	3. Quarterly Report starting <u>School Year 2017-2018</u>	Quarter 1: June to Sept. – on or before October 5 of each year Quarter 2: Oct. to Dec. – on or before January 5 of each year Quarter 3: Jan. to Mar. – on or before April 5 of each year Quarter 4: April to May (Summer classes) – on or before June 5 of each year Not later than 10 days from occurrence
	4. Updates in School Profile and in the Quarterly Report (<i>intake sheets except #5</i>)	Not later than 48 hours from report of the incident
	5. Updates in the intake sheets for cases where the person complained of/respondent is a school personnel	

Schools Division Office through the Division Child Protection Focal Person/ Specialist	<ol style="list-style-type: none"> 1. CPP School Profile starting <u>SY 2017-2018</u> 2. School Year- end Report starting <u>SY 2016-2017</u> (all Intake Sheets) 3. Quarterly Report starting <u>School Year 2017-2018</u> 4. Updates in School Profile and in the Quarterly Report (<i>intake sheets except #5</i>) 5. Updates in the intake sheets for cases where the person complained of/respondent is a school personnel 	<p>Not later than June 30 of each year.</p> <p>Not later than June 30 of each year</p> <p>Quarter 1: June to Sept. – on or before October 10 of each year Quarter 2: Oct. to Dec. – on or before January 10 of each year Quarter 3: Jan. to Mar. – on or before April 10 of each year Quarter 4: April to May (Summer classes) – on or before June 10 of each year</p> <p>Not later than 5 days from receipt.</p> <p>Not later than 24 hours from report of the incident</p>
Regional Office Legal Unit	<ol style="list-style-type: none"> 1. CPP School Profile starting <u>SY 2017-2018</u> 2. School Year- end Report starting <u>SY 2016-2017</u> (all Intake Sheets) 3. Quarterly Report starting <u>School Year 2017-2018</u> 4. Updates in School Profile and in the Quarterly Report (<i>intake sheets except #5</i>) 5. Updates in the intake sheets for cases where the person complained of/respondent is a school personnel 	<p>Not later than July 10 of each year</p> <p>Not later than July 10 of each year</p> <p>Quarter 1: June to Sept. – on or before October 15 of each year Quarter 2: Oct. to Dec. – on or before January 15 of each year Quarter 3: Jan. to Mar. – on or before April 15 of each year Quarter 4: April to May (Summer classes) – on or before June 15 of each year</p> <p>Weekly</p> <p>Not later than 24 hours from report of the incident</p>

2. The Regional and Division Information Technology Officers and Programmer/s shall provide technical assistance to the Division Child Protection Coordinator/Focal Person/Specialist and to the schools in the operation of the CPP Data Tool and clarifications contained in the CPP Data Tool Operations Manual.

3. All public and private schools shall assign personnel preferably, the Child Protection Coordinator/s or Guidance Counselor/s or Designate/s to access, operate and update the CPP Data Tool regularly.
4. The school heads or administrators are responsible in transmitting all the necessary reports required in this Order through official e-mail (DepEd e-mail account), flash drives or compact disks (CD) to the Schools Division Office through the Division Child Protection Coordinator/Focal Person/Specialist for uploading and consolidation in the LSIS.
5. **The date of the uploading in the LSIS shall be considered as the official date of submission/transmittal.** The Division Child Protection Coordinator/Focal Person/Specialist shall be responsible for the uploading and consolidation of all the CPP Data Tool from the schools.
6. The Legal Unit of the Regional Office shall be responsible for the monitoring and generating reports required by this Office.
7. Any violations or omissions of this Order and its enclosures shall be dealt with accordingly pursuant to DepEd Order No. 49, s. 2006 (*Revised Rules of Procedures of the Department of Education in Administrative Cases*) and other pertinent and applicable rules and regulations.

Enclosure 2 to RO. No. 002, S. 2017

LSIS 2.0

project **LSIS**
Legal Services Information System by DepEd-CAR



CPP
DataTool
Operations Manual