



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BENGUET
Wangal, La Trinidad, Benguet 2601



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email address: benguet@deped.gov.ph | official website: depedbenguet.com

Office of the Schools Division Superintendent

August 17, 2018

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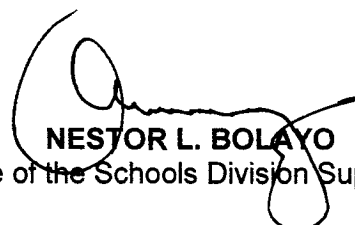
DIVISION MEMORANDUM

No. 191 s. 2018

**SUBMISSION OF THE COMPOSITION OF THE CHILD PROTECTION COMMITTEE (CPC)
FOR SCHOOL YEAR 2018-2019**

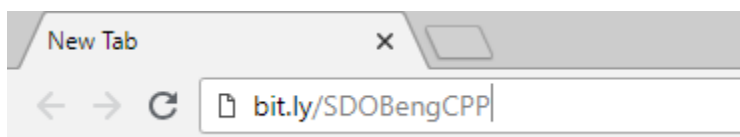
To: Public Schools District Supervisors/Coordinating Principals
School Heads/Administrators of Public and Private Schools
School Child Protection Coordinators/Guidance Counsellors or Designates
All others concerned

1. Pursuant to the DepEd Order No. 40 s, 2012, DepEd mandated the establishment of Child Protection Committees as well as the submission and consolidation of incidents and cases of child abuse, bullying and other forms of abuse in all private and public schools. Schedule of submission of the specified reports as well as the members of the CPP committee to the Division Office are reiterated in DM No. 59 s. 2015.
2. To establish a uniform process of the submission of reports, DepEd CAR Regional Office required the use of an offline reporting system called the **CPP Data Tool** which can be downloaded from the link bit.ly/SDOBengCPP. Users are highly encouraged to read the manual first before proceeding.
3. The needed CPC reports to be submitted through email shall be generated from the CPP Data Tool are as follows:
 - a. School Profile – once in every school year
 - b. Intake Sheet – in every incident a Child Abuse is committed within the school premises
4. The detailed installation procedure is explained in enclosure 1. It is further iterated that no hardcopy report shall be submitted to this office.
5. All private/public schools who did not yet accomplish the said reports are hereby enjoined to submit the them thru email at ictu.sdobenguet@gmail.com. The deadline for the submission of the School Profile report is set on or before **September 14, 2018**.
6. For queries and technical assistance, you may email us at ictu.sdobenguet@gmail.com or contact us at 074 422 6570.
7. For information and strict compliance.

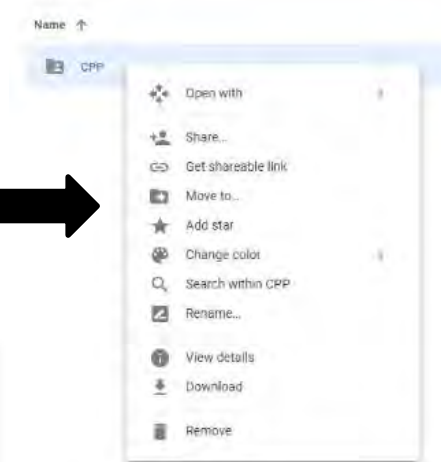

NESTOR L. BOLAYO

OIC-Office of the Schools Division Superintendent

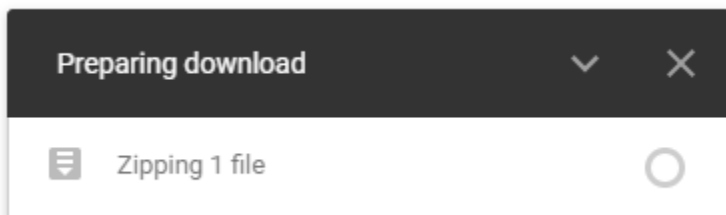
- Using any browser at the URL bar type bit.ly/SDOBengCPP and press Enter



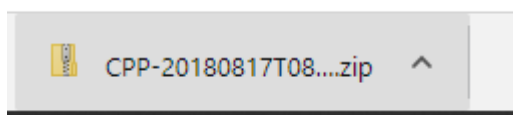
- Download the file and Unzip/Extract
 - Right-click on the CPP folder



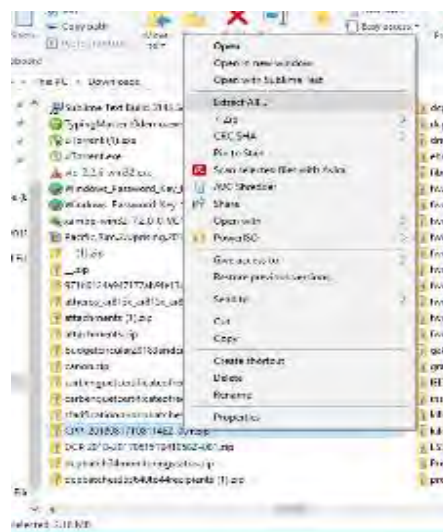
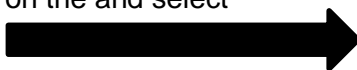
- Select **Download** and wait until file is downloaded



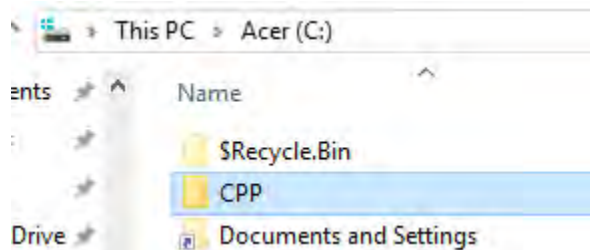
- Open the downloaded file clicking as shown below



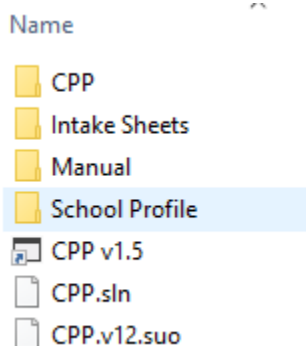
- To unzip/extract file right click on the and select extract/7zip/winzip as shown



- Copy the unzipped/extracted CPP folder and copy paste to Drive C:



- Once copied to Drive C open the CPP folder and double click CPP v1.5



- The CPP Data Tool should open as shown

