



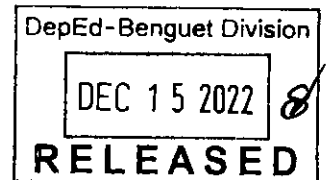
Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Benguet**

December 05, 2022

**DIVISION MEMORANDUM**

No. 393, 2022

**TO: All School Heads (Private and Public)**  
**All School Guidance Counselors / Guidance Designates**  
**All School CPC Coordinators**  
**All others concerned**



**RE-ITERATION ON THE UPDATING OF LEGAL SERVICES INFORMATION  
SYSTEM (LSIS) 3.0**

1. All concerned School personnel are required to make sure that their account in LSIS 3.0 for School Year 2022-2023 has been updated on or before January 27, 2023 (12:00MN) especially the composition of the Child Protection Committee and the cases of bullying and child abuse. This is in line with DepEd Order no. 40 s. 2012, regarding the DepEd Child Protection Policy requiring all schools to establish their Child Protection Committee and with Regional Memorandum No. 343 s.2020 of DepEd CAR approved on October 21, 2020, titled "*DepEd-CAR Internal Guidelines on the Information System for Legal Services,*" creating the Legal Services Information System (LSIS) 3.0 to manage, monitor, and track the progress of the three (3) major legal services of the Regional and the Schools Division Offices namely, administrative case management, child protection policy implementation, and school titling status monitoring.

2. Schools without accounts shall request from Mr. Eric Wanson, ITO III through [ictu.sdobenguet@gmail.com](mailto:ictu.sdobenguet@gmail.com). While for those with forgotten passwords, please click the "forgot password" button in the system and provide the required information then contact Mr. Eric Wanson for verification.

3. The link for the video tutorial and written manual can be found at this link: <https://tinyurl.com/CPCTutorial>.

4. A separate memorandum will be issued to specific schools that does not comply with the updating of the LSIS 3.0 after the deadline stated above.

5. For strict compliance.

  
**GLORIA B. BUYA-AO**  
Schools Division Superintendent



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