



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

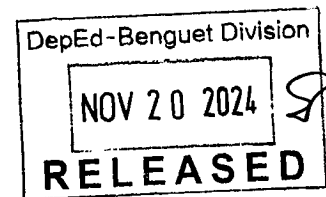
14 November 2024

**DIVISION MEMORANDUM**

No. 446 s. 2024

**UPDATING OF LEGAL SERVICES INFORMATION SYSTEM (LSIS) 3.0**

TO: Chief Education Supervisors  
PSDSs/PSDIs  
Public and Private Schools  
All others concerned



1. In compliance with DepEd Order No. 40, s. 2012, DepEd Order No. 55, s. 2013, and DepEd Order No. 18, s. 2015, all school heads of private and public schools are enjoined to update their respective **CPP profile** for **SY 2024-2025** in the **Legal Services Information System (LSIS)** on or before **November 29, 2024**.

2. To access LSIS 3.0, school heads are directed to the following:

Step 1: Go to <https://lsis.depedcar.ph/>.

Step 2: Log in using the school DepEd email account.

Step 3: Update CPP profile.

Step 4: Upload reports on incidents of bullying, child abuse, and/or cases involving Child-at-Risk (CAR) and Child in Conflict with the Law (CICL).

*Note: In case of a forgotten password in:*

1. LSIS account: Click the "Forgot Password"

2. School email account:

Step 1: Go to <https://sdo.depedbenguet.com/>

Step 2: Click "Program & Projects" menu

Step 3: Click "DepEd Email Service"

Step 4: Click "I'm a School Head and FORGOT my School DepEd email Password"

Step 5: Fill out Google Form

3. The CPP profile in the LSIS should be updated **every school year**; hence, schools are expected to ensure its regular updating.

4. For proper guidance on operating LSIS 3.0, the user manual can be downloaded from the homepage after logging in.

5. For dissemination and strict compliance.

for **ESTELA P. LEON-CARIÑO, EdD, CESO III**