



Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OFFICE OF ABRA**

**RELEASED**  
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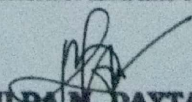
**DIVISION MEMORANDUM**  
 No. 285, series of 2021

**JULY 13, 2021**

**UPLOADING OF REPORTS, CREATION, AND UPDATING OF SCHOOL ACCOUNT IN THE  
 LEGAL SERVICES INFORMATION SYSTEM v.3.0**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors, CID and SGOD  
 Public Schools District Supervisors and Education Program Supervisors  
 Senior Education Program Specialist, SMME  
 Information Technology Officer I, ICT Unit  
 Project Development Officers I, YFD  
 Private and Public School, School Heads, Administrators, and Child Protection Committee  
 All Others Concerned

1. In compliance with Regional Memorandum No. 285, series of 2021 or the Uploading and Updating of Child Protection Policy (CPP) School Profile, Child Protection and Bullying Reports, all School Heads, Guidance Counselors/Designates, and Child Protection Committee members are hereby directed to update and upload in the Legal Services Information System version 3.0 (LSIS v.3.0) **on or before July 15, 2021**, from **SY 2016-2017 to SY 2020-2021**, the following:
  - a. General Information;
  - b. Committee Members;
  - c. Availability of Policy; and
  - d. Incident reports on Child Abuse and Bullying.
2. For the private schools that have not yet created an account in the LSIS v.3.0 or in the [lsis.depedcar.ph](http://lsis.depedcar.ph), kindly send the school's official email address at **0935-890-9696** or email it at this address **[sdoabraleghalservicesunit@gmail.com](mailto:sdoabraleghalservicesunit@gmail.com)**, a registration link will be sent to the given email address. Personal e-mail address is highly discouraged. For the public schools that have not yet created an account, the registration link was sent to the school's official e-mail address in November 2020.
3. Technical assistance may be provided in the Division Office by the ICT Unit, Youth Formation Division, and Legal Unit. In addition, the LSIS v.3.0 user manual is available and may be downloaded at this link: **<https://bit.ly/LSISv3UserManual>**
4. A **Certificate of Compliance** will be issued to schools that have completely updated their account.
5. Immediate dissemination and compliance to this memorandum is desired.

  
**BENILDA M. DAYTACA, EdD, CESO VI**  
 Assistant Schools Division Superintendent  
 OIC-Office of the Schools Division Superintendent

OSDS/LSU/jmt



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