REGIONAL MEMORANDUM
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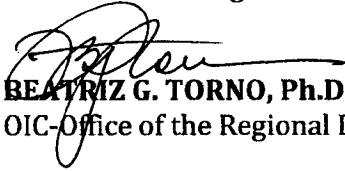DEPED-CAR   Time:_____

Date   :   December 28, 2016

To   :   Schools Division Superintendents
                     Division Legal Officers / Administrative Officers
                     Division IT Officers
                     Division Formal Investigation Committee
                     Child Protection Policy Focal Persons
                     School Sites Titling Coordinators

From   :   **BEATRIZ G. TORNO, Ph.D., CESO IV**
                     OIC-Office of the Regional Director

Subject   :   ADOPTION OF THE LEGAL SERVICES INFORMATION SYSTEM 2.0
                     (LSIS 2.0) INTERNAL GUIDELINES

On March 17, 2016, the Legal Services Information System (LSIS) 1.0 and its Internal Guidelines was formally adopted and launched at the SNC Hall. Since then, the Legal Unit, in collaboration and partnership with the IT unit, conducted series of consultations and workshops to enhance the LSIS 1.0 to LSIS 2.0 which was successfully launched on November 28, 2016. The LSIS 2.0 is the product of team work among the Legal Unit and IT Unit together with the Division Legal Officers, Information Technology Officers, Child Protection Council Members and Focal Persons and School Site Titling Coordinators, to come up with an information system that manages, monitors, and tracks the progress of (a) administrative cases of the different division offices and schools in the region, (b) the child protection policy implementation, and   (c) the school sites titling status.

On December 22-23, the Legal Unit, Information Technology Unit, Legal Officers and Information Technology Officers from the different Schools Division had an interface to finalize the LSIS 2.0 Internal Guidelines.

In this regard, to ensure the effective & efficient use of the Legal Service Information System, the LSIS 1.0 Internal Guidelines is hereby amended by LSIS 2.0 Internal Guidelines and formally adopted it as part of the internal procedure of the Region. **Enclosed is the Legal Services Information System 2.0 Internal Guidelines for information and compliance.**

All concerned Schools Divisions Officials and Employees are required to create their respected accounts pursuant to these guidelines **not later than January 15, 2016** to have access to the LSIS.

Legal Services Information System (2.0)
Internal Guidelines

Section 1. These guidelines shall be known as the Legal Services Information System 2.0 Internal Guidelines of the Department of Education-Cordillera Administrative Region.

Section 2. Purpose. The Legal Services Information System aims to enhance, facilitate, and improve the legal services in the Region through an information system.

Section 3. Definition of Terms.

a. **Legal Services Information System (2.0).** It is the Department of Education – CAR on-line information system that manages, monitors, and tracks the progress of Administrative Cases of the different division offices and schools in the region, Child Protection Policy implementation and School Site Titling status.

b. **Legal Services Administrator (LSA).** The Legal Service Administrator shall refer to the following:
   1. Regional Office
      i. Regional Director
      ii. Attorney IV
   2. Schools Division Office
      i. Schools Division Superintendent
      ii. Attorney III

c. **Legal Information System Administrator (LISA).** The Legal Information System Administrator shall refer to the following:
   1. Regional Office:
      i. Regional ITO
      ii. Computer Programmer
      iii. Computer Maintenance Technologist
   2. Schools Division Office
      i. Division ITO

d. **Limited Access Administrator (LAA)** – refers to the person who is authorized by the LSA to access the system for a specific purpose or period. The authority must be in writing and shall be effective until revoked by the LSA concerned.

e. **User** – It is a general term referring to the Legal Service Administrators, Legal Information System Administrators, and Limited Access Administrators.

f. **User Account** – It shall refer to the account created in the system for a specific user. There shall be one user account per user.

g. **User Name** – It is a unique word for user identification when logging into the system.

h. **Password** – It is a word or a string of characters used for authentication to prove identity and to gain access to the system.

i. **CAPTCHA** – It is a program that protects websites against bots by generating and grading tests that human can pass but the computer cannot.

j. **Taxpayer Identification Number (TIN)** – It is a unique number issued by the Bureau of Internal Revenue, which is use as an additional identification.

k. **CPP Data Tool** – It is a data gathering tool and generator used by schools for CPP school profile updating and intake sheet recording.

l. **CPP Data Tool User** – refers to the school head or his/her authorized representative preferably the CPP coordinator or guidance counselor/designate.

Section 4. User Roles.

a. *Legal Service Administrator (LSA)*

   a.1. Regional Level
   The *LSA* shall monitor and manage administrative and CPP cases, and school site titling status in the **region** through the following:
   i. Administrative Cases
   - Add admin cases for Teaching employees of the region and non-teaching employees of the Regional Office
   - View cases
   - Update case information within its jurisdiction
   - Generate reports
   - Generate certificate of no pending case
   - View audit logs
   - Upload files (notices, orders, resolutions, decisions, endorsements)
   - Sharing of the uploaded files to concerned official/party through google drive
   - To authorize LSUs within its jurisdiction

   ii. Child Protection Policy
   - View and monitor CPP cases uploaded by the Schools Divisions
   - Generate reports
   - View audit logs

   iii. School Site Titling
   - View and monitor School Site Titling data updated by the Schools Divisions
   - Generate reports
   - View audit logs

a.2. Division Level
The LSA shall monitor and manage administrative cases,
CPP cases, and school sites titling status **within the division** through the
following
    i. Administrative Cases
- add admin cases for non-teaching employees within its jurisdiction
- view cases
- update case information for non-teaching employees within its jurisdiction
- generate reports
- View audit logs
- Upload files (notices, orders, resolutions, decisions, endorsements) in the google drive and share the same to concerned official/s or party/ies
- Upload Formal/Fact-finding investigation report required by the R.O. and share the same through the google drive

    ii. Child Protection Policy
- View, monitor, and upload CPP cases submitted by the Schools
- Generate reports
- View audit logs

    iii. School Site Titling
- View, monitor, and update School Site Titling status
- Generate reports
- View audit logs

b. *Legal Information System Administrator (LISA)*

b.1. Regional Level
The LISA can manage user accounts of the Regional LSA and LAA through the
following:
- Create user accounts upon written authority of the LSA
- activate & deactivate user accounts upon written request of the user, separation from service, retirement, transfer.
- approve password reset request through the system
- update of user account upon written request of the user
- view audit logs

b.2. Division Level
The LISA can manage user accounts of Division LSA and LAA through the
following:
- Create user accounts upon written authority of the LSA
- activate & deactivate user accounts upon written request of the user
- approve password reset request through the system
- update of user account upon written request of the user
- view audit logs

c. Limited Access Administrator (LAA)
The LAA may perform role and responsibilities upon a written authority by the LSA.

d. CPP Data Tool User
The CPP Data Tool User has the obligation to complete the required information in the CPP Data Tool which includes School Profile and Intake Sheets to be exported and submitted to the Division Level LSA.

Section 5. User's Accountability. Each user is responsible and accountable in the management of their account and in ensuring confidentiality of its contents.

User accounts are created to facilitate communication on matters regarding Administrative Cases, CPP Cases and School Sites Titling. Usernames shall not be passed on to any other persons, and its availability should be restricted to avoid inadvertently allowing other persons to have access to the corresponding account. While the Legal Information System Administrators shall take steps to guard against unauthorized access, it is also the responsibility of the users to exercise due diligence in protecting their username and password from other people.

Section 6. Security. User accounts will be automatically deactivated after 5 unsuccessful log-in attempts. Only the Legal Information System Administrator concerned has the authority to reactivate user accounts after the request from the user and upon verification.

Section 7. Creation of User Account. The Legal Information System Administrator concerned shall initiate the creation of a user account for each user based on the following available data:
- First Name, Middle Name, Last Name
- Position/Designation
- Title/s
- Email Address **(DepEd email address required for DepEd Employees)**
- User Role or User Type (LSA, LISA, LAA, CPPFP, SSTC)
- User Level (Region/Division/School/Individual)
- Office or address

A confirmation link will be sent to user's registered email address for additional data necessary for the account creation and activation. The link shall display a form that the prospective user must fill up. The form requires the following information:

a. TIN
b. Username
  - The username must be at least 8 characters, a combination of alpha numeric and at least 1 special character with no spaces;
  - It must be unique;
  - Once registered, the user name cannot be changed.
c. Password
  - It must be at least 8 characters, a combination of alpha numeric and at least 1 special character with no spaces

d. Contact Number
e. Sex
f. Birth Date
g. Captcha

7. 1. Forgot Username. In case the user forgets his/her Username, he/she shall submit "forgot username request" for Legal Information System Administrator's approval by filling up the forgot username form with the following fields:
1. Email
2. TIN

The email and TIN will be automatically validated by the system. After the Legal Information System Administrator's approval, the username will be emailed to the user.

7.2. Forgot Password. In case the user forgets his/her password, he/she shall submit a "forgot password request" by filling up the forgot password form with the following fields:
1. Email
2. TIN
3. Username

The email and TIN will be automatically validated by the system. After the Legal Information System Administrator's approval, a link to a form will be sent to the user's email. The user can now supply the new password following the link. Section 7.3. Update Profile. The user can change their password and can update their contact information. This feature is available to the user anytime.

Section 8. The date of upload/update is the official date of submission and receipt.

Section 9. The Regional LSA shall update the administrative cases status within three (3) working days after every action taken in the preliminary investigation for teaching and preliminary investigation and formal investigation for non-teaching personnel within its jurisdiction.

The Division LSA shall also update the administrative cases status within three (3) working days after every action taken in the formal investigation for teaching and preliminary investigation and formal investigation for non-teaching personnel within its jurisdiction.

Section 10. The Division LSA/LAA (Child Protection Policy Focal Person) shall upload the CPP files submitted by the CPP Data Tool User when development arises but not later than 15 days before the end of every quarter of the school year.

Section 11. The Division LSA/LAA (School Site Tilting Coordinator) shall update the titling status of the schools when development arises but not later than the end of every month of the calendar year.

Section 12. Checking of user account. It is the responsibility of the users to check their user account regularly to check for updates.

Section 13. Sanctions. Failure to comply will be dealt with accordingly.

Section 14. The LSIS 1.0 Internal Guidelines pursuant to RM No. 071, s. 2016, "Adoption and Launching of the Legal Services Information System (LSIS)", is hereby amended.

HELP DESK

For queries, suggestions, comments regarding the Legal Services Information System 2.0, you may contact vandolph.flora@deped.gov.ph, jumar.yagoan@deped.gov.ph, and legalunit.depedcar@gmail.com.

Telephone Numbers:

Office of the Director IV	-422-1318	Budget and Finance Division	-422-5155	Cash Section	-309-3017	Record Section	-309-301
Fax Machine	-422-4074	Elementary Education Division	-422-7096	Physical Facilities Unit/ICT	-309-3011	Payroll Services Unit	-424-3993
Office of the Director III	-309-3013	Alternative Learning System	-422-5187	Regional Planning Unit	-309-1234	Special Services Division	-424-5147