

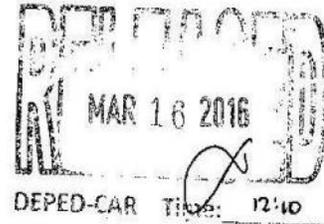


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CORDILLERA ADMINISTRATIVE REGION
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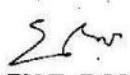
REGIONAL MEMORANDUM

No. 071-2016



Date : March 15, 2016

To : Schools Division Superintendents
Division Legal Officers / Administrative Officers
Division IT Officers
Division Formal Investigation Committee

From : 
ELLEN B. DONATO, Ed.D., CESO III
Director IV

Subject : ADOPTION AND LAUNCHING OF THE LEGAL SERVICES
INFORMATION SYSTEM (LSIS)

One of the MFO's of the Regional Office is to improve delivery of educational services and governance functions through information systems. One of which is the creation of a legal services information system to enhance, facilitate, and improve the legal services of the Region.

The Legal Unit, in collaboration and partnership with the ICT unit, conducted a three-day orientation-workshop¹ attended by the Division ITOs and Division Legal Officers or Administrative Officers, to ask inputs from the field for the improvement of the legal database system into a legal services information system (LSIS) and to draft an internal guidelines/ policies for its adoption.

During the 7th Regional MANCOM on November 4, 2015, the Legal Services Information System was introduced to the MANCOM and the initial draft of its guidelines was distributed to the Schools Division Offices for further input and comment.

The inputs and comments from the SDOs were consolidated to come up with the final LSIS Internal Guidelines.

To ensure the effective & efficient use of the legal service information system, the LSIS Project and its Internal Guidelines will be formally adopted and launched in the afternoon of March 17, 2016 at the SNC Hall.

Enclosed is the Legal Services Information System Internal Guidelines for information, guidance, and reference.

ORD/LU/VBF/jsd



¹ R.M. No. 181 s. 2015

The round metal gong of the Cordillera known locally as "gangsa" is a symbol of the upland people's culture that has been passed on from generation to another.

The profile of a person blowing a "tanguyob" represents a community being called for an important matter or action.

The lines that shape the mountains, the rice terraces, clouds and rivers symbolize the connectivity and flow of human interaction in a geographic area such as the Cordillera.

All the symbols combined represent unity and harmony of its people with culture and environment in beating the gong for self-determination.



Legal Services Information System Internal Guidelines

Section 1. This shall be known as LSIS or Legal Services Information System 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 1.0. It is an on-line information system tool in Department of Education – CAR that manages, monitors, and tracks the progress of administrative cases of the different division offices and schools in the region, starting from the date of filing of the complaint up to the date of its resolution.
- b. Legal Services Information System 2.0. It is an on-line information system that manages, monitors, tracks, consolidates other data such as bullying and child abuse cases, and school site titling reports.
- c. 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
- d. Legal Information System Administrator (LISA). The Legal Information System Administrator shall refer to the following:
 1. Regional Office:
 - i. Regional ITO
 - ii. Computer Programmer
 2. Schools Division Office
 - i. Division ITO
- e. Limited Access Administrator (LAA) – refers to the person who is authorized by the LSA to access the system for a specified purpose or period, namely, the ARD, ASDS, and the Legal Unit Staff. The authority must be in writing and shall be effective until revoked.
- f. Legal Services Users (LSU) – refers to the parties and counsels of a pending administrative case.
- g. User – a general term referring to the Legal Service Administrators, Legal Information System Administrators, Limited Access Administrators, and Legal Services Users.



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- h. User Account – shall refer to the account created in the system for a specific user. There shall be one user account per user.
- i. User Name – a unique word that is used by the user as identification, when logging in the system.
- j. Password – a word or a string of characters used for authentication to prove identity to gain access to the system.
- k. CAPTCHA – is a program that protects websites against bots by generating and grading tests that human can pass but the computer cannot.
- l. Taxpayer Identification Number (TIN) – a unique number issued by the Bureau of Internal Revenue, which is used as an additional identification.

Section 4. User Roles.

a. Legal Service Administrator (LSA)

a.1. Regional Level

The LSA shall monitor and manage cases in the **region** through the following:

- 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

a.2. Division Level

The LSA shall monitor and manage cases **within the division**, and can do the following:

- 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



- To authorize LSUs within its jurisdiction

b. Legal Information System Administrator (LISA)

b.1. Regional Level

The LISA can manage user accounts of the Regional LSA, LAA, and LSU 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

b.2. Division Level

The LISA can manage user accounts of Division LSA, LAA, and LSU 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 has the same role and responsibilities as the LSA upon a written authority by the LSA.

d. Legal Services User (LSU)

The LSU has the obligation to check his/her account regularly to check notices, and updates of his/her case.

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 will be provided to the Users to facilitate communication on matters regarding administrative cases. 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 all users based on the following available data:

- First Name, Middle Name, Last Name
- Email Address (DepEd email address required for DepEd Employees, and any valid g-mail address for non-DepEd user)
- User Role or User Type (LSA, LISA, LAA, LAU)
- 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

Section 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:

- a. Email
- b. 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.

Section 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:

- a. Email
- b. TIN
- c. 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.



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Section 7.3.Update Profile. The user can change their password and canupdate their contact information.This feature is available to the user anytime.

Section 8.Date of Upload is the date of Release of official documents. Once an official document is uploaded in the system, it is considered officially released from the Office concerned. The date of upload shall also be considered the official date of receipt of the recipientUser.

Section 9.Checking of user account. It is the responsibility of the user to check their user account regularly to check for notices or updates.

HELP DESK

For queries, suggestions, comments regarding the Legal Services Information System 1.0, you may contact vandolph.flora@deped.gov.ph, jumar.yagoan@deped.gov.ph, and depedcarlegal@gmail.com.