



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

22 OCT 2020

DIVISION MEMORANDUM

No. 276 s. 2020

DIVISION ORIENTATION ON PUBLIC KEY INFRASTRUCTURE

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Public School Heads
Heads, Unit/Section
All Others Concerned

1. In support to **Republic Act No. 10844** of the Philippines, also known as the "*Department of Information and Communications Technology Act of 2015*" which recognize the vital role of information and communication in nation-building, promote the development and widespread use of emerging ICT and encourage the use of ICT for the enhancement of key public services, this Office, through the Information and Communications Technology (ICT) Unit shall conduct Division Orientation on Public Key Infrastructure on October 29-30, 2020 at SDO Training Hall.

2. This orientation aims to use digital signature in the submission of documents. Specifically, it aims to:

- a. acquire necessary knowledge on how PKI works in governance
- b. improve effectiveness and efficiency of Division's communications
- c. increase the level of satisfaction of our customers

3. Participants are required to bring laptop, broadband (if available), extension wire, original and scanned copy of PSA Birth Certificate/Passport, UMID card/(please see attached application form), passport size picture and digital copy (png) of signature. Those who have already received the credentials may not bring the required documents. Participants are also requested to register online at <https://tinyurl.com/sdotayabaspmi>.

4. Attached are Enclosure 1 - Program of Activities, Enclosure 2 - List of Participants, Enclosure 3 - Technical Working Committee with Terms of Reference, and Enclosure 4 - Application Form.

5. Immediate dissemination of this memorandum is desired.

ANIANO M. OGAYON, CESO V
Schools Division Superintendent

Encl.:
As stated



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To be indicated in the Perpetual Index under the following subjects:

ICT
G Suite

Enclosure 1 – PROGRAM OF ACTIVITIES

Day 1 – October 29, 2020 – 34 School Heads

Day 2 – October 30, 2020 – 20 Division/Unit/Section Head

Time	Activity / Topic	Facilitator
8:00 – 8:30am	Registration	
8:30 – 9:00am	Opening Program	Master of Ceremony DICT Engr. Mario Antonio Aya-ay Mr. Kouji Marquez
9:00 – 10:00 am	PNPKI Orientation	
10:00- 10:15am	HEALTH BREAK	
10:15 – 12:00am	Screening of Documents	
12:00 – 1:00pm	LUNCH	
1:00 – 3:00pm	Installation of PKI	
3:00 – 3:15pm	HEALTH BREAK	
3:15 – 4:00pm	Continuation of Installation of PKI	
4:00 – 5:00pm	Closing Program	Master of Ceremony

Enclosure 2 - PARTICIPANTS

Day 1 – School Heads	Day 2 – Division/Unit/Section Head
1 Melinda Buncayo	1 Aniano Ogayon, CESO V
2 Adrian Naynes	2 Maylani Galicia
3 Cherry Hugo	3 Imelda Raymundo
4 Ingrid Palad	4 Edwin Rodriguez
5 Corazon Oabel	5 Conrado Gabarda
6 Larvin Labrada	6 Agnes Luzadas
7 Girlie Abaricia	7 Benjamin Millares
8 Alona Crisanto	8 Connie Sia
9 Teresa Andaya	9 Marife Lagar
10 Leonora De Rama	10 Josefina Oabel
11 Waldymar Pasacsac	11 Dianah Tan
12 Arlene Pagana	12 Joritz Philip Cabriga
13 Natalia Andaya	13 Generosa Zubieta
14 Luz Pacaigue	14 Jeanette Buera
15 Rowena Sabiduria	15 Christian Bables
16 Gener Delos Reyes	16 Georgia Talabong
17 Alita Rodriguez	17 Louie Fulleo
18 Roderick Hugo	18 Mildred Galleno
19 Jeffrey Dimailig	19 Sancho Calatrava
20 Elpidia Palayan	20 Richelle Quintero
21 Wenefredo Baylongo	TWG 1. Kendrick Cabriga 2. Joan Kathleen Brizuela 3. Maria Corazon Borbon 4. Fideliza Lucas
22 Cecilia Pingol	
23 Michael Safred	
24 Julieta Labita	
25 Mary Grace Cabili	
26 Joy Go	



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27	Ronan Ranillo	
28	Lea Cosico	
29	Dennis Labita	
30	Leah Clado	
31	Aldwin Capistrano	
32	Patria Cabriga	
33	Honesto Caagbay	
34	Evelyn Palambiano	

Enclosure 3 - TECHNICAL WORKING COMMITTEE/ TERM OF REFERENCE

Over all Chairperson: Aniano M. Ogayon, CESO V

Co- chairpersons: Maylani L. Galicia

Imelda C. Raymundo

Dr. Edwin R. Rodriguez

Committee	Person/s In-charge	Terms of Reference
Program Preparation	Kendrick C. Cabriga	<ul style="list-style-type: none"> ➤ Plan on the conduct of the program ➤ Identify the facilitators and TWG of the activity ➤ Prepare Training Design and Training Package ➤ Coordinate with Top Management regarding the Training
Planning	Marife R. Lagar	<ul style="list-style-type: none"> ➤ Plot the schedule of the Training
Logistics	Fideliza V. Lucas	<p>Prepares logistics and other resources needed in the implementation of the learning</p> <p>Prepares logistics and other resources needed in the implementation of the learning and Development, manages the conduct of L&D.</p> <p>Gathers, feedback, analyzes and evaluates to be able to prepare findings and recommendations for the endorsement to SGOF Chief.</p> <p>Prepares findings and recommendations.</p> <p>Prepares and consolidates pre-registration of target participants</p> <p>Monitors and prepares the actual list of participants</p>
Technical	Kendrick C. Cabriga	<ul style="list-style-type: none"> ➤ Prepare/ collect and take charge in playing audio-visual presentations and



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	Philip Neri Mabilin Gino Abrigo	material to be used during the activity. ➤ Assist in the facilitating the open forum.
Documentation	Kendrick C. Cabrera Philip Neri Mabilin Gino Abrigo	➤ Document the training from the opening until the closing program ➤ Prepare and submit complete report (narrative report) ➤ Submit copy of documentation report to the Secretariat
Moderator	Joan Kathleen T. Brizuela	➤ Coordinates with the Program Proponent regarding the contents and flow of the orientation ➤ Facilitate the opening and closing program
QAME	Maria Corazon Borbon	Prepare evaluation tool and conduct QATAME and gather feedback
Certificate	Jerome Javin	Prepare the Certificate
Budget and Finance Committee	Benjamin Millares & Agnes M. Luzadas	➤ Ensure the availability of fund ➤ Allocate fund when appropriate ➤ Provide oversight fiscal management and guidance in the conduct of the Training-workshop
Food Committee	Fideliza Luces	➤ Assist the distribution of food



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PHILIPPINE NATIONAL PKI

APPLICATION FOR DIGITAL CERTIFICATE

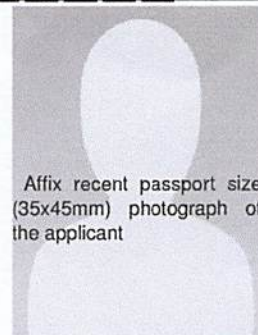
Application ID Number (For Official Use only)

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Instructions:

1. Please fill the form in BLOCK LETTERS ONLY.
2. Required fields are marked with an asterisk (*).
3. Present one (1) copy and the original documents to our Registration Authority for verification and attestation.
4. Any information that is not verified shall not be included in certificates.
5. Any discrepancy or inconsistency in the form will lead to delay and/or rejection.

Affix recent passport size (35x45mm) photograph of the applicant



1. CERTIFICATE CLASS		2. CERTIFICATE TYPE		3. METHOD OF ACTIVATION	
1A Individual		2A <input type="checkbox"/> Signing	2B <input type="checkbox"/> Authentication	3A <input type="checkbox"/> USB Token	3B <input type="checkbox"/> Online Download
4. APPLICANT'S DETAILS					
4A* Last Name		4B* First Name		4C* Middle Name	
4D* Name Extension (JR/SR/III)					
4E* Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>	4F* Nationality		4G* Date of Birth (DD/MM/YYYY)	
4H* TIN			4I SSS No.		
4J GSIS No.		4K Philhealth No.		4L Pag-ibig No.	
4M CRN No.	4N Other IDs presented during face to face verification				
4O* Organization / Agency / Company					
4P* Organizational Unit / Department / Division					
4Q Marital Status	Single <input type="checkbox"/> Married <input type="checkbox"/> Widow <input type="checkbox"/>				
4R Employment Status	Working <input type="checkbox"/> Student <input type="checkbox"/> Self-employed <input type="checkbox"/> Unemployed <input type="checkbox"/> Senior Citizen <input type="checkbox"/>				
	Last Name	First Name	Middle Name	Name Extension (JR/SR/III)	Birthdate (DD/MM/YYYY)
4S Spouse Name					
4T Mother's Maiden Name					
4U Father's Name					
5. CONTACT DETAILS					
Residential Address					
5A* Unit/Room/House No.		5B* Street			
5C* Barangay		5D* Municipality/City			
5E* Province		5F* Zip Code			
5G Landline No.		5H* Mobile No.			
5I* Email Address		5J Alternate Email Address			
Office Address					
5K Unit/Room/Floor No.		5L Building			
5M Street		5N Barangay			
5O Municipality/City		5P Province			
5Q Zip Code		5R Landline No.			
5S Email Address		5T Fax No.			
PNPKI RA Form 2018-01A					
Date Revised February 2020					



6. DECLARATION

I hereby agree that I have read and understood the provisions of the Subscriber's Agreement; that all information provided and documents submitted in relation to this application is true and correct to the best of my knowledge; that I am duly authorized to make this application; that I consent to the subscriber agreement and will abide by the same; that I accept the publication of my certificate information.

I authorize and expressly give consent to the National PKI through its authorized representative(s) to verify my personal information from whatever source it deems appropriate.

Date: Place: Name of Applicant:

Signature:

7. CHECKLIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH THE APPLICATION

Present the ff. original documents with photocopy to our Registration Authority for verification and attestation

Required Documents:

- ☐ Birth certificate issued by PSA OR valid Passport
- ☐ Alien Certificate of Registration (ACR) card for foreigners
- ☐ Unified Multi-purpose Identification Card (UMID) Compliant Card

In the absence of UMID-compliant card, any two (2) of the following cards are allowed as valid ID's

- ☐ Driver's License
- ☐ Professional Regulation Commission (PRC) ID
- ☐ National Bureau of Investigation (NBI) Clearance
- ☐ Postal ID
- ☐ Voter's ID
- ☐ Government Service Insurance System (GSIS) e-Card
- ☐ Government Office and GOCC ID, e.g. Armed Forces of the Philippines (AFP ID), Home Development Mutual Fund (HDMF)
- ☐ Social Security System (SSS) Card
- ☐ Senior Citizen Card
- ☐ Overseas Workers Welfare Administration (OWWA) ID
- ☐ OFW ID
- ☐ Integrated Bar Of The Philippines ID
- ☐ Department of Social Welfare and Development (DSWD) Certification
- ☐ Company IDs Issued by Private Entities or Institutions Registered with or Supervised or Regulated either by the BSP, SEC, or IC

8. DISCLAIMER

The collected personal information is utilized solely for documentation and processing purposes within the DICT and is not shared with any outside parties, in accordance with the Data Privacy Act of 2012.

TO BE FILLED BY RA OFFICE ONLY

I declare that the applicant has provided correct information in this application form. I have checked and verified the application form and supporting documents.

RA Code: Name:

Signature:

Date: Place:

RA Seal and Stamp



THIS FORM IS NOT FOR SALE



SUBSCRIBER AGREEMENT

PLEASE READ THIS AGREEMENT CAREFULLY BEFORE USING THE DIGITAL CERTIFICATE ISSUED TO YOU OR YOUR ORGANIZATION. BY APPLYING FOR A DIGITAL CERTIFICATE, YOU ARE AGREEING TO BE BOUND BY THE TERMS OF THIS AGREEMENT. IF YOU HAVE PROBLEMS UNDERSTANDING THIS AGREEMENT, E-MAIL US AT support.pnpki@dict.gov.ph.

1.0 Definitions

Applicant: The individual that applies for (or seeks renewal of) a Digital Certificate naming it as the "Subject".

Certification Practice Statement (CPS) - A statement of the practices that a certification authority employs in issuing, managing, revoking, and renewing or re-keying certificates.

Certificate Policy (CP) - A named set of rules that indicate s the applicability of a certificate to a particular community and/or class of application with common security requirements. For example, a particular CP might indicate applicability of a type of certificate to the authentication of parties engaging in business-to-business transactions for the trading of goods or services within a given price range.

Certificate Revocation List ("CRL") - A collection of electronic data containing the list of serial numbers revoked or suspended by the Certificate Authority

Online Certificate Status Protocol ("OCSP") - An Internet Protocol (IP) used to obtain the real time revocation status of a digital certificate. It is used as an online faster alternative to CRL list.

Public Key - A mathematical key which is available publicly and which is used to verify Digital Signatures created with the matched Private Key and to encrypt electronic data which can only be decrypted using the matched Private Key

Private Key - A mathematical key which is kept private to the owner and which is used to create Digital Signatures or to decrypt electronic data

Registration Authority (RA) - An entity that is responsible for one or more of the following functions: the identification and authentication of certificate applicants, the approval or rejection of certificate applications, initiating certificate revocations or suspensions under certain circumstances, processing subscriber requests to revoke or suspend their certificates, and approving or rejecting requests by subscribers to renew or re-key their certificates. RAs, however, do not sign or issue certificates (i.e., an RA is delegated certain tasks on behalf of a CA).

Subscriber - A subject of a certificate who is issued a certificate.

2.0 Authority to Use Digital Certificates

2.1 Grant of Authority As from the Effective Date up to the validity period of any issued Digital Certificate ("Valid from" date to "Valid to" date), PNPKI grants to the Subscriber the authority to use the requested Digital Certificate in conjunction with Private Key and/or Public Key operations. The obligations of the subscriber (see section 4.0) with respect to Private Key protection are applicable from the effective date.

2.2 Limitations on Authority The digital certificate cannot be used for purposes other than what is allowed in this Subscriber Agreement and the CPS.

3.0 Use of PNPKI Digital Certificate

The subscriber shall use the certificate for its lawful and intended use only. The certificate shall be used in accordance with its Key-Usage field extensions. All issued certificate by PNPKI cannot be used for purposes other than what is allowed in this subscriber agreement and by the CPS. PNPKI shall not be liable for any claims arising from prohibited use.

3.1 Acceptance of a Digital Certificate

The following conduct constitutes certificate acceptance:

- a) A certificate shall be deemed accepted when it is in the subscriber or representative's control;
- b) Failure of the subscriber to object to the certificate or its content within five (5) calendar days; or
- c) The subscriber uses the certificate.

3.2 Revocation of Digital Certificates

A certificate shall be revoked when the bind between the subject and the subject's public key is no longer valid. An end-user subscriber certificate can be requested for revocation under any of the following conditions:

- a) When a verified request for revocation is received by PNPKI CA or RA;
- b) When any of the information found in the certificate is changed or no longer applicable;
- c) When the Private Key, or the media holding the Private Key, associated with the certificate is compromised;
- d) When the PNPKI CA determines that the end-user entity is no longer complying with the requirements of by the CPS and this subscriber agreement ; or
- e) When the PNPKI CA has the reason to believe that the certificate was issued in a manner that is not in accordance with the procedures required by the CPS and this subscriber agreement.
- f) When subscriber requested revocation of the Certificate;



4.0 Subscriber Obligations

This Agreement governs the subscriber's application for, acceptance, and use of, a digital certificate issued by the RA.

- a) The provisions of the Root CA CP/CPS, GovCA CP/CPS, and other pertinent documents are binding upon the subscriber.
- b) All the information provided in the digital certificate application form is true and correct.
- c) The use of the digital certificate shall be for the sole use of the subscriber.
- d) The subscriber will not, under any circumstances, allow any other person to use the digital certificate. Any such use by another person constitutes a compromise of the associated private key, requiring the revocation of the digital certificate.
- e) The subscriber shall protect the confidentiality of the private key associated with his or her digital certificate as well as any PIN number or other means used to activate the private key.
- f) The subscriber shall remain solely responsible for the maintenance of the confidentiality of the certificate.
- g) The subscriber shall not use the digital certificate for any unlawful purpose, or for any purpose that does not have anything to do with accessing the PKI information systems or transactions using the digital certificates.
- h) The subscriber shall promptly request the RA to revoke the digital certificate upon knowing or suspecting inaccurate information, loss, exposure or compromise of the associated private key.
- i) The subscriber shall not tamper, interfere with, or reverse-engineer any technical implementation of the digital certificate or its use, or in any manner seek to compromise the security provided by the RA and the National PKI system.
- j) The subscriber accepts the risk of an undetected compromised digital certificate or associated private key, which may be used to impersonate the said subscriber.

5.0 Permission to Publish Information

The Subscriber agrees that PNPKI may publish the serial number of the Subscriber's Digital Certificate in connection with PNPKI's dissemination of CRLs and OCSP.

6.0 Disclaimer

PNPKI shall not be liable for any claims arising from prohibited use of Digital Certificates issued by GovCA. PNPKI will not be liable if the user has not respected his obligations mentioned in the CPS and in this agreement.

7.0 Term and Termination

This agreement shall terminate upon

- a) The expiry date of any Digital Certificate issued to the Subscriber
- b) Any failure to comply with any of the subscriber obligations mentioned in this Subscriber Agreement

8.0 Effect of termination

Upon termination of this Subscriber Agreement for any reason, PNPKI may revoke the Subscriber's Digital Certificate in accordance with PNPKI revocation procedures.

9.0 CP and CPS Information

The digital certificate contains information provided by the subscriber, which is authenticated by the RA in accordance with the requirements set out in the CA CP and CPS, available for viewing and download at dict.gov.ph/pnpki/.

Date: Place: Name of Applicant:

Signature: _____

(Please sign in the presence of an administering officer)

