



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

28 JULY 2021

DIVISION MEMORANDUM

No. 017 s. 2021

**APPLICATION OF FIELD OFFICES AND SCHOOL PERSONNEL FOR PNPKI
 DIGITAL CERTIFICATES**

To: Chief Education Supervisors
 Heads, Public Elementary and Secondary Schools
 Heads, Unit/Section
 All Others Concerned

1. Relative to OUA Memo 00-0721-0129 re: Application of Field Offices and School Personnel for PNPKI Digital Signature, Addendum on OUA Memo 00-0721-0169, and COMELEC Policy Guidelines on the Implementation of Digital Certificate for 2022 National and Local Elections and BARMM Elections, digital signatures of personnel is required to those who will serve in the May 2022 National and Local Elections to ensure transparency and credibility.
2. With the support from the Department of Information and Communications Technology (DICT), **application for digital certificates will be done through bulk registration on or before September 30, 2021.**
3. In relation to the application process, the following asynchronous (or self paced) virtual orientations and demonstration activities will be conducted.
 - a. The use of the **Learning Management System (LMS)**
 - b. Submission of PNPKI requirements through the LMS
4. DepEd PNPKI resources such as forms, guides, and samples are available through this link: <http://bit.ly/Deped-PNPKI>. Contents of this resource including process flows and other materials will be regularly updated. Personnel are advised to download and fill -out the application form while waiting for updates.
5. School ICT Coordinators are advised to assist the school personnel on the application and installation of digital signature. They have already attended the orientation on July 27, 2021 on the use of LMS, Microsoft 365 password reset and application of PNPKI digital signatures as per OUA Memo 00-0721-0166.
6. Those personnel who have already installed the PNPKI digital certificate will no longer adhere to this process.
7. Attached are Enclosure 1, OUA Memo 00-0721-0129 and Enclosure 2, OUA Memo 00-0721-0169 for reference.



Brgy. Pitol, Tayabas City



(042) 710-0329 or 797-0773



tayabas.city@depd.gov.ph

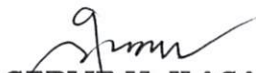


<https://depdtayabas.com/>



8. For more information, questions and concerns on this subject, kindly contact Sir Kendrick C. Cabriga, Information Technology Officer I at kendrick.cabriga@deped.gov.ph or ICTS- User Support Division at support.pnpki@deped.gov.ph / support.usdlms@deped.gov.ph.

9. Immediate dissemination of this memorandum is desired.


GERLIE M. ILAGAN, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of Schools Division Superintendent

Encl.:

As stated

Reference:

OUA Memo 00-0721-0129

OUA Memo 00-0721-0169

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

ICT

PNPKI

Election 2022



Brgy. PotoI, Tayabas City



(042) 710-0329 or 797-0773



tayabas.city@deped.gov.ph



<https://depeditayabas.com/>





QUAD00-0721-0169
To authenticate this document
please scan the QR Code



Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0721-0169

MEMORANDUM

26 July 2021

For: **Regional Directors and BARMM Education Minister
Schools Division Superintendents
Region and Division IT Officers
Region and Division Personnel Officers
School Heads
All Others Concerned**

Subject: **ADDENDUM TO THE MEMORANDUM ON THE APPLICATION
OF FIELD OFFICES AND SCHOOL PERSONNEL FOR
PNPKI DIGITAL CERTIFICATES**

The Commission on Election's (COMELEC) *Policy Guidelines on the Implementation of Digital Certificate for the 2022 National and Local Elections and Bangsamoro Autonomous Region of Muslim Mindanao Elections* requires the use of digital signatures for personnel who will serve in the May 2022 National and Local Elections to ensure transparency and credibility.

In relation to this, the Office of the Undersecretary for Administration (OUA) releases this addendum to OUA Memo 00-0721-0129 *Application of field offices and school personnel for PNPKI digital signature* released on 16 July 2021.

The Department of Information and Communications Technology (DICT) has extended their full support by allowing DepEd to process the application for digital certificates through bulk registration and has waived the submission of requirements that are otherwise too taxing to provide, considering that DepEd personnel who will serve in the election **must have digital certificates on or before the 30th of September 2021.**

For the prioritization list in the processing of applications and composition of the PNPKI Team, please refer to **Annex A.**

For the steps and details on the application process, refer to **Annex B.**



Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

Department of Education, Central Office, Meralco Avenue, Pasig City
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedayo



Scan this QR Code to view
Videos and Magazines
of Major Programs

In relation to the application process, the following asynchronous (or self-paced) virtual orientations and demonstration activities will be conducted:

1. The use of the **Learning Management System (LMS)**.
2. **Submission** of PNPKI requirements **through the LMS**.

Note: Both activities will run from **29 July to 25 August 2021**.

DepEd PNPKI Resources such as forms, guides, and samples are already available through this link: <http://bit.ly/Deped-PNPKI>. Contents of this resource, including process flows and other materials, will be regularly updated.

For any questions and concerns, please contact the following personnel through email or chat via MS Teams:

- PNPKI concerns – Ms. Niña Rica Bernas (support.pnpki@deped.gov.ph)
- LMS concerns – Mr. Winifredo Valdez (support.usdlms@deped.gov.ph)

For immediate compliance.


ALAIN DEL B. PASCUA
Undersecretary



OUAD00-0721-0169
To authenticate this document
please scan the QR Code





OUAD00-0721-0129
To authenticate this document,
please scan the QR Code.



Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0721-0129
MEMORANDUM
16 July 2021

For: **Regional Directors and BARMM Education Minister**
Schools Division Superintendents
Region and Division Information Technology Officers
Region and Division Personnel Officers
Public School Heads
All Others Concerned

Subject: **APPLICATION OF FIELD OFFICES AND SCHOOL**
PERSONNEL FOR PNPKI DIGITAL SIGNATURE

The Department of Education (DepEd) through the Bureau of Human Resources and Organizational Development (BHROD) and the Information and Communications Technology Service (ICTS), in partnership with the Department of Information and Communications Technology (DICT), has started processing applications for the Philippine National Public Key Infrastructure (PNPKI) Digital Signature.

"Public Key Infrastructure (PKI) allows users of public networks like the Internet to exchange private data securely. PKI is essentially a set of hardware, software, policies, personnel, and procedures needed to create, manage, distribute, use, store and revoke digital certificates. The PKI is one of the core services being offered by the Department of Information and Communications Technology (DICT) that will foster trust in the government by ensuring secure and reliable online transactions." (Source: <https://dict.gov.ph/pnpki/>)

At the outset, this initiative is expected to

1. support business as usual without sacrificing the safety of signatories and employees routing physical documents;
2. foster trust between offices by ensuring secure and reliable online transactions;
3. successfully integrate the use of digital signatures in the process flow and vastly increase acceptance on the integrity of official documents within and outside the Department; and
4. prevent the transmission of COVID-19 on widely used official documents.



Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRMMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

Department of Education, Central Office, Meralco Avenue, Pasig City
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtago



Scan this QR Code to view
Videos and Magazines
of Major Programs



Normally, government employees are instructed to apply individually and produce the needed requirements. However, due to the huge number of DepEd personnel, DICT has granted processing of applications through bulk registration. While waiting for updates on the request to waive all the needed requirements, **all DepEd personnel are advised to fill-out the application form.**

Currently, DepEd is processing the application of the Management Committee (MANCOM) members, Central Office personnel with procurement-related roles and DepEd PNPKI Secretariat.

To expedite the process in the field, **especially for those who will serve in the 2022 National and Local Elections**, the following activities will be conducted:

1. Virtual orientation and demonstration on the use of the **Learning Management System (LMS)**
2. Asynchronous (or self-paced) virtual orientation and **submission of PNPKI requirements through the LMS**

Note: Both activities will run from **29 July to 25 August 2021**. More details will be provided in a separate Memorandum.

The **Regional Information Technology (IT) Officers** are hereby designated as the **Regional PNPKI Focal Persons**, while **Division IT Officers** shall be the **Division PNPKI Team Leads**, effective immediately. **Regional and Division Personnel Officers** will also form part of the **PNPKI Team**. The responsibilities and duties of the PNPKI Team will be issued in a separate Memorandum.

The DepEd PNPKI Resources such as forms, guides and samples are already available at <http://bit.ly/Deped-PNPKI> . The content on this link including the process flow and other materials will be regularly updated before the start of activities.

For more information, questions and concerns on this subject, kindly contact Ms. Niña Rica Bernas, Technical Assistant II of the ICTS – User Support Division (USD), through Microsoft Teams or email at support.pnpki@deped.gov.ph

For immediate and appropriate action.


ALAIN DEL B. PASCUA
Undersecretary



OUAD00-0721-0129
To authenticate this document,
please scan the QR Code



2