



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

Office of the Schools Division Superintendent

27 JUL 2021

DIVISION MEMORANDUM

No. 537, s. 2021

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

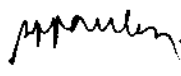
To: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors/ DICs
Elementary and Secondary School Heads
Elementary and Secondary School ICT Coordinators
All Others Concerned

1. This is to disseminate **OUA Memo 00-0721-0129** titled **Application of Field Office and School Personnel for PNPKI Digital Signature**.
2. The Department of Education (DepEd) through the Bureau of Human Resources and Organizational Development (BHROD) and the Information and Information and Communications Technology (DICT), has started processing applications for the Philippine National Public Key Infrastructure (PNPKI) Digital Signature. 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 and prepare ahead a passport size photo** to be submitted during the application process through the DepEd Learning Management System (LMS).
3. To expedite the process in the field, especially for those who will serve in the 2022 National Election and Local Elections, the following activities will be conducted from July 29 to August 25, 2021:
 - a. Virtual orientation and demonstration on the use of the **Learning Management System (LMS)**



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- b. Asynchronous (or self-paced) virtual orientation and **submission of PNPKI requirements through the LMS.**
4. The DepEd PNPKI Resources such as forms, guides and samples are already available at <https://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.
 5. Orientation of Schools Division Office and school personnel will be announced in a separate memorandum.
 6. Immediate dissemination and compliance with this Division Memorandum is enjoined.


SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent
7/27/2021



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS

Office of the Regional Director

REGIONAL MEMORANDUM

No. _____, s. 2021

APPLICATION OF FIELD OFFICES AND SCHOOL PERSONNEL FOR PNPKI DIGITAL SIGNATURE

TO : ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL CONCERNED

1. This is to disseminate OUA Memo 00-0721-0129 titled Application of Field Office and School Personnel for PNPKI Digital Signature.
2. All concerned personnel are advised to prepare ahead a passport size photo to be submitted during the application process through the DepEd Learning Management System (LMS).
3. All regional office personnel are advised to attend the orientation on August 2, 2021 at 1:00 PM to 3:00 PM via MS Teams @ Region 7/General channel.
4. Orientation of Schools Division Office and school personnel will be announced in a separate memorandum.
5. Immediate dissemination and compliance with this Memorandum is enjoined.

SALUSTIANO T. JIMENEZ, JD, EdD, CESO V
Director IV
Regional Director

STG/CAR/ICTO/IRJ



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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 Mitigation Service (DRMS), Bureau of Human Support
Services (BHSS), Bureau of Teachers' Employment, Central Security and Safety Office (CSO).

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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

