



Republic of the Philippines
Department of Education
 REGION X- NORTHERN MINDANAO
 DIVISION OF MALAYBALAY CITY

UNM-2021-08-074
 DEPED MALAYBALAY CITY DIVISION
 RELEASED
 DATE: 8/20/21 TIME: 12:45
 BY: V. Gazo

MEMORANDUM

To: **Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Public Elementary & Secondary School Heads
 Concerned Division Personnel
 This Division**

From: **VICTORIA V. GAZO, PhD, CESO V**
 Schools Division Superintendent *V. Gazo*

Date: August 24, 2021

Subject: **COMPOSITION OF THE DIVISION PHILIPPINE NATIONAL PUBLIC
 KEY INFRASTRUCTURE (PNPKI) TEAM**

1. Pursuant to OUA Memo 00-0721-0169 re: Application of Field Offices and School Personnel for PNPKI Digital Certificates, the following personnel are hereby designated to compose the **Division PNPKI Team**:

Division PNPKI Team

Lead	Paul John P. Arias IT Officer I
Co-Lead	Rosalio P. Arango EPS – SGOD
Member	Guia Ma. G. Villahermosa Administrative Officer IV – Personnel Dave M. Feliciano Administrative Aide – ICT Unit

Division PNPKI Validation Team

Lead	Guia Ma. G. Villahermosa Administrative Officer IV – Personnel
Co-Lead	Novilyn G. Palma Administrative Officer II
Members	Cheryl Jane C. Penalosa Administrative Officer II Evelyn Joy V. Don Administrative Assistant III





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Aprille Mae H. Bandong
Administrative Assistant III
Ruel T. Brigole
Administrative Assistant III
Bonna B. Lincasan
Administrative Assistant III
Sunshine C. Cagatcagat
Administrative Assistant III
Jocardo B. Disalan
Administrative Aide VI

2. The roles and responsibilities of the Division PNPKI Team shall include the following:
 - a. Assist the Regional PNPKI Team in coordinating and ensuring the cooperation of the whole Division in achieving the objectives of the activity;
 - b. Ensure that all applicants will be oriented to apply for their PNPKI-certified digital certificate;
 - c. Coordinate and assist the applicants on how to fill-out the application form and other requirements; and
 - d. Assist in resolving issues and concerns in relation to the activity.

3. The roles and responsibilities of the Division PNPKI Validation Team shall include the following:
 - a. Support and assist the Division PNPKI Team in the execution of responsibilities;
 - b. Support and assist the Division PNPKI Team in the scheduling of the Personnel within the Division;
 - c. Validate the PNPKI application form in DepEd LMS;
 - d. Assist in resolving issues and concerns in relation to the activity.

4. For information and guidance of all concerned, immediate dissemination of this Memorandum is desired.

Encl: As stated

Copy Furnished:

Records Unit

TO BE POSTED IN THE WEBSITE



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
Website: depedmalaybalay.net
Email Address: malaybalay.city@deped.gov.ph