



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

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DEPED MALAYBALAY CITY DIVISION
RELEASED
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BY: DEC 14 2021

DIVISION MEMORANDUM

No. 714, s. 2021

To: **Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Elementary & Secondary School Heads
Section/Unit Heads
All Teaching and Non-Teaching Personnel
All Others Concerned**

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

Date: December 14, 2021

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

1. Pursuant to OUA Memo 00-0721-0129 re: Application of Field Offices and School Personnel for PNPKI Digital Signature, all Teaching and Non-Teaching Personnel are encouraged to file for an application for Philippine National Public Key Infrastructure (PNPKI) especially those personnel who will be serving in the 2022 National and Local Election on or before **December 17, 2021**.
2. The PNPKI application will be through a course on the DepEd RX Learning Management System which can be accessed through <https://r10.lms.deped.gov.ph/> using a DepEd Commons Account. School Personnel will be assisted by the School ICT Coordinators and Administrative Officer II while the Division Office Personnel will be assisted by Division PNPKI Validation Team.
3. Enclosed are the OUA Memorandum and Roles & Responsibilities of School PNPKI Team for reference.



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Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
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4. Queries relative to this can be relayed to Rosalio P. Arango, Education Program Supervisor - SGOD at 09171594825 and/or Paul John P. Arias, Information Technology Officer I at 09770618486 and/or Manuel D. Dinlayan, II, Administrative Officer V at 09178804817.

Encl: As stated

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ROLES AND RESPONSIBILITIES OF SCHOOL PNPKI TEAM

1. **The School PNPKI Focal Person (School ICT Coordinator/s)** shall:
 - a. Assist the Division PNPKI Team in coordinating and ensuring the cooperation of the whole School 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.

2. **The School PNPKI Validator (Administrative Officer II)** shall:
 - a. Support and assist the School PNPKI Focal Person in the execution of responsibilities;
 - b. Validate the PNPKI application form in DepEd LMS;
 - c. Assist in resolving issues and concerns in relation to the activity.





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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 Management Service (DRMMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

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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**

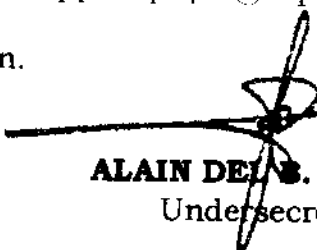
Note: Both activities will run from **29 July to 25 August 2021**. More details will be provided in a separate Memorandum.

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



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