



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

DM- 2022- 04- 236  
DEPED MALAYBALAY CITY DIVISION  
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DATE: APR 25 2022 3:49 pm  
BY: \_\_\_\_\_

**DIVISION MEMORANDUM**

No. 236, s. 2022

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

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

Date: April 20, 2022

Subject: **ADOPTION OF ELECTRONIC DOCUMENTS AND DIGITAL SIGNATURES IN GOVERNMENT TRANSACTIONS WITH DEPED**

1. For the information and guidance of all concerned, this Office hereby disseminates the OUA Memo 00-0322-0189 re: Adoption of Electronic Documents and Digital Signatures in Government Transactions with DepEd. Complete Details are stipulated in the enclosed memorandum.
2. For all future correspondence and queries on this subject, please contact Ms. Niña Rica Bernas, Administrative Assistant II, through 8633 7264 or email at [support.pnpki@deped.gov.ph](mailto:support.pnpki@deped.gov.ph).

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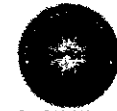
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Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**OUA MEMO 00-0322-0189**

**MEMORANDUM**

24 March 2022

**For: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors and BARMM Education Minister  
Schools Division Superintendents  
Public School Heads  
Regional and Division Information Technology Officers  
All Others Concerned**

**Subject: ADOPTION OF ELECTRONIC DOCUMENTS AND DIGITAL SIGNATURES IN GOVERNMENT TRANSACTIONS WITH DEPED**

1. In preparation for the issuance of the Department Order on the '**Guidelines on the Adoption of Electronic Documents and Digital Signatures in Government Transactions in the Department of Education**,' the Office of the Undersecretary for Administration (OUA), through the Information and Communications Technology Service (ICTS), will facilitate your Public Key Infrastructure (PKI) application.

This aims to facilitate the digital transformation of the Department of Education (DepEd) by instituting a mechanism that will allow acceptance of digital signature in all official documents for ease of archiving and collaboration between DepEd offices and other branches of government.

2. This Memorandum supports Republic Act No. 11032, otherwise known as the '*Ease of Doing Business and Efficient Government Service Delivery Act of 2018*,' Sec. 9(e) which requires electronic versions of 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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Thus, electronic or digital signatures shall be implemented following Republic Act No. 8792, also known as the '*Electronic Commerce Act of 2000*' and Circular No. 2021-006 of the Commission on Audit, which gives the guidance on the use of electronic signatures for accountability purposes to resolve doubts over the reliability of information to be used as audit evidence.


3. The use of the Philippine National Public Key Infrastructure (PNPKI) ensures confidentiality, authenticity, integrity and non-repudiation of electronic transactions and documents. It allows users of public networks to exchange important data in a secure manner.
4. In view of the above, this Memorandum shall apply to all DepEd governance levels including the Central Office, Regional Offices, Division Offices and Schools. All original documents made and created using Information and Communications Technology (ICT) and PKI signed shall be the official and original document.


All officials and personnel must comply with the requirements set by the Department of Information and Communications Technology (DICT) as soon as possible.


5. The use of PKI will enable DepEd to move towards the so-called Digital Government that is efficient, effective and economical. Therefore, it will be the responsibility of offices requiring print and wet signatures to facilitate their internal requirements.

For all future correspondences and queries on this subject, please contact Ms. Nina Rica Bernas, Administrative Assistant II, through 8633 7264 or email at [support.pnpki@deped.gov.ph](mailto:support.pnpki@deped.gov.ph) .

For immediate action.

  
**ALAIN DEL B. PASCUA**  
Undersecretary



  
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## OUA MEMO RE: ADOPTION OF ELECTRONIC DOCUMENTS AND DIGITAL SIGNATURES IN GOVERNMENT TRANSACTIONS WITH DEPED

1 message

DepEd User Support Division &lt;icts.usd@deped.gov.ph&gt;

Sat, Mar 26, 2022 at 9:14 AM

To: Sammy Legaspi <sammy.legaspi@deped.gov.ph>, NOR ALDEEN QADDOUMI <noraldeen.qaddoumi@deped.gov.ph>, CHERYLEE ARTATES <cherylee.artates@deped.gov.ph>, REY VALENZUELA <rey.valenzuela@deped.gov.ph>, ANTHONY TAROY <anthony.taroy@deped.gov.ph>, Buddy Deyto Jr <salvador.deyto@deped.gov.ph>, Noel Donell Narida <noekdonell.narida@deped.gov.ph>, Johnnyline Jagdon <johnnyline.jagdon@deped.gov.ph>, Jim Albert Lagado <jimalbert.lagado@deped.gov.ph>, "Antonio Llagas, Jr." <antonio.llagas@deped.gov.ph>, Ricardo Guinto <ricardo.guinto@deped.gov.ph>, ALDWIN OPRE <aaldwin.opre@deped.gov.ph>, Marcelino Ahon <marcelino.ahon@deped.gov.ph>, Jumar Yago-an <jumar.yagoan@deped.gov.ph>, Gerrie Padilla <gerrie.padilla@deped.gov.ph>, Archie Macarambon <aratic.macarambon@deped.gov.ph>, Pocholo Hernandez <pocholo.hernandez@deped.gov.ph>, Ralph Simon Mabulay <ralphsimon.mabulay@deped.gov.ph>

Cc: DepEd Ilocos Region <region1@deped.gov.ph>, ictu.region2@deped.gov.ph, Department of Education Regional Office III <region3@deped.gov.ph>, DepEd RO IV-A <region4a@deped.gov.ph>, mimaropa region <mimaropa.region@deped.gov.ph>, DepEd RO V <region5@deped.gov.ph>, DepEd VI Western Visayas <region6@deped.gov.ph>, DepEd RO VII <region7@deped.gov.ph>, Region VIII Eastern Visayas <region8@deped.gov.ph>, DepEd RO-IX ZamPen <region9@deped.gov.ph>, Department of Education Region 10 <region10@deped.gov.ph>, DepEd RO XI <region11@deped.gov.ph>, DepEd XII Soccsksargen <region12@deped.gov.ph>, DepEd Region XIII CARAGA <caraga@deped.gov.ph>, DepEd Cordillera Administrative Region <car@deped.gov.ph>, DepEd RO NCR <ncr@deped.gov.ph>, armm@deped.gov.ph

Good day,

In preparation for the issuance of the Department Order on the '**Guidelines on the Adoption of Electronic Documents and Digital Signatures in Government Transactions in the Department of Education**,' this aims to facilitate the digital transformation of the Department of Education (DepEd) by instituting a mechanism that will allow acceptance of digital signature in all official documents for ease of archiving and collaboration between DepEd offices and other branches of government.

Kindly refer to the attached memo for reference.

For all future correspondence and queries on this subject, please contact Ms. Niña Rica Bernas, Administrative Assistant II, through 8633 7264 or email at support.pnki@deped.gov.ph .

Best regards,

### User Support Division

Information and Communications Technology Service

Department of Education

Rooms B-204-205, 2nd Floor, Bonifacio Building, DepEd Complex, Meralco Ave., Pasig City

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LIS/EBEIS Helpdesk: +63 2 8636 4878, +63 2 8633 2658

EHRIS Helpdesk: +63 2 8635 7369

**Please let us know your experience with us by answering our Helpdesk Support Feedback Form. CLICK HERE TO TELL US HOW IT WENT.**

Thank you in advance for your support.

To comply with the *Data Privacy Act of 2021* and DepEd's data privacy policies, we will keep your answers anonymous and use them solely to help improve our services.

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Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO

1751  
Cmfj 4/12/22

April 7, 2022

REGIONAL MEMORANDUM

No. 227, s. 2022

**ADOPTION OF ELECTRONIC DOCUMENTS AND DIGITAL SIGNATURES  
IN GOVERNMENT TRANSACTIONS WITH DEPED**

To: Schools Division Superintendents  
Assistant Schools Division Superintendents  
All Others Concerned

1. This refers to the **OUA Memorandum 00-03220-0189** from the Office of the Undersecretary for Administration Allain Del B. Pascua titled **Adoption of Electronic Documents and Digital Signatures in Government Transactions with DepEd.**
2. Please see the attachment for the complete details.
3. This Office directs the immediate and wide dissemination of this Memorandum.

**DR. ARTURO B. BAYOCOT, CESO III**  
Regional Director

ATCH: As stated  
To be indicated in the Perpetual Index  
under the following subject:

DIGITAL SIGNATURES

ORD-ICT/ralph



DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City  
(088) 856-3932 | (088) 881-3137 | (088) 881-3031  
Department of Education Region 10  
region10@deped.gov.ph  
<http://deped10.com>



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For immediate action.

  
  
**ALAIN DEL B. PASCUA**  
Undersecretary

  
  
QUAD00-0122-G-186  
Department of Information and Communications Technology  
Department of Education