



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

DM-2023-09-409
DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE: SEP 27 2023 Time: 1:03
By: [Signature]

DIVISION MEMORANDUM

No. 409, s. 2023

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: *for my*
CHERRY MAE L. LIMBACO-REYES
Schools Division Superintendent *[Signature]*

Date: September 28, 2023

Subject: **DISSEMINATION OF REGIONAL MEMORANDUM NO. 0540, s. 2023 RE:
APPLICATION FOR PNPKI DIGITAL CERTIFICATE**

1. For the information and guidance of all concerned, this Office hereby disseminates Regional Memorandum No. 0540, s. 2023 re: *Application for PNPKI Digital Certificate*, directing all teaching and non-teaching personnel to accomplish the PNPKI Application forms with a clear ID picture and electronic signature on or before **October 6, 2023**.
2. All Division Chiefs, Section/Unit Heads and School ICT Coordinators shall consolidate and accomplish the PNPKI (P12) Bulk Application Data Form 2023 and submit it to **ictu.malaybalay@deped.gov.ph** on or before **October 6, 2023**.
3. For the requirements and other pertinent details, please refer to Annex A. Forms, guides, samples, and video tutorial are available thru this link **<https://bit.ly/DepEd-PNPKI2023>**.
4. Queries relative to this can be relayed to Paul John P. Arias, Information Technology Officer I at 09770618486.

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Records Unit

TO BE POSTED IN THE WEBSITE



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Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
Website: depedmalaybalay.net
Email Address: malaybalay.city@deped.gov.ph

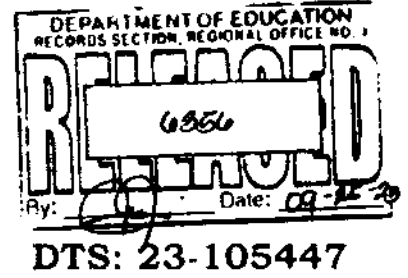


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Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO



September 22, 2023

REGIONAL MEMORANDUM
No. 0640, s. 2023

APPLICATION FOR PNPKI DIGITAL CERTIFICATE

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

1. This Office disseminates the OUA Memorandum titled **Application for PNPKI Digital Certificate** directing all teaching and nonteaching personnel to accomplish the PNPKI Application forms with a clear ID picture and electronic signature on or before September 29.
2. All Schools Division Offices (SDOs) shall designate a PNPKI focal person who shall register via this link [https://www.pnpki.gov.ph/](#)
3. For the requirements and other pertinent details, kindly refer to Annex A and this link [https://www.pnpki.gov.ph/](#)
4. All SDO focal persons shall consolidate and accomplish the PNPKI (P12) Bulk Application Data Form 2023 and submit it to [https://www.pnpki.gov.ph/](#) on or before September 29.
5. For further inquiries and clarifications, please contact Renel Jay Quirit, IT officer, at 0917-307-7968.
6. 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:
PNPKI APPLICATION

ICT/rjq23-14



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region10@deped.gov.ph
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Dep. Div. Office	DepEd PNU/RRF 2025-013	Rev.	30
Issuance	9/22/23	Page	1 of 2





Republika ng Pilipinas
Kagabaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMORANDUM
17 August 2023

For: **Undersecretaries and Assistant Secretaries
Central Bureau/Service and Regional Directors
Division Chiefs
Other Central Office Personnel**

Subject: **APPLICATION FOR PNPKI DIGITAL CERTIFICATE**

The Department of Education (DepEd), through the Information and Communications Technology Service (ICTS) and in partnership with the Bureau of Human Resources and Organizational Development (BHROD) and Department of Information and Communications Technology (DICT) will embark on the renewal of existing and application for additional DepEd subscribers for the Philippine National Public Key Infrastructure (PNPKI) Digital Certificate initially in the Central Office.

"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/>)

Under DepEd's Basic Education Development Plan's (BEDP) Governance Pillar 4 states that "Internal systems and processes are efficient, responsive, modern and continuously improving", the adoption of PNPKI in DepEd offices may ripple impact on:

1. Fostering trust within the DepEd Offices by ensuring secure and reliable online transactions.
2. Integration of the use of digital signature in the process flow and vastly increase the integrity of acceptance on the official documents within and outside the department.
3. Increased trust in online relationships due to ensured security of digital data and transactions that is authentic, confidential, with integrity and is non-repudiation.

Pending DICT's approval of the Department's request for the **Bulk Application for PNPKI Digital Certificate**, DepEd will proceed with the

Office of the Undersecretary for Administration (OUA)

submission of the individual duly accomplished PNPKI Application Forms with a clear ID picture and electronic signature. For this undertaking, a **focal person** must be assigned by each Office for close coordination.

For the requirements and other pertinent details, kindly refer to **Annex A**. Forms, guides, samples, etc. will be available in this link: <http://bit.ly/DepEd-PNPKI2023>.

All pertinent submissions must be emailed to support.pnpi@deped.gov.ph on or before the schedule shown below:

ACTIVITY	PROCESS OWNER	EXECOM, DIRECTORS and CHIEFS	Other CO Personnel
Submission of Office Focal (name, office, email, mobile number)	CO Offices	24 August 2023 http://bit.ly/PNPKI-Focal2023	
Submission of Application Form	DepEd CO employees	24 to 31 August 2023	30 August to 8 September 2023
Review of Application	ICTS and HROD	29 August to 5 September 2023	5 September to 11 November 2023
Issuance of Certification	HROD-PD	6 September 2023	9 September to 18 November 2023
Transmission of validated form and Certification to DICT	ICTS	7 September 2023	Starting 12 September 2023, in weekly batches

Further, details about the submission of **field personnel/offices** will also be released in a separate memorandum/advisory and a virtual consultation meeting will be scheduled with selected ROs and SDOs.

For any questions and concerns, you may contact **Mr. Joseph Nathaniel Santiago**, Information Technology Officer I thru email or chat (via MS Teams) at support.pnpi@deped.gov.ph.

For immediate and appropriate action.

NOLASCO A. MEMPIN

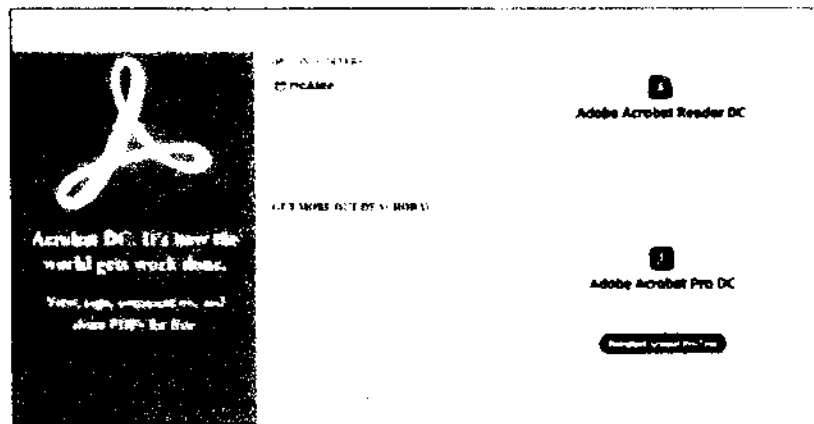
Undersecretary

Annex A

About the Requirements

Steps to apply for the DICT-PNPKI digital signature:

1. Before downloading the application form, prepare the following:
 - a. Desktop/laptop computer
 - b. Stable internet connection
 - c. Soft copy of clear and decent passport-sized ID picture
 - 4.5 cm x 3.5 cm or 1.8 inches x 1.4 inches
 - Taken within the last six (6) months.
 - Selfies or stretched images **will not be considered.**
 - d. Soft copy of electronic signature
 - High resolution (minimum of 600 dpi)
 - e. Access this site if you do not have a pdf reader yet:
<https://get.adobe.com/reader/?promoid=KSWLH>



- Before downloading the free Adobe Acrobat Reader DC application, ensure that all checkboxes in the "Optional Offers" section are clear or unchecked to avoid ads.
- Next, click "**Download Acrobat Reader**" and follow the instructions until the application is installed on the computer



Adobe Acrobat Reader DC

The leading PDF viewer to print, sign, and annotate PDFs.

Handwritten signature

2. Download the application form via: <http://bit.ly/DepEd-PNPKI2023>
 - a. Individually, accomplish said form by clicking on text boxes. Please note that some items with either an asterisk (*) or "red-colored" boxes are required to be filled-out by the applicant/s.
 - b. After accomplishing the form, save the said form in this format:
 - *LastName_FirstName_[your affiliation]*

Example: Reyes_Maria ICTS-USD

Note: DICT will not accept handwritten application forms.

3. Once the applicant's email is received, an acknowledgment receipt will be sent to the applicant.