





**DIVISION MEMORANDUM**  
No. 153, s. 2021

**PROPOSED COMPOSITION OF MEMBERS OF ELECTORAL BOARD  
(Chairman, Poll Clerk and Third Member)  
FOR 2022 NATIONAL AND LOCAL ELECTIONS**

To: Chief, Curriculum Implementation Division  
Chief, School Governance and Operations Division  
District In-Charges  
Public Elementary and Secondary School Heads  
This Division

1. Relative to the letter received from the Office of the Commission On Elections in Tangub City, Misamis Occidental, in preparation of the upcoming May 2022 National and Local Elections, and in connection with the Composition of Members of the Electoral Board ( Chairman, Poll Clerk, Third Member).
2. The Office of the City Election Officers requested a confirmation to the attached List of DepEd Teachers who serve last 2019 Election.
3. Those names of DepEd Teachers reflected in the list whose willing to serve this May 2022 Elections need to fill in the attached forms of PNPKI (RA Form 2018-01A) Application for Digital Certificate and bring them to the Office of the Comelec for digital signature registration.
4. To maintain the Health and Safety Protocol attached is the schedule for guidance. (Annex A- Schedule, Annex B- List of BEI 2019, Annex C- Forms PNPKI).
5. Immediate dissemination of this Memorandum is highly enjoined.

  
**AGUSTINES E. CEPE, CESO V**  
Schools Division Superintendent 

AEC/drd 07-19-21





Annex-A

**SCHEDULE OF APPLICATION FOR DIGITAL CERTIFICATION**

DATE	BARANGAY	DATE	BARANGAY
July 22, 2021 (AM)	Barangay I	August 3, 2021 (AM)	Panalsalan
	Barangay II		Pangabuan
	July 22, 2021 (PM)	Barangay III	August 3, 2021 (PM)
Barangay IV		Salimpuno	
Barangay V		August 4, 2021 (AM)	San Antonio
Barangay VI	San Apolinario		
July 23, 2021 (AM)	Barangay VII	August 4, 2021 (AM)	San Vicente
	Aquino		Sicot
	July 23, 2021 (PM)	Balatacan	August 4, 2021 (PM)
Baluc		Silangit	
July 26, 2021 (AM)		Banglay	August 5, 2021 (AM)
	Bintana	Sta. Cruz	
	July 26, 2021 (PM)	Bocator	August 5, 2021 (PM)
Bongabong		Sto. Niño	
July 26, 2021 (PM)	Caniangan	August 6, 2021 (AM)	Sumirap
	Capalaran		Taguite
July 27, 2021 (AM)	Catagan	August 6, 2021 (PM)	Tituron
	Garang		Tugas
	July 27, 2021 (PM)	Guinabot	
Guinalaban			
Hoyohoy			
July 28, 2021 (AM)	Isidro D. Tan		
	Kauswagan		
July 28, 2021 (PM)	Kimat		
	Labuyo		
July 29, 2021 (AM)	Lorenzo Tan		
	Lumban		
July 29, 2021 (PM)	Maloro		
	Manga		
July 30, 2021 (AM)	Mantic		
July 30, 2021 (PM)	Maquilao		
August 2, 2021 (AM)	Matugnao		
	Migcanaway		
August 2, 2021 (PM)	Minsubong		
	Owayan		
	Paiton		



Annex-B

Republic of the Philippines  
**COMMISSION ON ELECTIONS**  
 Office of the City Election Officer  
 Tangub City, Misamis Occidental

**LIST OF BOARD ELECTION INSPECTORS (BEI) 2022 NLE**

BARANGAY	NAME	POSITION	ADDRESS
1. BARANGAY I	LEDRES, JEROLD AZCUNA, JOCELYN E. CABALUNA, MERIAM	Chairman Poll Clerk Member	Tangub City Central School, Mantle, Tangub
2. BARANGAY II	GABICA, JANICE B. ESCALA, LUTCHIE ALO, JOEL A. ✱	Chairman Poll Clerk Member	Tangub City Central School, Mantle, Tangub
3. BARANGAY III	ABALDE, ANTONIETTA BUGSOCAN, JONAH MAY REDOBLADO, MARY JABE F	Chairman Poll Clerk Member	Barangay III Elem. Sch. Barangay III, Tangub
4. BARANGAY IV	ENAYO, LIEGH S. FERNANDEZ, ROSILYN TIONGSON, TRIFONIA B.	Chairman Poll Clerk Member	Tangub City Central School, Mantle, Tangub
5. BARANGAY V	CALUNOD, EDITH M. ENAYO, FLORISEL C. LABRADO, DAYLINDA	Chairman Poll Clerk Member	Tangub City Central School, Mantle, Tangub
6. BARANGAY VI	APAT, HAZEL MARIE C. DELA PEÑA, JERUEL LANZADO, NIELA M.	Chairman Poll Clerk Member	Polao Elem. Sch. Barangay VI, Tangub
7. BARANGAY VII	LARGO, EVANGELINE O. SALOMON, MYLENE A. COTIAMCO, ARACELI A.	Chairman Poll Clerk Member	Polao Elem. Sch. Barangay VI, Tangub
8. AQUINO	REYES, JOMAR L. CANOLO, GLORELI C. YABO, EVA A.	Chairman Poll Clerk Member	Aquino Elem. School Aquino, Tangub City
9. BALATACAN	GAGNO, MICHAEL JOHN LAGAT, ISIDANETH T. OSTIA, SALVE	Chairman Poll Clerk Member	Balatacan Elem. Sch. Balatacan, Tangub City
10. BALUK	HONCULADA, STEPHEN F. EDULLANTES, MARGIE C. TULABING, STEPHEN	Chairman Poll Clerk Member	Baluk Elem. Sch. Baluk, Tangub City
11. BANGLAY	GULAHAB, JOVELYN C. BERMOY, MARY GRACE E. MAGANTE, JOFORD	Chairman Poll Clerk Member	Banglay Elem. Sch. Banglay, Tangub City
12. BINTANA	FUENTES, DELIO A. RUPINTA, ANAFEL S. AMANG, ARLENE C.	Chairman Poll Clerk Member	Bintana Elem. Sch. Bintana, Tangub City
13. BOCATOR	BAGARES, EVELYN E. ROJO, MYRNLIE A. ADOLFO, JUVY A.	Chairman Poll Clerk Member	Bocator Elem. Sch. Bocator, Tangub City
BOCATOR	DONGGON, ELONA BALBUENA, JOVELYN ALINGARO, JOCELYN R.	Chairman Poll Clerk Member	Bocator Elem. Sch. Bocator, Tangub City
14. BONGABONG	SARONA, CECILIA U. TAGA-AN, JULIE D. FIEL, MICHAEL ✱	Chairman Poll Clerk Member	Bongabong Elem. Sch. Bongabong, Tangub City
15. CANIANGAN	GUMITER, FLORENCIA S. LANORIAS, RIZAFLO A. CARILLO, LUZ L.	Chairman Poll Clerk Member	Vidasto Carillo Mem. Sch. Canlangan, Tangub City
16. CAPALARAN	PAGLINAWAN, FREMELYN P. JAY, JOJITA P. CATALONIA, SHELINA M.	Chairman Poll Clerk Member	Capalaran Elem. Sch. Capalaran, Tangub City

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17. CATAGAN	BUGSOCAN, EDITO P. TORRES, JUANILDA BRIONES, JOCELYN	Chairman Poll Clerk Member	Catagan Elem. Sch. Catagan, Tangub City
18. GARANG	OFAMEN, EVANGELINE R. AJOC, HILDA RETUYA, MARY ROSE T.	Chairman Poll Clerk Member	Garang Elem. Sch. Garang, Tangub City
GARANG	PABRIGA, MARILYN B. CAÑAS, ARLYN T. MANLONGAT, MARIE CHRISTINE	Chairman Poll Clerk Member	Garang Elem. Sch. Garang, Tangub City
19. GUINABOT	MALALIS, JOSEPH H. DATOY, JANETTE E. TIMOSA, JOANNE E.	Chairman Poll Clerk Member	Guinabot Elem. Sch. Guinabot, Tangub City
20. GUINALABAN	MONSUBRE, CHERYNITO RAMOS, RHEA TEZZA CAPINO, CHENDDY S.	Chairman Poll Clerk Member	Guinalaban Elem. Sch. Guinalaban, Tangub
21. HOYUHOY	SALVADOR, ANNE CHRISTY FIEL, TERESITA SUANER, MARJORIE	Chairman Poll Clerk Member	Huyohoy Elem. Sch. Huyuhoy, Tangub City
22. ISIDRO D. TAN	MAGLANGIT, MARGIE E. COMPRA, JENIE B. MANGINSAY EPIFANIA	Chairman Poll Clerk Member	Isidro D. Tan Elem. Sch. Isidro d. Tan, Tangub
ISIDRO D. TAN	GERALDE, MARYCRIS ELMEDULAN, HERMOCILLA J. SEDROME, EVELYN A.	Chairman Poll Clerk Member	Isidro D. Tan Elem. Sch. Isidro d. Tan, Tangub
23. KAUSWAGAN	QUIAP, ANALYN UNGAB, JULIE B. LABRADOR, CRISTYL	Chairman Poll Clerk Member	Kauswagan Elem. Sch. Kauswagan, Tangub
24. KIMAT	CAÑAS, ARNOLD CORTEDOR, JOY G. BUREROS, ZIBBREN A.	Chairman Poll Clerk Member	Kimat Elem. School Kimat, Tangub City
25. LABUYO	FERNANDEZ, ROSALINA B. <i>ROSALITA</i> CAYLAN, JULEVIE R. CABRERA, ROLINA D.	Chairman Poll Clerk Member	Labuyo Elem. School Labuyo, Tangub City
LABUYO	MORALES, MARIEFE B. ANG, MARITEL P. LOPEZ, ARLYN	Chairman Poll Clerk Member	Labuyo Elem. School Labuyo, Tangub City
26. LORENZO TAN	JUMAMIL, JOREL ENCALLADO, ETHEL M. MINA, MARIBE	Chairman Poll Clerk Member	Lorenzo Tan Elem. Sch. Lorenzo Tan, Tangub
LORENZO TAN	PABOTOY, JUVILEE S. CIPRES, LANELYN C. EPONG, LAURENCIO T <i>YERONIMO</i>	Chairman Poll Clerk Member	Lorenzo Tan Elem. Sch. Lorenzo Tan, Tangub
27. LUMBAN	SURDILLA, ALFE B. ENGUITO, NIERRA B. CANTONA, ANECITA M.	Chairman Poll Clerk Member	Lumban Elem. School Lumban, Tangub City
28. MALORO	SUMINGUIT, GERMAN C. NACION, AMOR TABURADA, ELSA A.	Chairman Poll Clerk Member	Maloro Elem. School Maloro, Tangub City
MALORO	BITACURA, PREDJUN B. TACATANI, PHILAMER M. MANLANGIT, ANALYN T.	Chairman Poll Clerk Member	Maloro Elem. School Maloro, Tangub City
29. MANGA	REVELO, WELVINA C. DIZON, REBECCA S. PAMA, JOSIE	Chairman Poll Clerk Member	Manga Elem. School Manga, Tangub City
30. MANTIC	ERQUITA, EMILY C. RIOS, JULIET B. ALO, JERSON	Chairman Poll Clerk Member	Tangub City Central School, Mantic, Tangub
MANTIC	LUMPAYAO, ANALIZA U. BATOON, ROSENIDA M. APAITAN, CRISPY P.	Chairman Poll Clerk Member	Tangub City Central School, Mantic, Tangub

31. MAQUILAO	MALABOSA, NILDIE A. BAGABOYBOY, RUEM S. MONSUBRE, NECITAS B.	Chairman Poll Clerk Member	Maquilao Elem. Sch. Maquilao, Tangub City
MAQUILAO	MANLANGIT, ELLAINE R. HIPOS, PURIFE C. DIMASUHID, PRIMA	Chairman Poll Clerk Member	Maquilao Elem. Sch. Maquilao, Tangub City
MAQUILAO	YMBONG, JULINDA GUTIERREZ, JOYCE T. DELOSA, IRENE C.	Chairman Poll Clerk Member	Maquilao Elem. Sch. Maquilao, Tangub City
32. MATUGNAO	PAYOT, JOSE GLENN B. PADILLA, IAN JOHN L. CAÑETE, WINBER BERG. T.	Chairman Poll Clerk Member	Matugnao Elem. School Matugano, Tangub City
33. MIGCANAWAY	MIRAFUENTES, EMMA M. SALAMANCA, AIREEN JOY ENGUITO, DIONESIO	Chairman Poll Clerk Member	Tangub City Central School, Mantic, Tangub
MIGCANAWAY	SORIA, ANABELLA _ TUMALA, CHARYMNE _ DAGAMAC, LEONOR	Chairman Poll Clerk Member	Tangub City Central School, Mantic, Tangub
34. MINSUBONG	JIMENEZ, MARIE ANN B. SAMSON, MARICEL A. MIRONTOS, MARY CECILLE	Chairman Poll Clerk Member	Minsubong Elem. Sch. Minsubong, Tangub
35. OWAYAN	VIRTUDAZO, ELIZABETH S. IGNO, DAISY F. ENCALLADO, RODEL C.	Chairman Poll Clerk Member	Owayan Elem. School Owayan, Tangub City
36. PAITON	COMPRA, JOVELYN C. REMULTA, MAYETH P. ESTOMATA, RIZEL MARIE C.	Chairman Poll Clerk Member	Paiton Elem. School Paiton, Tangub City
37. PANALSALAN	LAGAT, IVY T. RODRIGUEZ, MERICEL P. TRONIADO, ALICE P.	Chairman Poll Clerk Member	Panalsalan Elem. School Panalsalan, Tangub City
38. PANGABUAN	ONGCOL, RICHEL HERAY, DONAH J. MELGAR, ALMA	Chairman Poll Clerk Member	Pangabuan Elem. School Pangabuan, Tangub
PANGABUAN	BADON, SUSANA C. GOMONIT, NANCY R. CLARIN, AGRIPINA R.	Chairman Poll Clerk Member	Pangabuan Elem. School Pangabuan, Tangub
39. PRENZA	CANTONA, JULIANA C. DE CASTRO, BRYAN ABALLE, JUMILIE F.	Chairman Poll Clerk Member	Prenza Elem. School Prenza, Tangub City
40. SALIMPUNO	BURLAT, LEMUEL O. SAGARIO, GARCE T. UNGAB, ARLENE N.	Chairman Poll Clerk Member	Salimpuno Elem. Sch. Salimpuno, Tangub
41. SAN ANTONIO	MACALISANG, CRISTOPHER TENEBRO, JOEY V. MONTECLAR, CHRISTY T.	Chairman Poll Clerk Member	San Antonio Elem. Sch. San Antonio, Tangub
42. SAN APOLINARIO	VILLAFUERTE, EVA G. ALCOSEBA, ESTRELLA O. SUMICAD, LAURENCE E.	Chairman Poll Clerk Member	San Apolinario Elem. Sch San Apolinario, Tangub
43. SAN VICENTE	MONTEFALCON, MARILYN A. SEMILLA, CHRISTOPHER S. HISULLER, VIRGINIA	Chairman Poll Clerk Member	San Vicente Elem. Sch. San Vicente, Tangub
44. SICOT	MALAUANG, EDGARDO G. PUEBLAS, JOAN MACAHILO, EDITH M.	Chairman Poll Clerk Member	Sicot Elem. School Sicot, Tangub City
45. SILANGA	LUMAYOT, NILO JURADO, MAE S. MAABA, MARILYN C.	Chairman Poll Clerk Member	Silanga Elem. School Silanga, Tangub City
SILANGA	UNGAB, LILIBETH S. HILOLITO, LILANIE M. CASAS, JONA	Chairman Poll Clerk Member	Silanga Elem. School Silanga, Tangub City

46. SILANGIT	JORNALES, DORRIS D. MORALES, GARY GLENN R. ROSALES, ELMA	Chairman Poll Clerk Member	Silangit Elem. School Silangit, Tangub City
47. SIMASAY	LUMPAYAO, RONALD L. PASAMANERO, ADAM CANDANO, JEREM R.	Chairman Poll Clerk Member	Simasay Elem. School Simasay, Tangub City
48. STA. CRUZ	MANDAWE, JEFFREY CRUDA, ARACELI T. DELA CERNA, LIGAYA	Chairman Poll Clerk Member	Sta. Cruz Elem. School Sta. Cruz, Tangub City
STA. CRUZ	ESCALA, JOSELITO B. REDULLA, JANET TALLEDO, LINDA	Chairman Poll Clerk Member	Sta. Cruz Elem. School Sta. Cruz, Tangub City
49. STA. MARIA	MENDOZA, ALMA T. SEJISMUNDO, SKYLYN CALOG, LUCIA	Chairman Poll Clerk Member	Sta. Maria Elem. School Sta. Maria, Tangub City
STA. MARIA	CORTEZ, LIEZEL R. BRIONES, AMY T. SURDILLA, JOJIE P.	Chairman Poll Clerk Member	Sta. Maria Elem. School Sta. Maria, Tangub City
50. STO. NIÑO	TRONIADO, JAMES MICHAEL M. FIEL, EVELYN BITACURA, CHIYOME U.	Chairman Poll Clerk Member	Sto. Niño Elem. School Sto. Niño, Tangub City
51. SUMIRAP	FERRER, GRECEL R. LUMINGKIT, EMILY M. ENRIQUEZ, EVA P.	Chairman Poll Clerk Member	Sumirap Elem. School Sumirap, Tangub City
SUMIRAP	GUTANG, JUNIFER LUMPAYAO, MELINDA M. ADLAON, MEDELYN M.	Chairman Poll Clerk Member	Sumirap Elem. School Sumirap, Tangub City
52. TAGUITE	ABELLA, FE T. ROA, QUIRINO L. REQUINA, FLORANTE C.	Chairman Poll Clerk Member	Taguite Elem. School Taguite, Tangub City
53. TITURON	MAGALLANES, MELCHOR S. SUMINGUIT, CRISTEL C. PACTOL, NIMFA	Chairman Poll Clerk Member	Tituron Elem. School Tituron, Tangub City
54. TUGAS	HINO, RANDY MONTEFALCON, DINALYN E. CAÑETE, HAROLD L.	Chairman Poll Clerk Member	Tugas Elem. School Tugas, Tangub City
55. VILLABA	CONOL, ANNABELLE H. LIBREDO, MYLA B. TABURADA, WILLARD N.	Chairman Poll Clerk Member	Villaba Elem. School Villaba, Tangub City

  
**ATTY. DAN PATRICK S. GARCIA**  
 ELECTION OFFICER III



# PHILIPPINE NATIONAL PKI

## APPLICATION FOR DIGITAL CERTIFICATE

Application ID Number (For Official Use only)

**Instructions:**

1. Please fill the form in BLOCK LETTERS ONLY.
2. Required fields are marked with an asterisk (\*).
3. Present one (1) copy and the original documents to our Registration Authority for verification and attestation.
4. Any information that is not verified shall not be included in certificates.
5. Any discrepancy or inconsistency in the form will lead to delay and/or rejection.

Affix recent passport size (35x45mm) photograph of the applicant

<b>1. CERTIFICATE CLASS</b>		<b>2. CERTIFICATE TYPE</b>		<b>3. METHOD OF ACTIVATION</b>	
1A Individual		2A Signing	2B Authentication	3A USB Token	3B Online Download
<b>4. APPLICANT'S DETAILS</b>					
4A* Last Name		4B* First Name		4C* Middle Name	
4D* Name Extension (JR/SR/III)					
4E* Gender		4F* Nationality		4G* Date of Birth (DD/MM/YYYY)	
Male <input type="checkbox"/> Female <input type="checkbox"/>					
4H* TIN		4I SSS No.			
4J GSIS No.		4K Philhealth No.		4L Pag-ibig No.	
4M CRN No.		4N Other IDs presented during face to face verification			
4O* Organization / Agency / Company					
4P* Organizational Unit / Department / Division					
4Q Marital Status		4R Employment Status		Senior Citizen	
Single <input type="checkbox"/> Married <input type="checkbox"/> Widow <input type="checkbox"/>		Working <input type="checkbox"/> Student <input type="checkbox"/> Self-employed <input type="checkbox"/> Unemployed <input type="checkbox"/>		<input type="checkbox"/>	
4S Spouse Name		4T Mother's Maiden Name		4U Father's Name	
Last Name		First Name		Middle Name	
Name Extension (JR/SR/III)		Birthdate (DD/MM/YYYY)		Living / Deceased	
<b>5. CONTACT DETAILS</b>					
<b>Residential Address</b>					
5A* Unit/Room/House No.		5B* Street			
5C* Barangay		5D* Municipality/City			
5E* Province		5F* Zip Code			
5G Landline No.		5H* Mobile No.			
5I* Email Address		5J Alternate Email Address			
<b>Office Address</b>					
5K Unit/Room/Floor No.		5L Building			
5M Street		5N Barangay			
5O Municipality/City		5P Province			
5Q Zip Code		5R Landline No.			
5S Email Address		5T Fax No.			

PNPKI RA Form 2018-01A

Date Revised February 2020



**6. DECLARATION**

I hereby agree that I have read and understood the provisions of the Subscriber's Agreement; that all information provided and documents submitted in relation to this application is true and correct to the best of my knowledge; that I am duly authorized to make this application; that I consent to the subscriber agreement and will abide by the same; that I accept the publication of my certificate information. I authorize and expressly give consent to the National PKI through its authorized representative(s) to verify my personal information from whatever source it deems appropriate.

Date:  Place:  Name of Applicant:

Signature: \_\_\_\_\_

**7. CHECKLIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH THE APPLICATION**

Present the ft. original documents with photocopy to our Registration Authority for verification and attestation

**Required Documents:**

- Birth certificate issued by PSA OR valid Passport
- Alien Certificate of Registration (ACR) card for foreigners
- Unified Multi-purpose Identification Card (UMID) Compliant Card

**In the absence of UMID-compliant card, any two (2) of the following cards are allowed as valid ID's**

- Driver's License
- Professional Regulation Commission (PRC) ID
- National Bureau of Investigation (NBI) Clearance
- Postal ID
- Voter's ID
- Government Service Insurance System (GSIS) e-Card
- Government Office and GOCC ID, e.g. Armed Forces of the Philippines (AFP ID), Home Development Mutual Fund (HDMF)
- Social Security System (SSS) Card
- Senior Citizen Card
- Overseas Workers Welfare Administration (OWWA) ID
- OFW ID
- Integrated Bar Of The Philippines ID
- Department of Social Welfare and Development (DSWD) Certification
- Company IDs Issued by Private Entities or Institutions Registered with or Supervised or Regulated either by the BSP, SEC, or IC

**8. DISCLAIMER**

The collected personal information is utilized solely for documentation and processing purposes within the DICT and is not shared with any outside parties, in accordance with the Data Privacy Act of 2012.

**TO BE FILLED BY RA OFFICE ONLY**

I declare that the applicant has provided correct information in this application form. I have checked and verified the application form and supporting documents.

RA Code: \_\_\_\_\_ Name: \_\_\_\_\_  
Signature: \_\_\_\_\_ Place: \_\_\_\_\_  
Date: \_\_\_\_\_

RA Seal and Stamp



THIS FORM IS NOT FOR SALE





## SUBSCRIBER AGREEMENT

PLEASE READ THIS AGREEMENT CAREFULLY BEFORE USING THE DIGITAL CERTIFICATE ISSUED TO YOU OR YOUR ORGANIZATION. BY APPLYING FOR A DIGITAL CERTIFICATE, YOU ARE AGREEING TO BE BOUND BY THE TERMS OF THIS AGREEMENT. IF YOU HAVE PROBLEMS UNDERSTANDING THIS AGREEMENT, E-MAIL US AT support.pnpki@dict.gov.ph.

### 1.0 Definitions

**Applicant:** The individual that applies for (or seeks renewal of) a Digital Certificate naming it as the "Subject".

**Certification Practice Statement (CPS)** - A statement of the practices that a certification authority employs in issuing, managing, revoking, and renewing or re-keying certificates.

**Certificate Policy (CP)** - A named set of rules that indicate the applicability of a certificate to a particular community and/or class of application with common security requirements. For example, a particular CP might indicate applicability of a type of certificate to the authentication of parties engaging in business-to-business transactions for the trading of goods or services within a given price range.

**Certificate Revocation List ("CRL")** - A collection of electronic data containing the list of serial numbers revoked or suspended by the Certificate Authority

**Online Certificate Status Protocol ("OCSP")** - An Internet Protocol (IP) used to obtain the real time revocation status of a digital certificate. It is used as an online faster alternative to CRL list.

**Public Key** - A mathematical key which is available publicly and which is used to verify Digital Signatures created with the matched Private Key and to encrypt electronic data which can only be decrypted using the matched Private Key

**Private Key** - A mathematical key which is kept private to the owner and which is used to create Digital Signatures or to decrypt electronic data

**Registration Authority (RA)** - An entity that is responsible for one or more of the following functions: the identification and authentication of certificate applicants, the approval or rejection of certificate applications, initiating certificate revocations or suspensions under certain circumstances, processing subscriber requests to revoke or suspend their certificates, and approving or rejecting requests by subscribers to renew or re-key their certificates. RAs, however, do not sign or issue certificates (i.e., an RA is delegated certain tasks on behalf of a CA).

**Subscriber** - A subject of a certificate who is issued a certificate.

### 2.0 Authority to Use Digital Certificates

**2.1 Grant of Authority** As from the Effective Date up to the validity period of any issued Digital Certificate ("Valid from" date to "Valid to" date), PNPKI grants to the Subscriber the authority to use the requested Digital Certificate in conjunction with Private Key and/or Public Key operations. The obligations of the subscriber (see section 4.0) with respect to Private Key protection are applicable from the effective date.

**2.2 Limitations on Authority** The digital certificate cannot be used for purposes other than what is allowed in this Subscriber Agreement and the CPS.

### 3.0 Use of PNPKI Digital Certificate

The subscriber shall use the certificate for its lawful and intended use only. The certificate shall be used in accordance with its Key-Usage field extensions. All issued certificate by PNPKI cannot be used for purposes other than what is allowed in this subscriber agreement and by the CPS. PNPKI shall not be liable for any claims arising from prohibited use.

### 3.1 Acceptance of a Digital Certificate

The following conduct constitutes certificate acceptance:

- A certificate shall be deemed accepted when it is in the subscriber or representative's control;
- Failure of the subscriber to object to the certificate or its content within five (5) calendar days; or
- The subscriber uses the certificate.

### 3.2 Revocation of Digital Certificates

A certificate shall be revoked when the bond between the subject and the subject's public key is no longer valid. An end-user subscriber certificate can be requested for revocation under any of the following conditions:

- When a verified request for revocation is received by PNPKI CA or RA;
- When any of the information found in the certificate is changed or no longer applicable;
- When the Private Key, or the media holding the Private Key, associated with the certificate is compromised;
- When the PNPKI CA determines that the end-user entity is no longer complying with the requirements of by the CPS and this subscriber agreement; or
- When the PNPKI CA has the reason to believe that the certificate was issued in a manner that is not in accordance with the procedures required by the CPS and this subscriber agreement.
- When subscriber requested revocation of the Certificate;



#### 4.0 Subscriber Obligations

This Agreement governs the subscriber's application for, acceptance, and use of, a digital certificate issued by the RA.

- a) The provisions of the Root CA CP/CPS, GovCA CP/CPS, and other pertinent documents are binding upon the subscriber.
- b) All the information provided in the digital certificate application form is true and correct.
- c) The use of the digital certificate shall be for the sole use of the subscriber.
- d) The subscriber will not, under any circumstances, allow any other person to use the digital certificate. Any such use by another person constitutes a compromise of the associated private key, requiring the revocation of the digital certificate.
- e) The subscriber shall protect the confidentiality of the private key associated with his or her digital certificate as well as any PIN number or other means used to activate the private key.
- f) The subscriber shall remain solely responsible for the maintenance of the confidentiality of the certificate.
- g) The subscriber shall not use the digital certificate for any unlawful purpose, or for any purpose that does not have anything to do with accessing the PKI information systems or transactions using the digital certificates.
- h) The subscriber shall promptly request the RA to revoke the digital certificate upon knowing or suspecting inaccurate information, loss, exposure or compromise of the associated private key.
- i) The subscriber shall not tamper, interfere with, or reverse-engineer any technical implementation of the digital certificate or its use, or in any manner seek to compromise the security provided by the RA and the National PKI system.
- j) The subscriber accepts the risk of an undetected compromised digital certificate or associated private key, which may be used to impersonate the said subscriber.

#### 5.0 Permission to Publish Information

The Subscriber agrees that PNPKI may publish the serial number of the Subscriber's Digital Certificate in connection with PNPKI's dissemination of CRLs and OCSP.

#### 6.0 Disclaimer

PNPKI shall not be liable for any claims arising from prohibited use of Digital Certificates issued by GovCA. PNPKI will not be liable if the user has not respected his obligations mentioned in the CPS and in this agreement.

#### 7.0 Term and Termination

This agreement shall terminate upon

- a) The expiry date of any Digital Certificate issued to the Subscriber
- b) Any failure to comply with any of the subscriber obligations mentioned in this Subscriber Agreement

#### 8.0 Effect of termination

Upon termination of this Subscriber Agreement for any reason, PNPKI may revoke the Subscriber's Digital Certificate in accordance with PNPKI revocation procedures.

#### 9.0 CP and CPS Information

The digital certificate contains information provided by the subscriber, which is authenticated by the RA in accordance with the requirements set out in the CA CP and CPS, available for viewing and download at [dict.gov.ph/pnpi/](http://dict.gov.ph/pnpi/).

Date:  Place:  Name of Applicant:

Signature: \_\_\_\_\_

(Please sign in the presence of an administering officer)

