



Republic of the Philippines  
Department of Education  
Region X  
SCHOOLS DIVISION OF TANGUB CITY



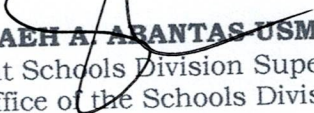
September 26, 2023

**DIVISION MEMORANDUM**  
No. 791, s. 2023

To: Assistant Schools Division Superintendent  
CID and SGOD Chief Education Supervisors  
Education Program Supervisors  
Public Schools District In-Charge  
Elementary and Secondary School Heads  
School ICT Coordinators  
All Others Concerned  
This Division

**APPLICATION FOR PNPKI DIGITAL CERTIFICATE**

1. This Office disseminates the Regional Memorandum No. 0540, s. 2023 titled **"Application for PNPKI Digital Certificate"**.
2. In line with this, all personnel in this division are directed to accomplish the PNPKI Application form with clear ID picture and electronic signature and upload to this link: <https://bit.ly/PNPKIconsol2023> on or before September 28, 2023.
3. Individual Application Form can be downloaded here: <https://bit.ly/PNPKiform2023>.
4. Enclosed is the Regional and OUA Memorandum for your reference.
5. This Office directs the immediate and wide dissemination of this Memorandum.

  
**SHAMBAEH A. ARANTAS-USMAN, PhD, CESE**  
Assistant Schools Division Superintendent  
OIC - Office of the Schools Division Superintendent

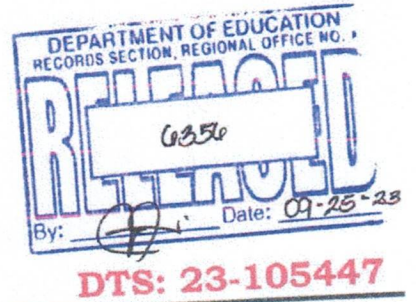
To be indicated in the Perpetual Index  
under the following subjects:  
ICT PNPKI



Address: Anecito Siete St. Mantic, Tangub City  
Telephone: (088) 530 - 5988



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



September 22, 2023

REGIONAL MEMORANDUM  
 No. 0540, 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://bit.ly/PNPKI-Focal2023>
3. For the requirements and other pertinent details, kindly refer to Annex A and this link <https://bit.ly/DepEd-PNPKI2023>
4. All SDO focal persons shall consolidate and accomplish the PNPKI (P12) Bulk Application Data Form 2023 and submit it to [renel.quirit@deped.gov.ph](mailto:renel.quirit@deped.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



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](mailto:region10@deped.gov.ph)  
<http://deped10.com>

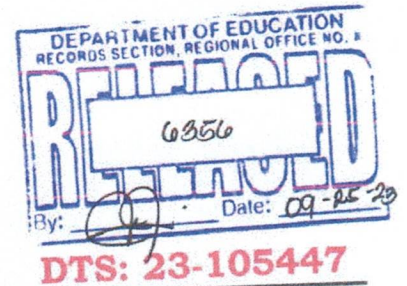
Doc. Ref. Code	PROCORD-PNPKI-F 2023-011	Rev	00
Effectivity	04.03.23	Page	1 of 2







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



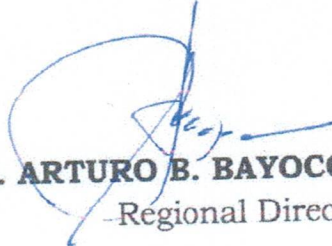
September 22, 2023

REGIONAL MEMORANDUM  
 No. 0540, s. 2023

APPLICATION FOR PNPKI DIGITAL CERTIFICATE

To: Schools Division Superintendents  
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 All Others Concerned

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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



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](mailto:region10@deped.gov.ph)  
<http://deped10.com>

Doc. Ref. Code	NON-OFD-PAL-FMAF-2023-013	Rev	00
Effectivity	04.03.23	Page	1 of 2





Republika ng Pilipinas  
**Kagawaran 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

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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.pnpki@deped.gov.ph](mailto:support.pnpki@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 <a href="http://bit.ly/PNPKI-Focal2023">http://bit.ly/PNPKI-Focal2023</a>	
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.pnpki@deped.gov.ph](mailto:support.pnpki@deped.gov.ph).

For immediate and appropriate action.

  
**NOLASCO A. MEMPIN**  
 Undersecretary

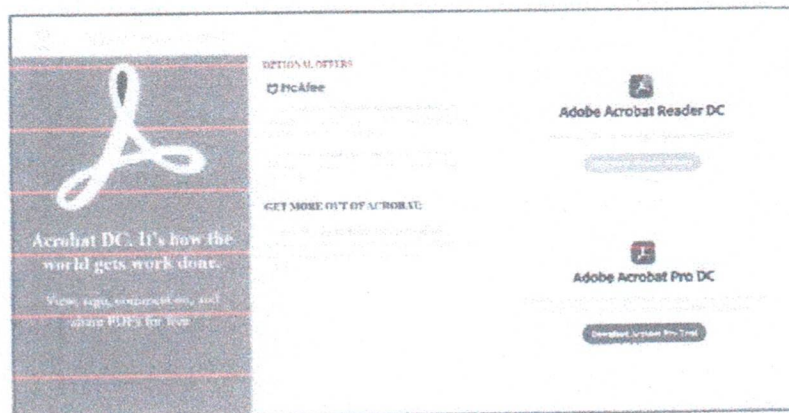
## Annex A

### 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.

[Download Acrobat Reader](#)

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.