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



**OUA MEMO 00-0721-0169**  
**MEMORANDUM**  
26 July 2021

**For: Regional Directors and BARMM Education Minister  
Schools Division Superintendents  
Region and Division IT Officers  
Region and Division Personnel Officers  
School Heads  
All Others Concerned**

**Subject: ADDENDUM TO THE MEMORANDUM ON THE APPLICATION  
OF FIELD OFFICES AND SCHOOL PERSONNEL FOR  
PNPKI DIGITAL CERTIFICATES**

The Commission on Election's (COMELEC) *Policy Guidelines on the Implementation of Digital Certificate for the 2022 National and Local Elections and Bangsamoro Autonomous Region of Muslim Mindanao Elections* requires the use of digital signatures for personnel who will serve in the May 2022 National and Local Elections to ensure transparency and credibility.

In relation to this, the Office of the Undersecretary for Administration (OUA) releases this addendum to OUA Memo 00-0721-0129 *Application of field offices and school personnel for PNPKI digital signature* released on 16 July 2021.

The Department of Information and Communications Technology (DICT) has extended their full support by allowing DepEd to process the application for digital certificates through bulk registration and has waived the submission of requirements that are otherwise too taxing to provide, considering that DepEd personnel who will serve in the election **must have digital certificates on or before the 30th of September 2021.**

For the prioritization list in the processing of applications and composition of the PNPKI Team, please refer to **Annex A.**

For the steps and details on the application process, refer to **Annex B.**



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**Office of the Undersecretary for Administration (OUA)**

*(Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO))*

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In relation to the application process, the following asynchronous (or self-paced) virtual orientations and demonstration activities will be conducted:

1. The use of the **Learning Management System (LMS)**.
2. **Submission** of PNPKI requirements **through the LMS**.

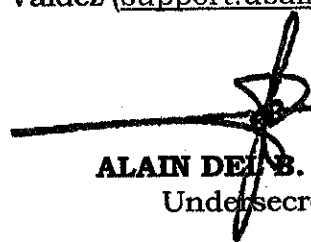

**Note:** Both activities will run from **29 July to 25 August 2021**.

DepEd PNPKI Resources such as forms, guides, and samples are already available through this link: <http://bit.ly/Deped-PNPKI>. Contents of this resource, including process flows and other materials, will be regularly updated.

For any questions and concerns, please contact the following personnel through email or chat via MS Teams:

- PNPKI concerns – Ms. Niña Rica Bernas ([support.pnpki@deped.gov.ph](mailto:support.pnpki@deped.gov.ph))
- LMS concerns – Mr. Winifredo Valdez ([support.usdlms@deped.gov.ph](mailto:support.usdlms@deped.gov.ph))

For immediate compliance.

  
  
**ALAIN DEL B. PASCUA**  
Undersecretary



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## Annex A

### PRIORITIZATION OF DEPED PERSONNEL FOR PNPKI DIGITAL CERTIFICATE APPLICATION

#### 1. Prioritization

DepEd personnel who are currently or will be involved in the following shall be prioritized:

- The 2022 National and Local Elections
  - COMELEC stated that DepEd personnel who will serve in the 2022 elections should have the PNPKI-digital certificate by September 2021.
- Signatories of procurement-related activities
  - Head of the Procuring Entity;
  - Bids and Awards Committee Member;
  - Technical Working Groups;
  - BAC Secretariat; and
  - End-users/Implementing Units.
- Members of the DepEd PNPKI Team in all governance levels.
- Other activities that require immediate use of PNPKI-certified digital certificate.

#### 2. Regional PNPKI Team (i.e., PNPKI Focal Person, etc.)

Regional offices will have the flexibility to arrange the schedules when their respective SDOs may access the portal.

The composition of the Regional and Division PNPKI Teams are as follows:

##### a. Regional Directors

- Responsibilities
  - Oversee the activities, status of submissions, and other related activities.
  - Provide the support needed by the PNPKI Teams to reach at least 90% of the personnel in the priority list and at least 75% of personnel in the region with PNPKI digital certificate by September 2021.

##### b. Regional Information Technology Officers (RITOs)

- Officially designated as **PNPKI Focal Person and Team Leader of Regional PNPKI Team** effective immediately.
- RITOs are instructed to update and submit the following information through email to Mr. Hubert Cordial at [hubert.cordial@deped.gov.ph](mailto:hubert.cordial@deped.gov.ph) on or before **23 July 2021**:



- Complete Name, Position, DepEd email address, and contact number/s.
  - Responsibilities
    - In-charge of ensuring that all identified entities in this memorandum will be oriented to apply for their PNPKI-certified digital certificate.
    - Setup and manage Regional LMS servers.
    - Coordinate with the PNPKI Cluster Team Office assigned in their respective regions.
    - May opt to add member/s to the Regional PNPKI Team as needed.
    - Report to DepEd Central Office via **support.pnpki@deped.gov.ph** the status of the number of applications submitted thru the LMS.
    - Assist in resolving issues and concerns in relation to the activity.
- c. **Regional Administrative Officer Personnel**
- Officially designated as **Regional PNPKI Team members** effective immediately.
  - Responsibilities:
    - Support and assist the **Regional Focal Person** in the execution of responsibilities.
    - Support and assist the **Regional PNPKI Team** in the scheduling of the personnel within the Regional Office.
    - Assist in resolving issues and concerns in relation to the activity.
- d. **Division Information Technology Officers (DITOs)**
- Officially designated as **Regional PNPKI Team member** and **Division PNPKI Team Lead** effective immediately.
  - Responsibilities
    - Assist the **Regional PNPKI Team** in coordinating and ensuring the cooperation of the whole division in achieving the objectives of the activity.
    - Coordinate and assist the **Regional PNPKI Team** in finalizing LMS training schedules for their respective division.
    - May opt to add member/s to the **Division PNPKI Team** as needed.
    - Coordinate and assist the applicants on how to fill-out the application form and other requirements.
    - Assist in resolving issues and concerns in relation to the activity.



**e. Division Administrative Officer Personnel**

- Officially designated as Division PNPKI Team members effective immediately.
- Responsibilities:
  - Support and assist the **Division PNPKI Team Lead** in the execution of responsibilities.
  - Support and assist the **Division PNPKI Team** in the scheduling of the personnel within the Regional Office.
  - Assist in resolving issues and concerns in relation to the activity.

**3. Data Privacy**

- To protect the handling of personal information that will be used in this endeavor, only those recognized DepEd personnel will be able to transact with PNPKI offices and personnel.
- It is the responsibility of the members of the Regional and Division PNPKI Teams to **secure** the submitted requirements of all applicants in compliance with the Data Privacy Act.



## **Annex B**

### **STEPS IN BULK APPLICATION FOR PNPKI DIGITAL CERTIFICATE**

This is for DepEd Field Office personnel who will apply through bulk application done thru the DepEd Learning Management System (LMS.)

#### **Steps in applying for the PNPKI digital certificate:**

1. Preparatory activities prior to applying for the PNPKI digital certificate are as follows:
  - a. Secure a 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.
    - Picture should show the whole head up to the shoulders.
    - Clear (not blurred) and high-resolution picture (min. of 600 dpi)
    - When taking the picture using a smartphone, ensure that the resolution is set at the highest setting and with ample lighting.
    - Image should be in either JPG or PNG format.
    - Taken within the last six (6) months
    - Stretched images will not be considered
  - b. Secure soft copy of electronic signature
    - Using a black permanent marker or any writing instrument with a broad and continuous even ink flow, write a big sample of your signature on a piece of white paper.
    - Ensure that the sample signature is very clear and matches your official signature.
    - After making the sample signature, have it scanned in high resolution (minimum of 600 dpi) and saved in JPG or PNG format.
  - c. Download the free Adobe Acrobat Reader DC
    - To download the free Adobe Acrobat Reader DC, go to this site: <https://get.adobe.com/reader/?promoid=KSWLH>
    - Before downloading the free Adobe Acrobat Reader DC application, make sure that all checkboxes in the "Optional Offers" section are clear or unchecked to avoid ads.
    - Next, click "Download Acrobat Reader" and follow instructions until the application is installed on computer.





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2. Download Application Form via: <http://bit.ly/Deped-PNPKI>
  - 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 it in this format:  
**LastName\_FirstName\_EmployeeNumber\_[your affiliation]**

Example: Bernas\_Niña\_EmployeeNumber\_SDO

*NOTE: PNPKI will not accept handwritten application forms.*

3. Submission of Requirements - The submission of requirements will be within the DepEd LMS.
4. Notification from the Central Office, Regional or Division PNPKI Team, thru an advisory or memoranda, will be issued for updates and next steps.



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