



Republic of the Philippines  
**Department of Education**  
Region III  
**SCHOOLS DIVISION OF BULACAN**

November 8, 2022

**DIVISION MEMORANDUM**

No. 400 s. 2022

**ADOPTION OF ELECTRONIC DOCUMENTS AND DIGITAL SIGNATURES  
IN GOVERNMENT TRANSACTIONS WITH DEPED SDO BULACAN  
AND SCHOOLS AND LEARNING CENTERS**

To : CID and SGOD Chiefs  
Unit Heads  
Heads of Public Elementary and Secondary Schools  
All Others Concerned

1. Pursuant to the OUA Memorandum 00-0322-0189 with subject "Adoption of Electronic Documents and Digital Signatures in Government Transactions with DepEd," this Office enjoins the SDO functional divisions and units as well as the schools and learning centers to use the Public Key Infrastructure (PKI) signatures in electronic documents. All original documents created using Information and Communication Technology and PKI signed shall be the official and original document.
2. 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.
3. The ICT Unit of the SDO is tasked to orient SDO chiefs and unit heads as well as school heads on the use of PKI signatures.
4. The following documents shall be submitted to this Office online. The Word file must be emailed to [bulacan@deped.gov.ph](mailto:bulacan@deped.gov.ph). The Records Unit shall forward the document to the concerned unit for digital signature. The PDF of the document shall be emailed back to the sender by the concerned unit cc: Records Unit. Once received, the sender can print the document and sign.

OSDS:

Accounting Unit:

1. Certification for the use of mobile phones, postpaid line, and prepaid loads
2. Travel authority for official travel
3. Certificate of travel completed





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**Personnel Unit:**

1. Certification of leave
2. Certification of last day of service
3. Certification of employment
4. Personnel Locator Slip
5. Travel Authority
6. Request for substitute teachers
7. Request for hiring of teachers with specialization indicated (for Secondary)
8. Request to conduct school-level ranking
9. Request for transfer

**SGOD:**

1. Request for data gathering
2. Request for use of schools as venues for activities
3. Request for unenrollment
4. Request for LRN reactivation

**CID:**

1. School Forms
2. Supervisory/TA Plans and Reports of supervisors

5. Other documents which are not included in the list may still be submitted to this Office online via the official email address of the SDO.

6. Schools and learning centers shall also adopt the employment of online transactions and use of PKI digital signatures.

7. This directive is included in the innovation of this Office titled "Digital DepEd Bulacan" as the contribution of this agency to Digital Philippines and the advocacy to streamline processes for effective and timely delivery of services in adherence to RA 11032, also known as the Ease of Doing Business and Efficient Government Service Delivery Act.

8. Immediate and wide dissemination of this Memorandum is desired.

**ROWENA T. QUIAMBAO, CESE**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

OSDS  
Nov. 8, 2022

