



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

July 14, 2023

DIVISION MEMORANDUM
No. 304, s. 2023

**DRIVING PAPERLESS OPERATIONS: INTEGRATING ELECTRONIC DOCUMENTS
AND DIGITAL SIGNATURES IN ICT UNIT TRANSACTIONS**

To: Assistant Schools Division Superintendents
Division Chiefs
Unit Heads
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. Cognizant with Division Memorandum No. 400, s2022, titled “**ADOPTION OF ELECTRONIC DOCUMENTS AND DIGITAL SIGNATURES IN GOVERNMENT TRANSACTIONS WITH DEPED SDO BULACAN AND SCHOOLS AND LEARNING CENTERS**”, this office announces the inclusion of ICT Unit transactions in line with the abovementioned memorandum effective immediately.
2. Pursuant to the **MATATAG Agenda**: Key initiative #18 Digitization of processes, it is crucial to integrate the use of PNPKI to streamline processes, enhance security, improve operational effectiveness, and promote paperless transactions while cutting cost and travel time when transacting with the ICT Unit.
3. Submission of Documents pertaining to ICT Unit transactions are as follows:
 - Request for Accounts (Creation, Resetting, Deactivation);
 - Request for Troubleshooting of ICT Equipment (SDO Proper);
 - Request for Technical Assistance (DCP);
 - Request for Uploading Publications;
 - Monitoring and Evaluation Reports;
 - Maintenance Monitoring Plan;
 - DCP Repair and Maintenance Activity Completion Report;
 - Account Management Report;
 - Approved (Localized) ICT Action Plan;
 - ICT Integration for Governance, Teaching, and Learning Reports;
 - Unit/Office/School Digitization Initiatives
 - Report on all ICT-related activities; and
 - Other reports as may be needed by the Central Office, Regional Office, and Division Office.
4. On account management, the **Personnel Section** shall promptly notify and provide the ICT Unit with relevant information whenever there are newly hired employees who needed to be issued email addresses and employees who are about to retire or have been separated from service.
5. On ICT inventory, the **Asset Management Section** shall be responsible for the overall management of ICT inventory and shall notify the ICT Unit of changes in inventory and turnover of ICT resources.





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6. On ICT-related meetings and activities per unit, the **Digitization Technical Working Group per unit** shall provide assistance for their respective unit activities and digitization initiatives.
7. The duties and responsibilities of the ICT Unit towards digitization of ICT Unit Transactions are as follows:
 - The ICT Unit shall monitor the implementation of this memorandum and ensure compliance across SDO Bulacan. In case of non-compliance, the ICT units shall coordinate with the appropriate office relative to the corrective actions and report any irregularities.
 - The ICT Unit shall collect feedback from clients, analyze data and propose revisions to enhance relevance and effectiveness in supporting SDO Bulacan IT operations.
 - The ICT unit shall provide updates on digitization initiatives in coordination with the Digitization Technical Working Group per Unit.
 - The ICT Unit shall provide top management with submission reports during the quarterly Program Implementation Review.
8. For proper monitoring of the submission of documents, all transactions must be recorded with the **Records Unit** through Transaction Monitoring System (TMS) or via email at bulacan@deped.gov.ph.
9. All concerned personnel are reminded to adopt the employment of online transactions and use PNPKI Digital signatures.
10. For information, guidance, and strict compliance of all concerned.


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Schools Division Superintendent

Reference: Division Memo No. 400, s2022
To be indicated in the Perpetual Index
under the following subjects:

INFORMATION TECHNOLOGY

OSDS/ICT unit
July 11, 2023

