



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

February 2, 2024

To: **Assistant Schools Division Superintendents**
Functional Division Chiefs
SDO Unit and Section Heads
Public Elementary and Secondary School Heads
All Others Concerned

Subject: **APPLICATION OF DIVISION AND SCHOOL PERSONNEL FOR PNPKI**
DIGITAL SIGNATURE

Anchored on the national direction of DepEd Central Office agenda, **Take steps to accelerate delivery of basic education facilities and services**, this office is hereby requesting all interested personnel to submit **PNPKI Application form** on or before March 1, 2024, 5:00 p.m. via Microsoft Forms link:

SDO Personnel - tinyurl.com/PNPKI-BUL-SDO
School Personnel - tinyurl.com/PNPKI-BUL-SCHL

In compliance with government policies regarding the adoption of electronic commerce in 2021, the PNPKI digital signature will be used to expedite the processing of the following:

OSDS

Accounting Unit:

- a.) Certification for the use of mobile phones, postpaid lines, and prepaid loads
- b.) Travel authority for official travel
- c.) Certificate of travel completed

Personnel Unit:

- a.) Certification of leave
- b.) Certification of last day of service
- c.) Certification of employment
- d.) Personnel locator slip
- e.) Travel authority
- f.) Request for substitute teachers
- g.) Request for hiring of teachers with specialization indicated (for Secondary)
- h.) Request to conduct school-level ranking
- i.) Request for transfer



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ICT Unit:

- a.) Request for Accounts (Creation, Resetting, Deactivation)
- b.) Request for troubleshooting of ICT equipment (SDO Proper)
- c.) Request for Technical Assistance (DCP)
- d.) All ICT- related reports

SGOD:

- a.) Request for data gathering
- b.) Request for use of schools as venues for activities
- c.) Request for unenrollment
- d.) Request for LRN reactivation

CID:

- a.) School Forms
- b.) Supervisory/TA Plans and Reports of supervisors.

Other documents which are not included in the list may still be submitted to this Office online via bulacan@deped.gov.ph.

Schools and learning centers shall also adopt the employment of online transactions and use of PNPKI digital signatures as the contribution of the 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.

The PNPKI Application form can be downloaded through this link:
tinyurl.com/PNPKI-APP-SDOBUL

For information, guidance, and compliance.


NORMA P. ESTEBAN, EdD, CESO V
Schools Division Superintendent 

DIVISION LETTER

No. 011 , s. 2024



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